

ST ANDREWS BUSINESS IMPROVEMENT DISTRICT (BID)

Board Meeting

BID Community Room, South St, St Andrews

6pm, Tuesday 29th August 2017

AGENDA

1. Welcome
Alistair Lang, Chair
Louise Fraser, Vice Chair
Peter Wood, St Andrews Wine Company
Pat Jones, The Old Course Hotel
Alan Cabbage, The Gift Gallery
Lindsay Adam, Bonkers

Present:
Rhonda McCrimmon - BID Manager
David Russell – Operations Manager
2. Apologies
Cllr. Jane Ann Liston
Cllr. Brian Thompson
3. Minutes of the last meeting
LA had a query regarding the wording 'part-time' BID Manager.
RM adjusted the minutes. The group approved the minutes.
4. Matters arising
 - Welcome to Peter Wood
The group welcome PW to the board.
 - Archie MacDiarmid resignation
RM informed the group that AM has stepped down from the board. The Board noted thanks for Archie's commitment to the BID.
5. Matters arising for Board approval
 - BID Administrator position update – Lynne Harvie
AL, LA and LF updated the group with their points following an interview with Lynne Harvie.
The board agree to appoint Lynne Harvie in the role of BID Administrator on a pro-rata salary of £16,000 per annum, 25 hours per week.
 - Business Manager position
RM and PJ updated the group regarding the interviews for BID Manager role. The group discussed the various pros and cons of each candidate.
The board agree to meet Charles for a 2nd interview on 7th Sep.

- Finance update –
£32,000 outstanding levy income – bank balance is £133k
Received expense claim from the St Andrews Environmental Network for April – July for Clean and Green. The statutory accounts are with Henderson Black and will be circulated before the AGM next month. This will be on the 22nd Sep – venue being confirmed by David and will be circulated then.
- St Andrews Day
RM updated the group about the £6750 grant award from Event Scotland. RM informally requested an additional £7000 for this event. RM informed the group that she has applied to the area committee for funding for a fireworks display. RM updated the group on the progression of St Andrews day events. RM will write a project report on this for discussion by the board to agree the requested £7000 spend.
- Business Plan and strategy
RM and the Board discussed the need for an update to the business plan and strategy moving forward. RM suggested a sub-committee to draft a new business plan.
- Clean and Green.
RM updated the group on the current standing of the clean and green project and the feasibility of the project under its current financial situation. The board discussed the possibility of increasing funding for the clean and green team to expand to two new members of staff. The board agree to allow JK to use unspent volunteer expenses to extend the contract of one of their employees until further discussion and agreement is reach on the BID Business Plan.
- Winter Lighting – RM updated the group on the increased cost of the architectural lighting for South Street, which the BID cannot afford. RM suggested that we re-visit putting lights within the trees on South Street. AC agreed to go to LITE and having a meeting with them RE the quote.
- RM updated the group that she has come to an agreement with Fife Council that we will be allowed to leave the lights in the trees year-round.

6. AOB