

## OSWESTRY BID - Minutes

Tuesday 21st May 2024, 4pm

Location: Townhouse

	<p><b>Present</b></p> <p>Mark Derham (MD), Bridge Coffee (Chair)            Patrick Evans (PE), Evans Enterprises            Lee Lucks (LL), Oswestry Borderland Tourism            Carl Thomas (CT), Furrows            Dawn Edwards (DE), Covent Garden Fruit Market</p> <p>Emma Chapman (EC), Shropshire Council</p> <p>Lindsey Pierce (LP) – BID Assistant Manager            John Waine (JW) – BID Comms &amp; Tech</p>	<p><b>ACTIONS</b></p>
<p><b>1.</b></p>	<p><b>Welcomes and Apologies:</b></p> <p>MD welcomed members to the meeting.</p> <p>Apologies from Alison Parr, Tim Morris, Graeme Kirkham, Kevin Griffiths.</p> <p>Non-attendance: Adele Nightingale.</p>	
<p><b>2.</b></p>	<p><b>Minutes of Last meeting and Actions arising:</b></p> <p>Minutes of last meeting approved.</p> <p>Any actions arising to be dealt with during the meeting.</p>	
<p><b>3.</b></p>	<p><b>Conflicts of Interest.</b></p> <p>None.</p> <p>LL conflict raised in AOB regarding OBT.</p>	
<p><b>4.</b></p>	<p><b>Governance</b></p> <p>(i) Potential Director - Judy Bourne (JB), Monks.</p> <p>JB gave intro of her business and her interest in BID and Oswestry.</p> <p><b>Proposal: To invite Judy Bourne to the BID Board.</b>  <b>Vote: CARRIED.</b></p> <p>(ii) Potential Director - Matt Dunne-Smith (MDS), OWD</p> <p>MDS introduced Oswestry Windows &amp; Doors and his wish to increase the profile of the industrial estate, and the importance of facilitating and supporting youth employment in the town.</p> <p><b>Proposal: To invite Matt Dunne-Smith to the BID Board.</b>  <b>Vote: CARRIED.</b></p> <p>Votes followed Board discussions.</p>	

<p>5.</p>	<p><b>Finance</b></p> <p><b>I. Cash in Bank</b></p> <p>Cash in the Bank as at 21/05/2024 - £100,881.22</p> <p><b>II. Levy Collection Year To-Date</b></p> <table border="1" data-bbox="188 383 1198 510"> <thead> <tr> <th>BID TERM 2</th> <th>Liability (£)</th> <th>Receipts (£)</th> <th>Credits (£)</th> <th>Balance O/S</th> <th>% Collected</th> </tr> </thead> <tbody> <tr> <td>2023/2024</td> <td>274,468.63</td> <td>269,613.64</td> <td>2,178.70</td> <td>7,033.69</td> <td>97.46</td> </tr> <tr> <td>2024/2025</td> <td>274,855.95</td> <td>223,504.62</td> <td>24374.07</td> <td>75,725.40</td> <td>74.69</td> </tr> </tbody> </table> <p>Collections as expected.</p> <p>LP: Year End process has been started with Morris Cook.</p>	BID TERM 2	Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected	2023/2024	274,468.63	269,613.64	2,178.70	7,033.69	97.46	2024/2025	274,855.95	223,504.62	24374.07	75,725.40	74.69	
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<p>6.</p>	<p><b>Footfall</b></p> <p>LP reviewed the new proposed Footfall system with quotes, attendant commitments and costs.</p> <p><b>Proposal: BID trial the system for 9 months.</b></p> <p><b>VOTE CARRIED.</b></p>																			
<p>7.</p>	<p><b>IT Equipment</b></p> <p>LP updated on requirement for a replacement laptop that had stopped functioning.</p> <p><b>Proposal: for a 2 x office desktops as a backup for laptops, and a replacement for the BID Manager’s laptop as and when required.</b></p> <p><b>VOTE CARRIED.</b></p>																			
<p>8.</p>	<p><b>Pubwatch</b></p> <p>LP updated the Board that BID had been approached by a publican to restart Pubwatch. It was explained that the banning process was perhaps the most challenging aspect of Pubwatch, and that it is more effective for each premises to manage their own banning decisions.</p> <p>It was suggested that BID could arrange and host Pubwatch meetings, perhaps two a year, to provide a forum for publicans to share information and be updated by Licensing and the Police on relevant issues – on the Shopwatch model.</p> <p><b>Proposal: BID to set up a Pubwatch meeting twice a year.</b></p> <p><b>VOTE CARRIED.</b></p>																			
<p>9.</p>	<p><b>Glovers Meadow</b></p> <p>LP described the issues on Glovers Meadow with respect of parking. There followed a discussion about how best to progress to a solution, agreed upon by the businesses affected.</p> <p>Given the financial challenges faced by Shropshire Council at the present time, it is proposed that BID explore funding a Highways engineer to attend a meeting and provide a subsequent drawing.</p>	<p>BID Team</p>																		

	<p><b>ACTION: The Board agreed the following action - that BID get a quote on price for engineer and drawing.</b></p>	
10.	<p><b>Street Rangers</b></p> <p>LP updated on Safer Oswestry Meeting at OTC, which LP attended. There was a plenty of positive feedback from council members and public participants on the Street Rangers service. Also, the BBC website had posted on positive feedback from traders, following a visit to the town to interview market traders.</p> <p><b>ACTION: LP also indicated that BID is pursuing new funding streams for the Street Rangers initiative.</b></p>	BID Team
11.	<p><b>Update on “Find It Buy It” Directories</b></p> <p>LP updated on FIBI's Industrial Estate and Business Parks directory which has now been distributed throughout the town via Oswestry Life magazine.</p> <p>The Town Centre directory is now gone to print, and will be distributed through the magazine in the upcoming version.</p>	
12.	<p><b>BID Office Report</b></p> <p>The BID Office report was provided to the Board for comments and questions providing stats, notes and updates on projects.</p>	
13.	<p><b>AOB and next meeting</b></p> <p>LP updated that provision for Industrial Estate related training courses are being extended.</p> <p>LL reported that through OBT's work with Visit Shropshire and Four Corners, Oswestry had a full page in the <i>i</i> newspaper dedicated to the town's attractions.</p> <p>LL proposed that BID provide sponsorship for OBT to continue their work in promoting the town and boosting visitor numbers.</p> <p><b>Proposal: Continue with Gold Membership with Visit Shropshire.</b> <b>VOTE CARRIED.</b></p> <p><b>Proposal: To sponsor OBT in their town promotion work.</b> <b>VOTE CARRIED.</b></p> <p><b><u>Next Meeting</u></b></p> <p>All upcoming meetings have already been scheduled.</p> <p>Next Meeting: 2<sup>nd</sup> July 2024 at The Fort</p>	