

# ST ANDREWS BUSINESS IMPROVEMENT DISTRICT (BID)

## Board Meeting

BID Community Room, South St, St Andrews

6pm, Thursday 15<sup>th</sup> November 2017

### MINUTES

Present: Alistair Lang, Lindsey Adam, Bryan Weir, Rhonda McCrimmon, Pat Jones, Charles Ewujowoh, Jane Ann Liston, Louise Fraser, Alan Cabbage, Brian Thomson, Lynne Harvie

Alistair welcomed everyone to the meeting

1. Apologies were received from Peter Wood and Lisa Giove
2. Matters arising from previous minutes

Website

Rhonda had a meeting with St Andrews Partnership last week. They have indicated that they are willing to revisit the amalgamation of Visit St Andrews and St Andrews Live to have one "Town Website". Following discussion, it was agreed that Rhonda should arrange a meeting between members of the BID Board and St Andrews Partnership to discuss way forward.

#### **ACTION: R McCrimmon**

Finance Update – inc. cashflow & Statutory Accounts

Rhonda ran through the Finance update and Cashflow.

#### **ACTION: Rhonda to send Cashflow spreadsheet to Pat.**

3. Matters arising for Board approval

Christmas Window Comp

Rhonda described the idea of a window dressing competition suggested by one of the levy payers. The Board agreed that we should take it forward.

#### **ACTION: Lindsey will pass a previous example to Rhonda.**

**ACTION: Rhonda to ask 2 people from the Community Council to do the judging.**

Opt-ins

The Board agreed that the BID Management Team draw up a project scope and recommendations for next Board meeting.

**ACTION: Rhonda and Lynne**

Strategy Discussion (papers sent previously)

**LH – add strategy docs to minutes**

Land train – agreed to lower funding for transport but we have no budget to fund it completely.

**ACTION: Rhonda/Lynne to discuss with Euan.**

The Board agreed to postpone the Gull Survey until 2019.

Training – it was agreed that we should prepare a BID feedback form as well as the Business Gateway form

**ACTION: Lynne to prepare**

**ACTION: It was agreed that there should be an Ops meeting to discuss training**

The Board agreed the Draft budget.

4. AOB

Alistair described a discussion he had with Dorothea Morrison regarding the future of the Partnership. Partnership wants to facilitate progress/collaboration between businesses and groups. It would involve 2 meetings a year with one BID Director and the BID Manager. Board agreed that this would not be productive at this time.

Communication

Communication to Levy payers – regular newsletter to go out

**ACTION: BID Management Team**

Clean and Green

**Action: Lynne to get more pictures from Dave for social media and website. Dave's report to Councillor to be sent out with newsletter?**

BID Levy Payers

The Board agreed that there was a need for a Strategy for F2F communication with BID levy payers.

**ACTION: Rhonda to include in next agenda**

Perth Council has introduced a free parking policy at weekends.

**Brian and Jane Anne to speak to Fife Council about parking, including half-hour parking – but not part of the BID core strategy at this time.**

Recruitment of BID Manager – discussions to be had soon

**ACTION: Rhonda and Board.**

New Board members, 3 required – to be progressed

**ACTION: Rhonda.**

Footfall figures

**ACTION: Rhonda to follow up and circulate also to find out if Janice can come along to our meetings.**

**Final accounts were signed off.**