

Llanelli board meeting minutes

Wednesday, 22nd January 2019 5:30pm
Llanelly House

Minutes

Present

Lesley Richards	LR	Nationwide
Paul Oram	PO	Llanelli Chamber of Commerce
Paul Carter	PC	Llanelly House
Matthew Harvey	MH	Specsavers
Martin Blackwell	MB	The Works
Gary Jones	GJ	Llanelli Town Council (observer)

Mandy Jenkins	MJ	BID Manager
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Apologies

Emlyn Dole	ED	Carmarthenshire County Council
Lee Edmunds	LE	Evans & Powell
Tony Edwards	TE	Wilko

Item	Detail	Action
1.0	<p>Welcome and introductions</p> <p>1.1 LR opened the meeting and welcomed attendees and Martin Blackwell to his first meeting as a board member.</p> <p>1.2 Apologies were given as above.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>Those attending confirmed the minutes were an accurate account of discussions.</p> <p>2.1 £1 parking initiative</p> <p>The figures from the pilot have not yet been received from CCC. However, MJ had approached Jenkins, Wilko, Solid Gold and Boots to ask for their figures. Jenkins had provided theirs but did not want them to be circulated further than the board. The figures showed that the pilot had not had a significant effect. MJ estimated that the pilot had cost in the region of £10k (including advertising). The board agreed that as parking was considered to be such an issue by businesses, it was justified to spend 10% of the BID budget on it.</p> <p>2.2 Trostre town centre sign</p> <p>CCC had given go ahead for the BID to take over the sign. Estimated costs were: design £132.50 and manufacture and installation £1380. CCC had warned that the land been bought by a developer with development to take place in a year. The board decided that they did not want to proceed with the project.</p> <p>2.3 FFos Las advertising board</p> <p>PC had looked into this and all the space had already been sold.</p>	

	<p>2.4 Advertising at Llanelli Bus Station and Swansea Train Station Ongoing.</p> <p>2.5 Competition video MJ explained that Matty Lynch now had a full-time job and would not be able to do this. PC to ask the other company he knew for a quote.</p>	<p>PC: To ask video company for a quote on a video production competition</p>
3.0	<p>Company update</p> <p>3.1 Financial update The BID was spending much faster. CCC had provided the following update: Total invoiced: £210,741.61 Total received: £266,741.67 Total outstanding: £56,000.06 In the BID bank account at the moment was approximately £51,000.</p>	
4.0	<p>Themes</p> <p>4.1 Access and Parking</p> <p>4.1.1 £1 parking See 2.1.</p> <p>4.1.2 Last free parking day A free parking day had been requested for the Batman event on 27th February. The board decided to request the last free parking day of the year for Friday, 1st March as St David's Day was a popular choice with traders.</p> <p>4.2 Marketing Reindeer parade – good day and good feedback Batman – market, library and Llanelly House have events around it Pancake race - 5th March, Stepney Street from Jenkins to Job Centre, asked Jenkins for pancakes Vintage festival – an idea that had come from the events group and was proving to be quite difficult, might not be possible to put it together. The board suggested asking Swansea bus museum and a classic car club to take part. Great Get Together – street party on 22nd June.</p> <p>4.2.2 Cleaning MJ and GJ meeting the cleansing team on 24th January to discuss how the BID could help keep the town clean, given the budget cuts.</p> <p>4.2.3 Town centre gift card MJ had sent the information to the board before Christmas. The board decided that this would not be the most effective use of the BID's funds and not to go ahead for now. If the BID did achieve a second term, this could be looked at again.</p> <p>4.3 Enhancing experience</p> <p>4.3.1 Social media workshops First one had taken place with 8 people attending from 6 businesses.</p> <p>4.3.2 Window vynils Work had begun on these. However, due to the work going on in the old M&S building, this one could no longer be used.</p> <p>4.3.3 CCTV and DDAS</p>	

	<p>LR gave an update on the reduction in crime numbers as a result of the CCTV re-installation. The BID had offered to purchase for the Police another four CCTV cameras for the town centre but the CCTV officer had said no. LR would pursue this with the Police Commissioner.</p> <p>DDAS would be moving from above Boots but not for at least another year.</p>	
5.0	<p>Updates from outside bodies including the Chamber of Trade / Task Force</p> <p>PO told the board that the Chamber was very happy with the work of the BID so far.</p> <p>An update from the Task Force was covered in 4.3.3.</p>	
6.0	<p>AOB</p> <p>Flowers / hanging baskets / planters – LR said that she felt the BID could be helping with the greening in the summer by paying for extra hanging baskets and planters in the pedestrianised area. MJ to approach the company used by the Town Council to find out costs.</p> <p>Window stickers – MB suggested producing small stickers for businesses to put in their windows saying that they are part of the Ymlaen Llanelli BID and advertising the Love Llanelli website. MJ to get some quotes.</p>	<p>MJ: To approach the plant nurse about costs</p> <p>MJ: To source quotes for window stickers</p>
7.0	<p>DONM</p> <p>Wednesday, 20th March</p>	