

Llanelli steering group meeting minutes

Thursday, 4<sup>th</sup> August, 5:45pm  
10 John Street, Llanelli

**Minutes**

Present

Andrew Stephens	AS	St Elli Centre
Paul Oram	PO	Llanelli Chamber of Commerce
Mandy Jenkins	MJ	BID Manager

In attendance

Peter Williams	PW	<i>The means</i>
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Apologies

Emlyn Dole	ED	Carmarthenshire County Council
Jonathan Armstrong	JA	Emilia May Gifts (Chair)
Matthew Harvey	MH	Specsavers
Mel Edwards	ME	Llanelli Town Council

Item	Detail	Action
<b>1.0</b>	<b>Welcome and introductions</b> 1.1 AS opened the meeting and welcomed attendees. 1.2 Apologies were given as above.	
<b>2.0</b>	<b>Minutes of the last meeting and matters arising</b> <b>2.1 Briefing update on progress to date</b> AS updated attendees on progress to date including the draft newsletter It was due to be printed and delivered during the week beginning 15 <sup>th</sup> August to coincide with a two-page article in the Llanelli Star on the BID and reindeer parade on 17 <sup>th</sup> August.  <b>2.2 Coffee culture</b> The group agreed that the presentation at the last meeting had been informative and that it would be a good idea to include this in a networking event e.g. at the FFwrnes to show the film.  It was agreed that all other matters were covered in the agenda and that the minutes were an accurate record.	
<b>3.0</b>	<b>Ymlaen Llanelli update</b> <b>3.1 Levy bills</b> MJ said that CCC estimated that the bills would go out at the end of July / beginning of August. That time had passed so MJ to ask the Council for a further update.  <b>3.2 Bank account / financial update</b>	<b>MJ: Ask CCC for an update on the levy bills</b>

	<p>AS gave an update of what the BID had spent so far. The board commented on the cost of the water bill and MJ suggested it may be cheaper to install a meter as the office would only be staffed for three days a week. MJ to check with Davies Craddock if this could be done.</p> <p>PW said that in other areas, payment runs were only done once a month and suggested this would be good practice Ymlaen Llanelli. The group agreed.</p> <p>AS asked if MJ should be a signatory on the bank account. PW said that this was not done in other BIDs and suggested the use of a corporate credit card instead. AS confirmed that debit cards were in the process of being granted for himself, JA and MJ and that a limit on spend could be added into the financial procedures.</p> <p>PO suggested a set of management accounts be presented at all future meetings.</p> <p><b>3.3 Urban apprentice post</b>  MJ explained that a position has been developed in conjunction with Llanelli Rural Council and was now being advertised on the Careers Wales website. The original deadline for applications has been the end of July but as there had only been one applicant, she had moved the deadline to the end of August when exam results would be known. The Group suggested placing an advert in the Llanelli Star or including it in the two page article.</p> <p><b>3.4 Appointment of Directors</b>  AS listed the directors who were himself, JA, PO, MH and ED. The group discussed recruiting more directors and ideally would like to have 10 plus. It was agreed that for the immediate term PW attendance at meetings would continue to be in support of <i>the means</i> managing role.</p> <p>PO said that he would review his involvement on an annual basis as he felt he would be less in touch with what was going on in the town centre.</p> <p><b>3.5 Office</b>  AS Lease agreement received. . MJ said she would check if there was a break clause Rent to be paid quarterly. Broadband ordered and would be installed on 25.08/16, JA provided kitchen equipment.</p>	<p><b>MJ: To check with Davies Craddock about the installation of a water meter</b></p> <p><b>MJ: to check break clause in lease agreement</b></p>
<p><b>4.0</b></p>	<p><b>Finalising agreement between Ymlaen Llanelli and Llanelli Town Council</b>  MJ said this item was on the agenda for the previous meeting but had not been discussed. AS asked if the agreement should be signed.  The group agreed that it would be a good idea for the signing and article to appear in the Llanelli Star a week later than originally planned on 24<sup>th</sup> August.</p>	
<p><b>5.0</b></p>	<p><b>Reindeer parade</b>  AS explained that the parade would now take place on Saturday, 3<sup>rd</sup> December and talked the group through the history of the parade in the town. The group had previously agreed that the BID would fund this year's parade.</p>	
<p><b>6.0</b></p>	<p><b>Retrofest</b>  AS explained that this had previously been a successful event in the town and that it had been discussed at the Chamber of Trade meeting the previous week.</p>	

	The group agreed that it would be a good idea to put on the event sometime in the Autumn with some of the previous partners to be contacted. MJ to look into this and the idea would be discussed at the marketing theme group meeting.	
<b>7.0</b>	<b>Updates from the Chamber of Trade / Taskforce</b> AS gave an update on parking following a plan produced by CCC for the last sub-task force meeting. He explained that the July task force meeting had been cancelled and that the next meeting would take place in September. The plan had identified extra parking spaces which was welcomed. MJ to write to CCC requesting an update of the feasibility study and to ask that other streets such as Murray Street be considered.	
<b>8.0</b>	<b>List of meeting dates</b> The group went through the list of suggested dates for the board and theme group meetings and some participants who may be interested in theme groups were discussed.	
<b>9.0</b>	<b>AOB</b> AS suggested getting some quotes from companies on digital display boards for the town centre.	
<b>10.0</b>	<b>DONM</b> Tuesday, 13 <sup>th</sup> September.	