

## Board Meeting

18<sup>th</sup> February 2019, 2.30pm – Inkwel Main, Francis Place

In Attendance	Apologies
Gill Neill (GN) Tina Mainland (TM) Richard Cumming (RC) Neil Ross (NR) John Divers (JD) Stephen Young (SY) Alistair Simpson (AS) Reni Milburn (RM)	Mark Angus (MA) David Patterson (DP) Katherine Mackintosh (KM) Paula Coy (PC) Tracy Sellar (TS) Ian Urquhart (IU) Stuart Huyton (SH) Abigail Dempster (AB) Mairi McIntosh (MM)
	Comments were supplied by Katherine McIntosh, Mark Angus, Stuart Huyton, Abigail Dempster and Ian Urquhart prior to the meeting.

Discussion: Last Meeting Note & Action Point Update	
The paper was distributed prior to meeting. Meeting note accepted as accurate.	
Conclusions	
Action Points	Person Responsible

Discussion: Managers Update	
Mangers Update was distributed prior to the meeting. Update accepted with no comments.	
Conclusions	
Action Points	Person Responsible

Discussion: Work with other BID organisations
<p>GN told the Board she has been selective about the BID Scotland conferences/meetings she attended as the majority are held in the Central Belt and she wanted to ensure there was true value in taking the time out of the office. Scotland's Town Partnership have taken over from BID Scotland and have made a commitment to host meetings in the North as well as the Central Belt.</p> <p>GN told the board that in January she met up in Dundee with town centre representatives from Perth, Aberdeenshire, Falkirk&amp; Dunfermline to discuss issues they have faced or are facing and how they dealt with them, future plans and projects. This proved to be incredibly useful with a lot of intelligence being shared and has gained commitment from all parties to meet bi annually.</p> <p>Additionally, GN told the board that with the increasing number of Northern BID's she contacted Peterhead, Aberdeen, Inverurie, Nairn and Inverness to invite them to meet. All parties were keen to engage and the first Northern BID meeting is taking place in Elgin. The meeting will be for Managers and staff in the morning everyone will meet and then in the afternoon the managers and staff members will</p>

split. The main aim for the first Northern BID meeting is to plan how we can work together, discuss the possibility of looking into Cross-Boundary funding and find out what the other BIDs are planning.

### Conclusions

In March we will be hosting a meeting with the other Northern BIDs.

GN is also planning to have similar meetings with Perth, Aberdeenshire, Falkirk & Dunfermline.

### Action Points

### Person Responsible

## Discussion: Renewal Ballot preparation & Board Support

### Timetable

GN told the Board that the close date for the ballot vote has been changed to the Wednesday rather than the Thursday to allow leeway for the announcement in case of any delays. All other dates will be changed to reflect this. GN gave an update on the Ballot Project Plan and the plans are all on track.

### Consultation & Stakeholder Engagement

The Young Person's Survey is still to take place. GN has arranged with Elgin Academy and Elgin Youth Café for the surveys to be sent to the young people at those locations.

Stakeholder engagement is an important element of the process and GN asked for ideas about how best to engage the Moray Councillors and Council officials. GN highlighted that the Councillors have been invited to Meet the Board Events.

After some discussion JD, said he felt it would be a good idea to hold an open drop in session on the day of a full council meeting as this would allow the Councillors to find out more about the work we have been doing and ask questions.

RM said that the EDI Committee on the 19<sup>th</sup> February is asking for support for us to proceed to Ballot, this is not the Council voting to back the BID.

GN asked JD what the best time/format would be for meeting the Councillors- JD suggested to have the meeting following a full council committee when all 26 Councillors are in attendance. JD suggested selecting a venue as close to the council as possible, RM suggested the big training room. GN asked RM if she could check out the dates of Full Council meetings and if she can book the training room.

GN advised the board that as part of our business consultations we have now carried out the survey and met businesses at the Breakfast, AGM/Awards & lunch. The information gathered has been collated into one document which will be shared with the members in the next bulletin, highlighting the priorities identified so far. The engagement so far equates to approximately 19% of the businesses.

Further consultations will include the Meet the Board Breakfast on the 17<sup>th</sup> April and a final survey in March. From the consultations and surveys the high priorities so far are; Marketing/Promotion, Events and Cleanliness and Appearance. GN commented that an interesting outcome from the first survey was that while the majority of the businesses said they did not engage in event days or feel they necessarily benefit from them, they do see the value and want them to continue. JD asked how many of those were from Retail- GN said that 26% of the surveys were from Retail.

RC asked for support from the Board to encourage more Businesses to attend the Breakfast meeting. GN told the Board that we have now done consultations at breakfast, lunch, evening and after work, to be as flexible as possible and that breakfast was the most popular time.

RC summarised that the consensus from the Board is to keep the boundary/levy the same, in order to support the businesses that have been contributing to the BID for 10 years it was agreed not to expand the boundary and look into the possibility of Voluntary/Associate Members from out with the BID Boundary.

Conclusions	
After discussion it was agreed to keep the existing boundary.	
Action Points	Person Responsible
<ul style="list-style-type: none"> <li>Look for Full Council dates and book meeting room for Councillor/Stakeholder meeting</li> </ul>	RM
<ul style="list-style-type: none"> <li>Organise Young Persons Survey</li> </ul>	GN

**Date of next meeting: 13<sup>th</sup> May 2019- Inkwel, 2.30pm**

### **Action Point Summary 18<sup>th</sup> February 2019**

Action Points 18 <sup>th</sup> February 2019		Update
Renewal Ballot		
<ul style="list-style-type: none"> <li>Look for Full Council dates and book meeting room for Councillor/Stakeholder meeting</li> </ul>	RM	
<ul style="list-style-type: none"> <li>Organise Young Persons Survey</li> </ul>	GN	

### **Action Point Summary and Update**

Action Points 8 <sup>th</sup> November 2018		Update
Meet the Board 8 <sup>th</sup> Nov		
<ul style="list-style-type: none"> <li>Ask Steve about water fountains for water bottles being rolled out</li> </ul>	GN	Ongoing – Zero waste Elgin application going in w.c. 14 <sup>th</sup> Jan 19
Added Value for Members		
<ul style="list-style-type: none"> <li>Look into clips/training/event ideas for businesses to use for interacting with customers on event days.</li> </ul>	GN/TM	Ongoing
AOCB		
<ul style="list-style-type: none"> <li>Look into the possibility of having info boards at the Library</li> </ul>	GN	Ongoing
<ul style="list-style-type: none"> <li>Look into advertising events in other towns in Moray</li> </ul>	GN/TM	Ongoing

Action Points Board Meeting 28 <sup>th</sup> May 2018		Update
Budget Proposal 2018/19		
<ul style="list-style-type: none"> <li>Contact Alastair from Elgin Community Council re coach drop off points</li> </ul>	GN	Ongoing It is worth noting that there is a substantial increase in the number of overseas visitors in the city. The work carried out by Moray Speyside Tourism (including attendance at Expo) will have made a major contribution in this.
Upper floor conversion update		
	GN	

<ul style="list-style-type: none"> <li>Look into running a pilot to get one of the large vacant properties split into smaller units.</li> </ul>		Ongoing – work has been ongoing with the Moray Council and a group of businesses. This is a lengthy process
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<ul style="list-style-type: none"> <li><b>Action Points Board 3<sup>rd</sup> August 2017</b></li> </ul>		Update
Look into making more of the town's connectivity to other areas	GN	Ongoing – Following the research done promotion for the Christmas season will take place across the network rail area between Inverness and Aberdeen
Working Group Update <ul style="list-style-type: none"> <li>Investigate wooden bin covers</li> </ul>	GN	Now working with Waste Switch to identify solutions to this and other issues – this is being looked in its widest context, not only how to minimise the visual impact of bins, but how to reduce the numbers.

<ul style="list-style-type: none"> <li><b>Action Points Board 27<sup>th</sup> August 2018</b></li> </ul>		Update
NR & GN – should formally write to the Licencing dept with the opinion of the subject expert and ask that, this be acknowledged.	NR & GN	Opinion of subject expert now gained and agrees that no Market Traders licence is required for Elgin BID. Letter to be prepared once NR has returned
<b>Action Points – Added Value for Members</b> Send over the CCC business support package	RM	Ongoing