

OSWESTRY BID - Minutes
 Tuesday, 12th January 2021, at 4pm
 Venue: Video Conference

	Present	<p>Ian Follington (IF) - Chair Allister Moutrie (AM), Sainsbury's Patrick Evans (PE), Evans Enterprises Julie Gibson (JG), The Kings Head Tim Morris (TM), Booka James Woodward (JW), Coldmove Lee Lucks (LL), Oswestry Borderland Tourism Tania McGee (TMc), Lanyon Bowdler Mark Derham (MD), Bridge Coffee Matt Potts (MP), Shropshire Council</p> <p>Adele Nightingale (AN) - BID Manager John Waine (JW2) – BID Admin</p>																																				
1.	Welcomes and Apologies:	<p>IF welcomed members to the meeting.</p> <p>Apologies from Stuart Phillips (Celt Rowland), Emma Chapman (Shropshire Council)</p>																																				
2.	Minutes of Last meeting and Actions arising:	<p><i>AM: suggested a modification to seconder noted in AGM Minutes.</i> <i>IF: asked for SP to sign AGM minutes as stand-in Chair for the meeting.</i> Action: AN to action modifications.</p> <p>Modifications above were accepted, Minutes of last meeting approved. Any actions arising to be dealt with during the meeting.</p>																																				
3.	Conflicts of Interest.	<p>No conflicts of interest with Board members declared.</p>																																				
4.	BID Governance	<p>I. AGM</p> <p>Recognition that AGM was held and Half Year Report was issued. AN: Good feedback on Half Year Report from businesses.</p> <p>II. Governance</p> <p>Retiring Director, Heather Noble and new Director, Mark Derham.</p>																																				
5.	Finance	<p>I. Levy Collection Year to date.</p> <p>Discussion on levy collection and contributions schedule.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Liability (£)</th> <th>Receipts (£)</th> <th>Credits (£)</th> <th>Balance O/S</th> <th>% Collected</th> <th>"ACTUAL" (£)</th> </tr> </thead> <tbody> <tr> <td>2018-2019</td> <td>252,465.79</td> <td>254,019.13</td> <td>3,832.13</td> <td>2,279.36</td> <td>99.1%</td> <td>250,187.00</td> </tr> <tr> <td>2019-2020</td> <td>264,060.65</td> <td>265,064.96</td> <td>5,523.11</td> <td>4,518.80</td> <td>98.3%</td> <td>259,541.85</td> </tr> <tr> <td>2020-2021</td> <td>278,948.38</td> <td>259,352.15</td> <td>13,559.64</td> <td>33,155.87</td> <td>88.1%</td> <td>245,792.51</td> </tr> <tr> <td>TOTAL</td> <td>795,474.82</td> <td>778,436.24</td> <td>22,914.88</td> <td>39,954.03</td> <td>95.0%</td> <td>755,521.36</td> </tr> </tbody> </table> <p>Actual BID Levy collected year-to-date is £245,792.51</p> <p>II. Cash in Bank.</p>		Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected	"ACTUAL" (£)	2018-2019	252,465.79	254,019.13	3,832.13	2,279.36	99.1%	250,187.00	2019-2020	264,060.65	265,064.96	5,523.11	4,518.80	98.3%	259,541.85	2020-2021	278,948.38	259,352.15	13,559.64	33,155.87	88.1%	245,792.51	TOTAL	795,474.82	778,436.24	22,914.88	39,954.03	95.0%	755,521.36	
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Cash in bank as at 7th January 2021, £367,001.94

III. Budget for 2021 (See item 7.I. below)

IV. Authorised Signatories.

Currently IF only signatory as second signatory retired as Director. Additional bank account signatory required for good governance. Following brief discussion, Board agreed to have additional signatories.

Agreed: AM and AN accepted as additional signatories.

V. Discretionary spend.

Proposed: A maximum discretionary spending limit of £1000 within any month with no carryover for the BID Manager. Any discretionary expenditure should be confirmed with another Director and reported to the Board monthly.

Vote: Carried.

6. BID MANAGER'S REPORT

I. Covid Grants

AN confirmed that given the current state of affairs supporting businesses in accessing Covid business grants and available support has been a key aspect of recent work.

II. Future Oswestry Group (FOG)

AN confirmed a date has been set to review the commissioned Masterplan with FOG and work groups. Once released, a copy of the Masterplan will be circulated to the Board.

III. HSHAZ

- AN confirmed all 18 Expressions Of Interest (EOI) received for the Shopfront Renovation and Repurposing Grants have been approved to go forwards with a full application.
- Board discussion on the EOI and the kinds of projects going forward under HSHAZ.
- Updated on ideas and designs for candidate public realm projects.

IV. Market Town Funding

- AN updated on new town maps and dispensers received, with thanks to LL for her work on that.
- Installation will look to take place after lockdown is lifted.
- In a joint project with Oswestry Borderland Tourism (OBT), additional new town maps have been passed to Visit Shropshire for distribution to Shropshire-wide hotels and accommodation providers.
- Indoor market shutters vinyls and Social Distancing pavement stickers ready and waiting for installation.
- Town map boards have all been updated with new town map.

V. LoyalFree

AN updated on discussions with LoyalFree about arrangements through lockdown and ideas on best approach to recovery.

VI. Oswestry Rail Reconnection

AN updated that we're awaiting notification from the Department For Transport on next submission date.

VII. PubWatch

AN updated on recent PubWatch meeting which included an update from Shropshire Council (SC) Public Health. Meetings are still proving useful, even in lockdown.

VIII. ShopWatch

AN confirmed new members to ShopWatch and DISC system. Scheme is slowly gaining traction.

	<p>IX. Broadband infrastructure</p> <p>AN confirmed attendance, along with some Board members, at meeting with SC to explore issues of broadband connectivity across the BID Area, looking at possibilities, future-proofing, and available funding schemes to assist businesses. Detailed Board discussion on grant schemes and creative ways to maximise access.</p> <p>Action: AN to take points made and look to progress.</p> <p>X. Balloon Carnival</p> <p>AN raised request for sponsorship from 2021 Balloon Carnival given uncertainty of context around Covid. Board discussion on widening carnival town benefits and promotion.</p> <p>Proposed: BID supportive of sponsorship request for £10,000, subject to Covid circumstances etc. Vote: Carried.</p> <p>XI. BID Levy Inflation Rise</p> <p>Proposed: that BID Levy rate stays at current level with no inflation based increase applied. Vote: Carried.</p>	
7.	<p>PROJECTS</p> <p>I. Future Projects</p> <p>IF opened discussion on a range of potential BID projects with supported projects brought back as fully costed proposals for Board consideration in due course. Each potential project was assessed on return to Levy Payers, cost/benefits and baselines of responsibility. Detailed Board discussions on each project suggestion.</p> <p>Potential projects discussed included: Street Ranger/Ambassadors, Town Centre Heritage Lighting, Security Patrols, Alleyways, Parklets, Info Kiosk/Totem, Pest Control, Industrial Area Maps, Business Photography and Broadband Infrastructure, Town Centre WiFi, Waste Disposal, Road Signage and Brown Sign Renewal/ Tourism Road Signs, Gateway Installation and HGV Park Facility.</p> <ul style="list-style-type: none"> ▪ Proposed: Pilot targeted cleaning of “eye sores” and road signage around BID Area then to be reviewed. Vote: Carried. ▪ Proposed: To get quotes for two info kiosk/totem installations in key town centre locations. Vote: Carried. ▪ Discussion regarding requirement and scope for additional security patrols around the Industrial Area. Action: AN to conduct simple survey of Industrial Area businesses to evaluate requirement and support for security patrols ▪ Discussion on heritage street lighting in town centre. Supportive of idea but concerned at cross over into Council responsibilities also maybe more appropriate for HSHAZ. Action: AN to gather list of opportunities and get cost estimates ▪ Discussion on issues around waste management/minimisation, reducing costs and recycling for various kinds of businesses and the town centre in general. Action: AN to continue to research opportunities and report back. ▪ Discussion around installation of Parklets (casual seating/dwell areas) in town centre as part of demonstration impact of improved public realm. Need to see Masterplan proposals to ensure any ideas are part of larger scheme. Action: AN and ILF to scope out potential locations in advance of Masterplan release and revert. ▪ Board discussions around Oswestry Innovation Park, Mile End Roundabout works and housing development and BID’s role in championing existing business to ensure their voice is heard and that impacts upon them are properly considered and minimised. Action: AN to speak with Shropshire Council’s economic team on this topic. ▪ Discussion on condition of existing road signage in and around BID Area. Action: AN to get quote to repeat signage survey and action. ▪ Discussion on tourism road signage. Action: AN to provide a costed project will be brought back to Board for consideration. ▪ Discussion on opportunity for gateway installation. Action: AN to develop the project proposal and come back to the Board. ▪ Discussion on Oswestry Lorry Park Concept. Action: AN to conduct simple survey of Industrial Area businesses to evaluate requirement and support for Oswestry HVG Park ▪ Discussion regarding provision of maps, navigation aids to Industrial Area. Agreed badly needed. 	

	<p>Need to investigate best practice on other Industrial/Business/Retail Parks and develop suitable proposal for Oswestry. Action: AN to undertake review of best practice and develop suitable proposal for Oswestry Industrial Area.</p> <p>II. Core Projects</p> <p>*This section set aside due to extended time of meeting.</p>	
<p>8.</p>	<p>Covid Business Grants</p> <p>MP updated on Covid Business Grants from Shropshire Council (SC) perspective.</p> <p>Guidance remains forthcoming on latest grant criteria and eligibility, and SC looking to expedite funds as soon as possible.</p> <p>November: Local Restrictions Support Grant (LRSB) for November, most applications processed and payments made. Of applications outstanding, mostly because of late applications. Business can still make applications into this scheme, which will trigger further verifications and/or payments for future rounds.</p> <p>Discretionary Scheme for November, most applications processed and payments made.</p> <p>Discretionary Scheme for November is now CLOSED.</p> <p>December: Moved into tiered systems, and the LRSB (Open) and LRSB (Closed). Verification and payments in process.</p> <p>LRSB (Sector) is for nightclubs, dancehalls, being contacted directly.</p> <p>Christmas Support Payment (Wet-led Pubs):</p> <p>Verification process on-going, criteria based on % income from food sales. £1000 per pub, bars, social clubs available. Payments are to the business rate payer according to government guidance. Guidance is that the food criteria is applied over 12 month period.</p> <p>January:</p> <p>New national lockdown, 3 versions of grants expected:</p> <ul style="list-style-type: none"> ▪ LRSB (Closed addendum), new version of Nov national grant, covering 6 week period of lockdown. Values will be same as current LRSB, based against rateable value. ▪ Closed Business Lockdown Grant (one-off) linked to rateable value – information from government forthcoming. ▪ Discretionary grant, for businesses not in rated premises, or not the business rate payer. <p>Businesses that have already applied, do not need to apply again. SC will do the verification as required.</p> <p>Key message:</p> <p>If businesses haven't applied under the LRSB scheme, urged to apply, and if eligible, will trigger grants from November onwards.</p> <p>MP thanked for the comprehensive update.</p>	
<p>9.</p>	<p>Next Meeting</p> <p>23rd February 2021, at 4pm</p>	