

## Board Meeting

13<sup>th</sup> May 2019, 2.30pm – Inkwel Main, Francis Place

In Attendance	Apologies
Richard Cumming (RC) Stuart Huyton (SH) Ian Urquhart (IU) Abigail Dempster (AB) Katherine Mackintosh (KM) John Divers (JD) Stephen Young (SY) Reni Milburn (RM) Gill Neill (GN) Tina Mainland (TM)	Mark Angus (MA) David Patterson (DP) Tracy Sellar (TS) Neil Ross (NR) Alistair Simpson (AS)

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.	
Conclusions	
Action Points	Person Responsible

Discussion: Town Centre Fund – Capital Grant	
<p>The Scottish have given Moray Council £1.2 million which they intend to distribute across the region. Information and the link to applications have been sent out to the businesses. Elgin BID were organizing an information session for the Council and there has been a lot of interest in it.</p> <p>RM advised that for public realm projects the closing date is the 21<sup>st</sup> June however it may be open again for a 2<sup>nd</sup> round if funding allows. RM advised that projects should be completed by March, JD added that there is some scope on completion if contracts are signed before the end of the financial year, but work would have to be completed by Sept 2020.</p>	
Conclusions	
Action Points	Person Responsible

### Discussion: Artist in Residence

GN has been working with a lecturer at Moray College to investigate the opportunity to have an artist in residence located within the city.

This would be a business engagement/support, educational and community-based project. The artist would work with local businesses to offer support with Window Displays etc., they would also work with local organisations such as schools to encourage them to get involved in city-based art. Funding still has to be sought but if successful, the project would be worth in excess of £40K. Elgin BID would sit on the interview panel and have a say in the scope of work that the artist would be asked to complete. The educational element of the project is to investigate new and innovative ways the city centre can develop. GN asked for approval or put on £3K. This was unanimously approved.

The lecturer at Moray College would be completing the funding applications.

### Conclusions

The Board approved supporting an Artist in Residence project which has employer engagement at its heart.

Action Points	Person Responsible

### Discussion: Zero Waste Elgin – Update

GN gave an update – the project is progressing well; free training has been organised and information will be sent to the businesses who were keen to take advantage. In the next member bulletin, businesses will be offered free recycling bins for within their properties, it is anticipated the uptake on this will be high. SH raised the Deposit Return Scheme (DRS) idea and GN advised that we have already held a meeting with one of the Managers at Tesco to try and encourage them to work with us on this and be the first DRS in the area. Momentum is building with the project and Waste Switch are in Elgin for meetings on the 12<sup>th</sup> and 13<sup>th</sup> June. We have arranged to meet Stephen Cooper – Head of Direct Services and a two of his team to run through the plan in more detail.

### Conclusions

Good progress is being made on the Zero Waste Elgin project. Waste Switch are due up in the area on the 12<sup>th</sup> and 13<sup>th</sup> June, when we will meet the Moray Council.

Action Points	Person Responsible

### Discussion: Re Ballot

#### Timetable & Progress

Everything on time and on target, the information gathered via the consultations is being collated. The shoppers survey is complete, and report will be available at the end of next week. The Young Persons survey has been completed (results were circulated prior to the Board meeting). Businesses are still being encouraged to put forward ideas and suggestions.

RM confirmed that she is sorting out baseline information required for the proposal and asked for an extension in the deadline. Business Gateway is now fully under the Council control and will be added to business support.

#### Proposal & Business Plan

GN advised that the Board that under legislation we have to prepare a Proposal and a Business Plan, she is about to start work on the Proposal. The Proposal is the formal document and the Business Plan is the marketing tool that we will provide every member. In line with advice from Scotland's Town Partnership, the same information will be inserted into both documents, this ensures clarity.

The differentiating factor is that the Business Plan will be a "fresher" and more visually attractive document. The title headings may differ between the two documents, but the content within them will be the same. RM suggested that the draft Business Plan will be circulated to members prior to printing.

<b>Conclusions</b>	
Plans and progress for the Renewal Ballot are going well, consultations have been carried out and businesses are still encouraged to put forward suggestions. Work is about to begin on the formal Proposal document and the content of this will form the basis of the Business Plan.	
<b>Action Points</b>	<b>Person Responsible</b>
Proposal to be prepared, then developed into Business Plan	GN
Business Plan to be circulated to members for comment prior to printing	GN

<b>Discussion: Re Ballot – Exclusions</b>	
GN asked the Board to review the Exclusions that were in place during Phase 2 and then agree a policy for Phase 3. After a detailed discussion it was agreed to retain the existing exclusions –	
<ul style="list-style-type: none"> <li>• Zero rated properties</li> <li>• City Sub Station</li> <li>• Lock up garages</li> <li>• Advertising stations</li> <li>• Car parking</li> </ul>	
<b>Conclusions</b>	
Following a discussion about Exclusions, it was agreed to retain the same exclusions as Phase 2 with no adjustments to be made.	
<b>Action Points</b>	<b>Person Responsible</b>

<b>Discussion: Re Ballot – Key Themes and Projects</b>	
Using the information gathered through the surveys, consultations and 1 – 1 meeting’s the Board reviewed and agreed the Key Themes and Projects which should form the basis of the work carried out in Phase 3. In summary the key Themes are;	
<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Marketing and Promotion</li> <li>• Safety</li> <li>• Business Engagement</li> <li>• Shopping Offer</li> <li>• Community Involvement</li> </ul>	
GN will take the discussion notes and provide project details to back these. As noted earlier the Draft Business Plan will be shared with the businesses prior to printing.	
<b>Conclusions</b>	
From the information provided by members, a new set of Themes and Projects have been identified	
<b>Action Points</b>	<b>Person Responsible</b>
Themes and projects to be written	GN

<b>Discussion: Directors Discussion</b>	
Draft budget presented and approved, this ensures key projects are funded and money is still available for additional project opportunities	
<b>Conclusions</b>	
<b>Action Points</b>	<b>Person Responsible</b>

**Next meeting date Monday 16<sup>th</sup> September 2019 – The Board will be updated on an ongoing basis regarding Re Ballot progress. If required a special meeting can be convened.**

**Action Point Summary 13<sup>th</sup> May 2019**

Action Points 13 <sup>th</sup> May 2019		Update
Renewal Ballot Proposal and Business Plan to be prepared Business Plan to be circulated to businesses for comment , prior to printing	GN GN	
Renewal Ballot – Themes and Projects Themes and projects to be written	GN	

## Action Point Summary and Update

Action Points 8 <sup>th</sup> November 2018		Update
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

• Action Points Board Meeting 28 <sup>th</sup> May 2018		Update
<b>Budget Proposal 2018/19</b> <ul style="list-style-type: none"> <li>Contact Alastair from Elgin Community Council re coach drop off points</li> </ul>	GN	Ongoing – I will prioritise this for action before the next Board meeting 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.
<b>Upper floor conversion update</b> <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>	GN	Ongoing – I have discussed with some landlords and with Richard Lochhead, as it will form part of the discussion with the council departments. This is a lengthy process

• Action Points Board 3 <sup>rd</sup> August 2017		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

• Action Points Board 27 <sup>th</sup> August 2018		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
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