

**OSWESTRY BID - Minutes**  
 Tuesday 7<sup>th</sup> March 2023, 4.00pm  
Location: The Townhouse

	<b>Present</b>	<b>ACTIONS</b>																																										
	Tania McGee (TMc), Lanyon Bowdler Patrick Evans (PE), Evans Enterprises Lee Lucks (LL), Oswestry Borderland Tourism Stuart Phillips (SP), Celt Rowlands Tim Morris (TM), Booka Bookshop Samantha Cleal (SC), Niche Patisserie Kevin Griffiths (KG), Griffiths Tool Hire Graeme Kirkham (GK), Knock and Snitch Duncan Tipton (DT), Wilko Carl Thomas (CT), Furrows Mark Derham (MD), Bridge Coffee Emma Chapman (EC), Shropshire Council Adele Nightingale (AN) - BID Manager Lindsey Pierce (LP) – BID Assistant Manager John Waine (JW) – BID Admin																																											
<b>1.</b>	<b>Welcomes and Apologies:</b>  TMc welcomed members to the meeting.																																											
<b>2.</b>	<b>Minutes of Last meeting and Actions arising:</b>  Minutes of last meeting approved.  Any actions arising to be dealt with during the meeting.																																											
<b>3.</b>	<b>Conflicts of Interest.</b>  No conflicts of interest with Board Members declared.																																											
<b>4.</b>	<b>Governance</b>  IF has resigned from the Board and AN confirmed that the relevant paperwork will be filed with Companies House.  The Board would like to thank IF for all of his hard work and time that he has put into Oswestry BID.																																											
<b>5.</b>	<b>Finance</b>  <b>I. Cash in Bank</b> Cash in the Bank as at 3 <sup>rd</sup> March 2023 - £265,586.69  <b>II. Levy Collection Year to date</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Liability (£)</th> <th style="width: 15%;">Receipts (£)</th> <th style="width: 15%;">Credits (£)</th> <th style="width: 15%;">Balance O/S</th> <th style="width: 15%;">% Collected</th> </tr> </thead> <tbody> <tr> <td>2018/2019</td> <td>250,907.89</td> <td>253,849.45</td> <td>3,832.70</td> <td>891.14</td> <td>99.65</td> </tr> <tr> <td>2019/2020</td> <td>262,935.26</td> <td>263,164.39</td> <td>1,553.38</td> <td>1,324.25</td> <td>99.49</td> </tr> <tr> <td>2020/2021</td> <td>277,043.13</td> <td>274,768.65</td> <td>2,499.81</td> <td>4,774.29</td> <td>98.29</td> </tr> <tr> <td>2021/2022</td> <td>277,287.81</td> <td>277,395.23</td> <td>3,946.49</td> <td>3,839.07</td> <td>98.63</td> </tr> <tr> <td>2022/2023</td> <td>277,838.06</td> <td>286,317.45</td> <td>15,662.08</td> <td>10,182.69</td> <td>96.53</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>1,346,012.15</b></td> <td><b>1,352,495.17</b></td> <td><b>27,494.46</b></td> <td><b>21,011.44</b></td> <td><b>98.47</b></td> </tr> </tbody> </table>		Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected	2018/2019	250,907.89	253,849.45	3,832.70	891.14	99.65	2019/2020	262,935.26	263,164.39	1,553.38	1,324.25	99.49	2020/2021	277,043.13	274,768.65	2,499.81	4,774.29	98.29	2021/2022	277,287.81	277,395.23	3,946.49	3,839.07	98.63	2022/2023	277,838.06	286,317.45	15,662.08	10,182.69	96.53	<b>TOTALS</b>	<b>1,346,012.15</b>	<b>1,352,495.17</b>	<b>27,494.46</b>	<b>21,011.44</b>	<b>98.47</b>	
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<p>6.</p>	<p><b>The role of Chair/Deputy Chair &amp; frequency of meetings</b></p> <p><b>1. Chair and Deputy Chair</b></p> <p>AN explained that we now needed nominations for Chair and provided a brief overview of what the role involved.</p> <p>TMc nominated by DT and seconded by LL.</p> <p>SC nominated for Deputy chair by TMc and seconded by LL.</p> <p><b>2. Frequency of Meetings</b></p> <p>AN advised that as we were now entering our Second Term, this would be the opportunity to consider whether to change our meeting frequency and does these need to continue on a monthly basis.</p> <p><b>Proposal:</b> Meetings approximately every 6 weeks.  <b>Vote: Carried</b></p>	
<p>7.</p>	<p><b>Budget 2023-2024 and Payments</b></p> <p><b>1. Budget</b></p> <p>LP confirmed that the new Budget and Forecast sheet had been set up for 2023-2024.</p> <p><b>2. Payment Requests</b></p> <p>AN explained that any payments are currently made, once they have received approval via a payment request sheet sent to IF and PE. All these payments have already been approved by the Board, as payments are only made against any activities or projects that the Board has approved. Do we need to continue with this, or are we happy that we continue without the payment sheet.</p> <p><b>Proposal:</b> Payment sheet no longer be used.  <b>Vote: Carried</b></p>	
<p>8.</p>	<p><b>BID Office Report</b></p> <p><b><u>Future Oswestry Group (FOG)</u></b></p> <p>At the last meeting it was decided that the group needed to focus on a couple of projects from the hit list, therefore at the next meeting we are going to review the bus station and surrounding areas, how it can be improved as well as looking at transport provision. We are also looking at options for Llwyd Mansion.</p> <p><b><u>Heritage Action Zone (HAZ)</u></b></p> <p><b>Alleyways</b> – still waiting for an update on the gates/clock.</p> <p><b>Clawdd Du</b> - Designs are being worked on for a bin store, as no bins will be able to be placed in the alleyway once the bollards are in place. Once the bollards are in place we can then complete works.</p> <p><b><u>Events</u></b></p> <p>Nothing to report</p>	

### **Vehicle Tracking Systems Industrial Estate**

Credit note received, chasing refund from ORP

### **CCTV**

Waiting for OTC to agree we can mount a camera on a pole on private land.

### **Sports Direct Alley**

Nothing to report

### **Wayfinding**

JW still waiting to check the banners with Andy from Highline

### **Railway**

Should be notified in the Spring if we are through to next round of funding.

### **Festival Square**

BID has been awarded £10,000 from the UKSPF to complete a feasibility study on Festival Square – ‘What should it be’. I will be setting up a Zoom meeting with our consultants (EA) together with OTC, SC and any BID Directors.

### **Blue Badge Parking**

Following on from the information Helen Morgan received from the DfT regarding blue badges parking in the loading bays this has been passed on to SC. They are planning a meeting with their legal team to go through this and to look at the court case that they lost to properly understand what has happened.

### **Training**

We are just waiting on a couple of dates to be confirmed and we can then finalise this year's training plan.

### **Love Oswestry Trail**

Trail ran for two weeks and finished on 26<sup>th</sup> February. Well received and positive feedback on social media. Winners have now been contacted and we will try and do some PR on the back of it.

Results - Trail received 317 Trail Views and 321 Total Location Check-Ins

### **Presentation Folders**

These have now been printed and collected. We have started to get the documents together that we want to go in them.

They will go out to Estate Agents within the catchment area of Oswestry.

### **Shopwatch**

To be discussed in the meeting

	<p><b><u>Footfall</u></b></p> <p>Footfall is up 17% in Feb on Jan. It is also 10% up on last year. Footfall looks like it's trending up in February back to our highest levels thus far - which is great to see.</p> <p><b><u>Website</u></b></p> <p>Feb 2023 - 2.8K Users v Feb 2022 - 2.1K users</p> <p><b><u>Security Patrols - Industrial Estate</u></b></p> <p>In February - 4 security reports</p> <p><b><u>New Coronation Bunting</u></b></p> <p>Designed bunting incorporating the official Coronation logo.</p> <p><b><u>Press Releases</u></b></p> <ul style="list-style-type: none"> <li>• Return of The Beach and other events.</li> <li>• Church Street Enhancements.</li> <li>• Bleed Kits for Defibs</li> <li>• BID Visit to new town centre Business Premises, Ocean Telecom</li> </ul>	
9.	<p><b>Marketing</b></p> <p>Marketing Plan now complete for 2023/2024.</p> <p>We would only be looking at one video for Christmas and 2 Newsletters this year.</p> <p>LL provided an update on how Visit Oswestry has tied into One Oswestry marketing. OBT was also attending the Tourism show at the NEC with BID and OTC support.</p>	
10.	<p><b>Church Street Update</b></p> <p>Waiting on WSP for construction for construction drawings.</p>	
11.	<p><b>Shopwatch</b></p> <p>Meeting on 13<sup>th</sup> February 2023, which was very positive.</p> <p>Following the meeting it was clear there were a number of issues with Shoplifting and that the businesses were keen to do all we could to deal with this.</p> <p>LP discussed DISC and the benefits.</p> <p>Next meeting 20<sup>th</sup> March and the BID would look to get the Police to attend.</p>	
12.	<p><b>Street Rangers, Security Patrols – PCC Funding</b></p> <p>AN confirmed discussions were ongoing with the PCC team.</p>	
13.	<p><b>AOB and Next Meeting</b></p> <p><b><u>Festoon Lighting</u></b></p> <p>This has now been placed back up.</p>	

**Coach Friendly**

JW is in the process of reviewing this and the requirements.

**Next Meetings**

Dates and Times to be confirmed once LP had been through calendar for the year.