
BBID BOARD MEETING

JUNE 2023: AGENDA

PRESENT: Steve H, Steve C, Tom Windaybank,

APOLOGIES: Stef Brammer (Company Secretary) Ruth Green (BID Manager,

JUNE 23: AGENDA

1. APRIL 2023 BBID BOARD MINUTES
 2. BBID DIRECTOR EMAIL SIGN OFF
 3. ACCOUNTS: FINANCIAL REPORTS MAY & JUNE 2023
 4. BBID BOARD STRUCTURE (VOTE NEEDED)
 - a. Chair, Vice Chair, Company Secretary
 - b. Directors
 - c. BID Manager
 - d. Stakeholders
 5. BALLOT (VOTE NEEDED)
 6. MARKETING MEETING UPDATE
 7. PROJECTS:
 - a. North St Table Tennis (VOTE NEEDED)
 - b. Renewal & Recovery Fund
 - c. Bristol Art District
 8. AOB
 - a. TASK FORCE REPORT & UPDATE
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1. APRIL BBID BOARD MEETING MINUTES

Tuesday 11th April 2023 - Steam Crane

Present:

- Tom Windaybank (meeting Chair)
- Stef Brammar
- Steve Clymer
- Ade Williams
- Chris Cierpik

- Jocelyn Welby, Acting BID Manager
- Sarah Morrison, Bristol City Council

Apologies:

- Stephen Hayles (Upfest)
- Charlie (Kask)
- Cllr Christine Townsend

1. ACCOUNTS: Financial update

- *Stef Brammar had requested this, but perhaps had not been clear enough - we received only the account for march. Joss Wellby will get an update for the Board.*

2. PROJECTS:

2.1. PLOGGING: *This was described fully in the meeting agenda. It was suggested that Bristol Waste should be contacted as it might be possible to borrow litter picking equipment from them and arrange for waste bags which they could then collect from an agreed location. The project was approved by a unanimous vote.*

2.2. RENEWAL AND RECOVERY FUND:

BCC has signed off the draft proposal and projects will now commence. Joss Wellby will continue to share details and ways in which traders outside East Street can get involved. The projects are listed fully in the meeting agenda, and were discussed. The following points were raised:
- Images for the bins should if possible be chosen - Shutter scheme - approx 25, will be traders' choice (hopefully to be mirrored on North Street)

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-Hanging baskets : Dandara to use lamp posts -Pocket Parks: agreed that lessons had been learned from past projects and that this project needs to be managed differently. Sarah Morrison pointed to an example in Stockwood, where a more playful approach had been adopted.

-Sculpture shop signs: longer-lasting materials will be used.

3. BBID Board roles:

Joss Welby will share the role descriptions she has prepared in consultation with the Chair/Vice Chair/Company Secretary.

Simon Dicken told the meeting that he is still committed to managing Wilko's in Kingswood. He feels with the BID ballot on the horizon that he can't commit as much time to the BID as he's been able to until now. He believes that the Chair role needs 'feet on the ground' here in Bedminster.

Stef Brammar expressed the gratitude of the BID Board for the service he has given over the past 10 years, and the relief on hearing that he will remain as a director.

With Tom Windaybank as Vice Chair, the appointment of a new Chair was discussed and the need to refer to the Articles of Association was agreed. Ade Williams taking on the Chair role was discussed alongside any other potential options.

Stef Brammar will circulate the relevant information, and it was agreed that a new Chair will be elected from the existing Board by email as soon as possible.

Ade also was very vocal about Directors relaying on the Chair and keen for everyone to take on more responsibility.

Joss Wellby stressed the need for the Directors to understand and commit to their role once they have received the description she has prepared.

CHAIR/ VICE CHAIR ROLE - [Job Description](#)

COMPANY SECRETARY - [Job Description](#)

DIRECTOR ROLE - [Job Description](#)

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4. BID Manager recruitment:

So far only 4 applications have been received. Joss Wellby will promote further.

5. BID Ballot:

It was agreed that the next 5 years will be very different to the previous 5 years.

-Simon Dicken stressed that it is very important for the traders to understand what they are getting for their money. -Sarah Morrison said that the BID manager is in effect an employee of the BID, who are traders themselves elected to represent all of the levy payers.

-She also pointed out that the business plan needs to demonstrate that extensive consultation with levy payers has taken place.

-Chris Cierpik had conducted a survey of traders on North Street which had placed their priorities in the following order:

- Cleaning*
- Greening*
- Artwork*

It was agreed to build on this survey and extend it. Sarah Morrison suggested traders be asked what percentage of spend should be allocated to the different activities of the BID. Also that we need to celebrate what has been achieved.

Joss Wellby will put together a summary of what we should emphasise in talking to traders.

It was agreed that all Board members need to become involved in promoting the work of the BID and the wisdom of voting for a further term.

Ade Williams suggested that a Campaign Manager is needed to work alongside a new BID manager to manage the ballot. Joss Wellby recommended that the BID employs a project officer to work to her direction, and that she then focuses on the ballot. This would be for 1.5 days per week at £140 per day, which will amount to £5460 for the period required.

The meeting voted unanimously to put this into action as soon as possible.

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6. Any Other Business:

-BBID BOUNDARY AND FUTURE PLANNING: Joss Wellby had attended a meeting with the Director of Windmill Hill City Farm who is keen that the organisation becomes a BID member, even though as a charity their levy will be limited despite their multi-faceted business and healthy turnover. Building on this, if we were to also extend into Whitehouse Place and its close environs, we would take in a further 21 small businesses and move closer to the Redcliffe and City Centre BIDs. It was agreed that we should progress this proposal.

-FUTURE PLACES TOOLKIT: This is a creative virtual reality project which has grown out of research at UWE, and which has run a successful public event at Filwood Broadway. It could be a popular addition to the Bristol Art District launch in July, by giving people of all ages a chance to visualise their ideas for East St improvements. It was agreed that we would supply them with a letter of support for a grant application.

7. Date of next meetings:

*Tuesday 9 May 6pm: open meeting
Tuesday 13 June 6pm: Directors' meeting*

SB12/04/23

2. BBID DIRECTOR SIGN OFF: BALLOT SUMMARY

PLEASE SEE BBID: BOARD BALLOT SUMMARY FOR MORE DETAIL OF SUMMARY BELOW:

BID DIRECTORS REQUESTED TO SIGN OF BALLOT BUDGET: PG 10

ACTION: SIGNED OFF BY - TW, SB, AW, Cllr. CT, SC, SH,
ABSTAINED: KH

COMMENTS:

Members of the BID Board met to make sure that the ballot business plan reflected the future vision and correctly articulated our strategy for the next 5 years.

These comments are with Plaster to bring content and design together.

SC has suggested a strategy session after the ballot to frame 2023 and beyond.

3. ACCOUNTS: FINANCIAL REPORT APRIL & MAY 2023

Please see the attached April and Mays accounts or use link below for an overview of invoices processed during this period.

[BBID ACCOUNTS: APRIL & MAY 2023](#)

4. BBID BOARD STRUCTURE

As previously discussed Simon is ready to stand down as BID Chair, and we are looking to appoint the right person for this role.

Ruth alongside Simon, Stef, Tom and myself have reviewed the structure and the relevant job descriptions. Please do review them and make sure that they cover your expectations as Directors. Please send feedback to Ruth.

Stef, CS, has confirmed that this process is in line with our existing articles which can be found online [here](#).

BBID STRUCTURE:

- a. [Chair, Vice Chair, Company Secretary](#)
- b. [Directors](#)
- c. [BID Manager](#)
- d. Stakeholders - levy community

RECOMMENDATION: I recommend that we welcome Ade as our new Chair, with Tom Windaybank continuing as his Vice - Chair support.

Recommend that our articles are updated and signed off by BID Boards, after which we have a discussion about Stakeholders and their roles in the community.

ACTION: VOTE REQUIRED

5. BALLOT

The BID Ballot summary doc can be found [here](#) and today we must make our final decision on our future bounty line.

BBID BOUNDARY:

I have again highlighted for reference our old and new boundary and this can be found on pg. 7 & 8 of the summary doc.

RECOMMENDATION: DISCUSSION REQUIRED
ACTION: VOTE REQUIRED

CONSULTATION:

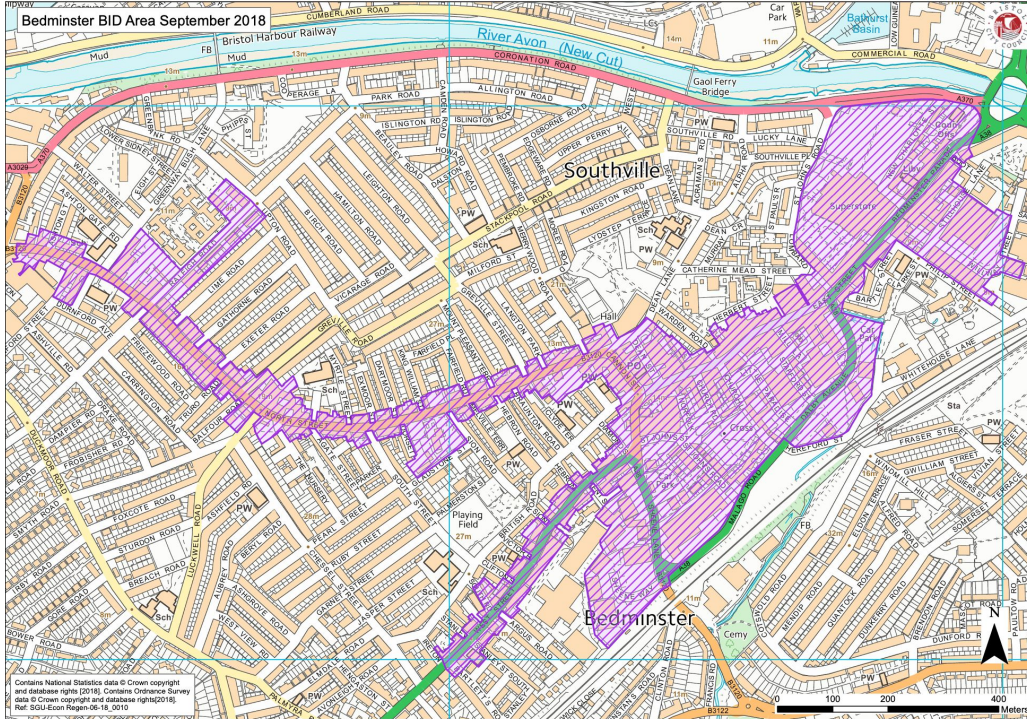
Our consultation plan is going well although online survey numbers have been slow. I am nudging levy payers to be part of the future which informs our budgeting and strategy by completing the questionnaire. Those who do not wish to have given me permission to record their answers.

BBID BUSINESS PLAN:

After a successful board session and feedback from BCC levy department Plaster are working to bring together our new look and strategy messaging/campaign while making sure we are complying with national regulations.

I will circulate final draft for comments this week ahead final BCC sign off, print and general circulation.

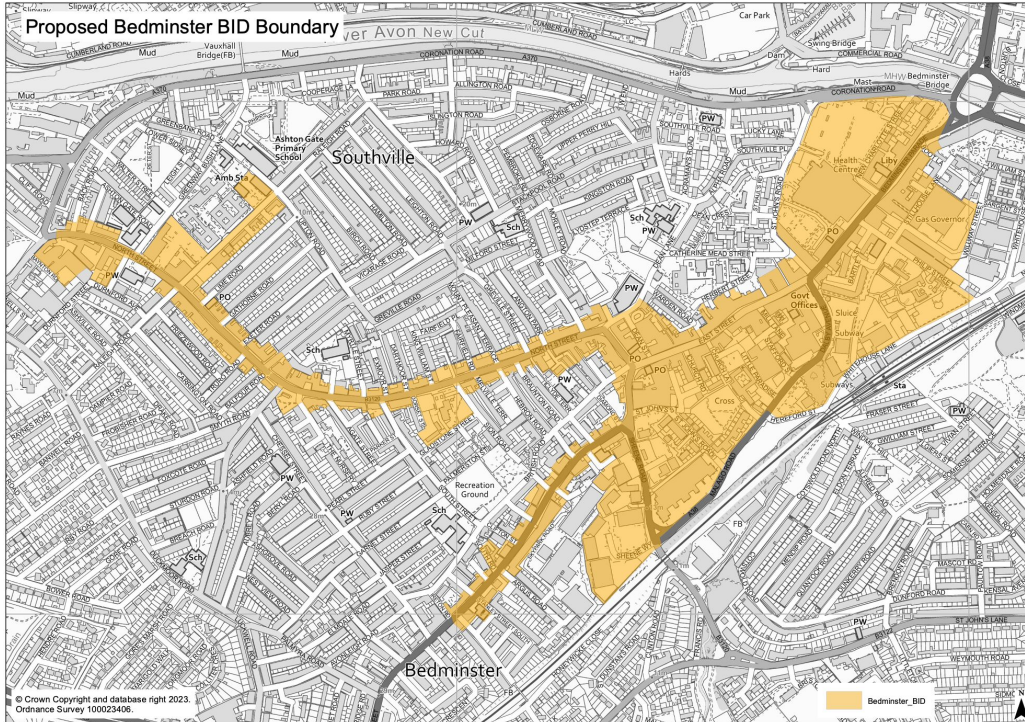
5. BALLOT: BID BOUNDARY 2018



This depicts the 2018 boundary line and includes the following streets:

Bedminster Parade, Boot Lane, Cannon St, Church Lane, Church Road, Dalby Avenue, Dean Street, East St, Hereford St, Kent St, Little Paradise, Lombard St, Malago Rd, Mill Lane, Nelson Parade, Philip St, Raleigh Rd (part of), Regent Rd, Sheene Rd, Sheene Way, St Catherines Pl, St Johns St, Stillhouse Lane, Wesley Street, West St (part of), Willway St (part of)

5. BALLOT: BID BOUNDARY 2023



This depicts our new 2023 boundary line, highlighting expansion to cover The Old Brewery site and roads surrounding Windmill City Farm as discussed. Additional streets highlighted in yellow:

Bedminster Parade, Bedminster Place, Boot Lane, Booth Road, Cannon St, Church Lane, Church Road, Dalby Avenue, Dean Street, East St, Essex Street, Granby Mews, Hereford St, Kent St, Leicester St, Little Paradise, Lombard St, Malago Rd, Mill Lane, Nelson Parade, New Charlotte Street, New John St, Norfolk Place, Philip St, Picture house Court, Raleigh Rd (part of), Regent Rd, Sheene Rd, Sheene Way, South Road, St Catherines Pl, St Johns St, Stafford St, Stillhouse Lane, Wesley Street, West St (part of), Willway St (part of)

This growth now includes vacant and developing plots, offering strategic expansion and future proofing for our BID.

7. PROJECTS

7a. NORTH ST TENNIS TABLE

North St Traders have flagged that the table tennis unit is not fit for use and now unsafe. We need to look at a full replacement.

BUDGET: £1500

RECOMMENDATION:

The unit is a community hub, used daily by many residents and visitors. I suggest that we look at its replacement after it has been removed as it now poses a health and safety issue.

All assets to be BBID owned.

(10 mins)

ACTION: VOTE REQUIRED

7b. RECOVERY & RENEWAL GRANT PROJECTS

BCC has confirmed the the delivery date for build environment projects has been pushed back to March 2024.

I will work with Ruth to support the delivery of these, using the separate budget to cover the PM cost.

We are awaiting date sign off for East St Art Weekender from BCC.

7c. BRISTOL ART DISTRICT

Plaster are ready to launch with final sign off needed from BBID Board. Plaster to circulate

8. AOB

8a. TASK FORCE REPORT

Thanks to those who supported the AGB and Task Force session. Ruth will be updating everyone on the next steps on her return. If you have not yet read the report please find details of the ongoing conversations [here](#) or via <https://actiongreaterbedminster.org.uk>.

BID BOARD MEETING: 6PM SECOND TUESDAY OF THE MONTH

PLEASE DROP ME A MESSAGE IF YOU WOULD LIKE TO ADD ANY AGENDA POINTS TO THE MEETING OR IF YOU WISH TO BE REMOVED FROM THESE UPDATES.

THANKS FOR CONTRIBUTING TO THE SESSION & SPEAK SOON.

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