



**Ulverston BID Meeting Minutes - 5<sup>th</sup> May 2020 – Tel Conference**

**Attending:** Jan Hancock (Town House), Janet Heffernan (SJB School), Jacqui McCloy (Tritech), Dennis Round (Siemens), Beth Kennedy ( UCE), Judith Pickthall ( Town Council), Tony Martinez (Cumbria Teaching Agency), Michelle Scrogam ( Pure), Suzanne Edgley (The Best Of), Gavin Knott (Appleseeds), Justin Wales (PM ).

**Absent:-** Wendy Barry (Avanti Capitola), Janette Jenkinson ( SLDC). Richard Butler (UVHS) Sarah Mammatt (The Northern Line) ( Apologised for absence)

**Items for discussion:-**

Item	Meeting Note	Action
1	<p><b>Members Available</b></p> <p>The meeting was held as a Zoom conference with dial in opportunity for all.  <b>Please note:-</b>The minutes are assembled with the best information communicated given that Gavin was not able to access zoom and had limited audio connection.</p>	
2	<p><b>Previous Minutes</b></p> <p>Reference to the car park initiative should refer to the Town Council partnering with the BID not SLDC for payment of buy down of charges. With this amendment – minutes accepted.</p>	
3	<p><b>Revote Timetable</b></p> <p>The current mandate for the Ulverston BID ends at the end of Aug 2020. All BID's in England &amp; Northern Ireland who intended to go to revote ballot this year are now being granted an extension to end Mar 2021.</p> <p>At this meeting the agreed date for Ulverston Ballot was fixed for 22<sup>nd</sup> October. . There is still a window of opportunity between now and July 16<sup>th</sup> to delay our ballot if some other element comes up for consideration. There is no appetite for a later in year or early next for a revote.</p> <p>JW went through the adjusted re-vote time table(see schedule attached) so that everyone was clear about the dates and deadlines</p>	

<p>4</p>	<p><b>The levy:</b></p> <p>There is a legal requirement to issue the BID levy. No exceptions apparently. There is currently no central government payment of levy and no option for us to waive this period prior to ballot.</p> <p>The new levy bills will be adjusted to cover the period April 1<sup>st</sup> to October 23<sup>rd</sup> (previously April 1<sup>st</sup> to September 1<sup>st</sup>) to reflect the new revote timetable.</p> <p>This will mean we will issue a billing for the period 1<sup>st</sup> April to 23<sup>rd</sup> Oct in mid July whilst we canvas for a revote for an extension for another five years. The ballot will close 22<sup>nd</sup> Oct on current time line. If successful in a ballot for revote there would be a second levy billing for the period 24<sup>th</sup> Oct to end Mar 2021, immediately following this vote.</p>	
<p>5</p>	<p><b>Sending the Demand</b></p> <p>The sensitivity of maintaining and improving our relationship with levy payers and implementing sensible requests for levy was recognised but we are legally tied to the BID rules.</p> <p>Kendal have issued their BID letters. JH has a copy of this letter and read out some relevant points which she suggested we incorporate into our demand letter. She will send out a draft for board approval within the next couple of weeks</p> <p>It was suggested NO payment would be pursued until trading for levy payers starts and this would be communicated in the levy request.</p>	
<p>6</p>	<p><b>Communities and Local Government Support</b></p> <p>A government grant of £61 million has been made to help UK BIDs meet their administrative costs for the next 3 months. Anna Brisley from SLDC has calculated that we will be eligible for 5% of our estimated levy which will come to about £5,500; however this is still to be verified so the actual amount could be anything between £3,000 and £9,000. Jacqui queried if this was a grant or a loan, JW and JH both agreed that their reading of the information was that it was a non-repayable grant. We will be informed by SLDC as soon as final calculations have been made</p> <p>There is a possibility that we will run short of money before the end of our term so Justin is in negotiation with SLDC to secure a loan of 50% of the levy left to collect in this period around. £31k to assist our cash flow and current commitments. Still under discussion.</p>	

7	<p><b>Loyal Free &amp; Choose</b></p> <p>Contract has been extended with Loyal Free for no cost to Oct 2020.and stats have been positive for 1<sup>st</sup> Q this year.</p> <p>Launching a new initiative called Loyal Free Market Place. Businesses are invited to join and place their products through the site to offer for sale. This is free of charge at present from LF. Purchases on the site would be through Stripe with a 3% transaction charge..</p> <p>Justin working with Sophie to advertise on Choose and social media coverage If possible.</p> <p>Sophie has offered to work for free on our site if that helps the BID. This offer was rejected with thanks - not thought necessary.</p>	
8	<p><b>Financials</b></p> <p>With the above time line changes, the accounts period need adjustment and reset. Cash in bank at present is sufficient to meet current commitments but is tight. There is a possible £10k surplus at period end but that is to be revised on new time line. Ulverston in Bloom may have some additional uncharged surplus and revision to planned maintenance should also assist available cash demand. Cumbria in Bloom planned spends to be cut back.. All baskets will be delayed 3 weeks for the town with approx. 120 ordered. Bloom total is still high at £18k for this year.</p> <p>JH and JW to discuss new budgets with JM in light of new timetable</p> <p>Car parks are free at present and our initiative for buy down of fees will be delayed until a more acceptable date for the town.</p> <p>Choose funding goes to end Sept only at present.</p> <p>Loyal Free to 23<sup>rd</sup> Oct.</p> <p><b>AOB</b></p>	
9	<p>JH &amp; JW to join a zoom meeting with Ulverston Town Councillors to discuss ideas for the town centre post lockdown. Jayne has asked JW to send out a questionnaire to traders using our mailing data.</p> <p>The constitutional requirements of the AGM to be reviewed by Justin. Clearly the public facing meeting for 20<sup>th</sup> May is cancelled.</p>	<p>Jan Hancock</p> <p>Justin</p>

<b>10</b>	<b>Next Meeting</b>  The next three board meetings have been scheduled to take place via zoom on the following dates:  Wednesday June 3 <sup>rd</sup> at 6pm  Wednesday July 1 <sup>st</sup> at 6pm  Wednesday Aug. 5 <sup>th</sup> at 6pm  Using the same log in details as for this meeting  JH to re-circulate details with agenda for June 3 <sup>rd</sup> .	Jan Hancock
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