

Board Meeting

16th September 2019, 2.30pm – Inkwell, Francis Place

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

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 Report including Social Media Update	
Mangers Update was distributed prior to the meeting. RC highlighted that the Elgin Gift Card is continuing to go well with 88 businesses now accepting it.	
Conclusions	
The Elgin Gift Card is continuing to go well with 88 businesses now accepting it.	
Action Points	Person Responsible

Discussion: Town Centre Fund – Capital Grant	
<p>The Scottish Government have given Moray Council £1.2 million which they intend to distribute across the region. The projects that the money could be applied for were empty space to residential, shop frontage and public realm projects. Applications had to be sent to the Moray Council by the 21st June 2019.</p> <p>MM told the Board that £2.73million worth of projects came in and £500,000 was allocated for Elgin. Letters have gone out to successful applications and there is waiting list in case of any pull outs. The 31st March is the deadline for all works to be complete.</p> <p>GN asked MM if a list will be publicized of applications that were successful people, MM said it would be published at the end of the project.</p>	
Conclusions	
The grants have now been allocated to Town Centre projects. A full list of successful applications will be included in the project's end report.	
Action Points	Person Responsible

Discussion: Zero Waste Elgin

GN gave an update – the project is progressing well; we received official confirmation on 28th August that Zero Waste Scotland are happy with the work and projects and have given the go ahead for us to start promoting that we are working towards being a Zero Waste Town, we will be the 4th Zero Waste Town in Scotland.

The internal recycling bins have been ordered. There has been a hold up at Zero Waste Scotland's end, the issue has now been escalated and the bins should be delivered soon.

Part of the project is REHIS training for the businesses who wanted it and the log in details have been sent to the participating businesses.

Conclusions

We can now start promoting that Elgin is a Zero Waste Town.

Action Points

Person Responsible

Discussion: AGM & Awards

The AGM & Awards night will be on the 2nd October in the Beechtree at Moray College.

There has been the same award categories as previous years and this year we have introduced the 'Elgin Community Champion'.

All the finalists have been contacted and we have good numbers for attendees. Same format as previous years with the AGM first, followed by networking and then the Awards Ceremony. The accounts are complete. GN told the Board that she will do a punchy presentation to highlight what will be lost without the BID

Conclusions

The AGM and Awards Night will be on the 2nd October at the Beechtree Restaurant.

Action Points

Person Responsible

Discussion: Renewal Ballot Preparation

Issues affecting other BIDs

GN told the Board that Dunfermline BID were unsure if certain national businesses that are usually supportive of BIDs voted in favour in their renewal ballot. We will be working with national businesses' managers that we have strong relationships with so they can apply pressure to their company's eligible voter. AS asked if we know which big companies we would need, GN said with the RGB of the database so far, we are in a good place for the percentage. Contacted all the nationals EVs with information leaflet and to make sure that they are the EVs. As the papers will be out for 6 weeks, we will have process in place to keep reminding the businesses to vote.

Timetable

We are up to date with the legislation deadlines. The papers will be going out on the 16th October and a copy of the new business plan will be sent out with the voting papers. The papers will be out for 6 weeks. The Business Plan and Proposal have both been signed off by the Scottish Government. Quotes have been requested for the business plan to get printed. MM told the Board that the Gallery the Library has been booked for the result announcement on the 28th November at 5.30pm.

Feedback from Scottish Government

GN told the Board that there were very small changes to make for the Business Plan and Proposal and all changes have been made and signed off.

Liam Christie Role	
Liam Christie has already started going out on the ground and chatting to businesses. At the moment he is working on finishing the database. Once the database has been finalised, he will go out campaigning to the businesses.	
Support from the Board	
The AGM & Awards will be a key time to engage with businesses. RC told the Board that any comments they receive on the night or any other time should be passed on to Gill or Tina.	
Conclusions	
Renewal Ballot is all on track and we will continue to update the businesses throughout the ballot period. The Business Plan and Proposal have been signed off.	
Action Points	Person Responsible
<ul style="list-style-type: none"> Board to engage with business at AGM & Awards night and through Ballot period 	ALL

Discussion: AOCB	
SH asked about the situation with the TBID for existing BID members, GN explained that cross over businesses will remain an Elgin BID member and will have all the support of the TBID and they will only have to pay one levy.	
SH mentioned the vegetation on roof tops and asked if we could look in to removing it. GN said looking forward to Phase 3 we can look into shrubbery removal.	
Conclusions	
Action Points	Person Responsible
<ul style="list-style-type: none"> Look into shrubbery removal in Phase 3 	GN

Next meeting date- Monday 11th November 2019

Action Point Summary 16th September 2019

Action Points 16th September 2019		Update
Renewal Ballot Prep. <ul style="list-style-type: none"> Board to engage with business at AGM & Awards night and through Ballot period 	ALL	
AOCB <ul style="list-style-type: none"> Look into shrubbery removal in Phase 3 	GN	

Action Point Summary and Update

Action Points 8th November 2018		Update
Added Value for Members <ul style="list-style-type: none"> Look into clips/training/event ideas for businesses to use for interacting with customers on event days. 	GN/TM	Ongoing
AOCB <ul style="list-style-type: none"> Look into the possibility of having info boards at the Library 	GN	Ongoing

<ul style="list-style-type: none"> Action Points Board Meeting 28th May 2018 		Update
Budget Proposal 2018/19 <ul style="list-style-type: none"> Contact Alastair from Elgin Community Council re coach drop off points 	GN	Ongoing – I have spoken to the Alastair Kennedy at the Community Council for an update we are arranging to meet to discuss further. The Councils web site only list 2 drop off points at King Street for the Cathedral and at the East End of the High Street beside the museum, I have asked that South Street be added to that. If we can get that done, we can add it onto Google Maps. Further work required to market the drop off, pick up and parking.
Upper floor conversion update <ul style="list-style-type: none"> Look into running a pilot to get one of the large vacant properties split into smaller units. 	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. I would suggest removing this from the Action Points as it has now become an ongoing part of our development. If any Board member has an objection please let us know or raise it at the next meeting.

<ul style="list-style-type: none"> Action Points Board 3rd August 2017 		Update
Look into making more of the town's connectivity to other areas	GN	Ongoing – As stated in the past we will be capitalising on this in preparation for the Christmas season. We want to promote to the network rail area between Inverness and Aberdeen, encouraging visitors to come to Elgin using the train.

<ul style="list-style-type: none"> Action Points Board 27th August 2018 		Update
Action Points – Added Value for Members Send over the CCC business support package	RM	Outstanding