

Board Meeting

6th December 2021, 2.30pm, St Giles Centre

In Attendance	Apologies
Gemma Cruickshank (GC) Tina Mainland (TM) Stephen Young (SY) John Divers (JD) Stuart Huyton (SH) Derek Duncan (DD) Natalie Shewan (NS) Greg Robertson (GR)	Katherine Mackintosh (KM) Ian Urquhart (IU) Mark Angus (MA) Richard Cumming (RC) Laura Scott (LS)

Discussion: Last Meeting Note & Action Point Update	
New Directors Derek Duncan and Natalie Shewan introduced themselves to Directors they were yet to meet.	
Meeting Note circulated prior to meeting, no comments.	
Conclusions	
Action Points	Person Responsible

Discussion: Manager's Report & Digital Marketing Report	
Manager's report circulated prior to meeting.	
<p>GC had noted in the manager's report that there was issues with the new lights contractor not getting all the lights switched on at the Christmas Light Switch On as they were did not know where all the fuse boxes were. SH asked for clarification that the contractor now knows where all the fuse boxes are, GC confirmed this, and Willie will be going around with the contractor this week to show again where are the fuse boxes are and take photos so we can create an updated document that shows all the locations.</p>	
<p>NS highlighted the ongoing issue with illegal parking as it is especially bad with people parking outside the Walkers Shop. GC told the Board that we have started a parking campaign and have created posters to discourage parking on the streets. Businesses have been advised to report any illegal parking to 101 in the hopes that the increase in calls will lead to more action being taken by Police Scotland. GC has been highlighting parking issues to Police Scotland, Norman Stevenson has been proactive to try to help discourage the illegal parking. JD commented that once the work at Poundland has been completed retractable bollards will be installed at Batchen Street and end of the Plainstones, this will reduce the capability of people being able to park illegally on the streets.</p>	
Rest of manager's report accepted.	
Conclusions	
Action Points	Person Responsible

Discussion: Events Update
Our last event of the year was Christmas Light Switch On which went very well and have received positive feedback. There was an issue with the lights not all getting turned on for the countdown, but this has now

been resolved and everything will be in place for 2022 event. During the storm three lights came down and will get put back up this week. Following the issues with the switch on and the tree not being correctly wrapped as per the lights contract, GC is expecting a discount on the invoice, SH suggested to let Scotia know before they send the invoice that we are expecting a discount.

SH queried about getting new lights as highlighted in the manager's report as the lights should last a few more years. GC clarified that we are looking to set up a fundraising group so the lights can be replaced following Ballot in 2025.

In the New Year all the lights will be getting taken down and stored for the year.

GR asked who looks after the lights on the St Giles Church as the lights on the apex are hanging down. GC replied that the lights belong to the Church and will get in touch with them to let them know about the hanging lights that need fixed.

GC gave an update on the events programme for 2022:

- Scottish Theme Day- 30th April
- Car & Bike Show- 18th June
- Food & Drink Festival- 20th August
 - We are looking to expand the event in to the evening with a ceilidh following feedback that after the event finishes the town goes very quiet. Once the Christmas Lights Group is set up we will look to have them run the evening event for fundraising.
 - SH asked what the bad weather contingency will be, we will either move to the St Giles Centre or Town Hall. To save any hassle with licensing should this need to be done both areas will be licensed when the new Public Entertainment License is applied for.
- Cannonbawz Run Launch and International Dog Day- 26th August
- AGM & Awards Night- 14th October
 - Feedback from the 2021 event was that it worked very well in the Town Hall and many wanted the evening to continue. For 2022 we will look to expand in to the evening.
- Halloween- 29th October
- Christmas Light Switch On- 26th November

For the Charity Fundraiser we will hold the Prosecco and Pamper evening as we did in 2019.

We will be contacting businesses involved with home buying to explore the possibility of bringing back New Year New Home.

Conclusions

Christmas Light Switch On event went well, there were issues getting the lights switched on but these will be resolved for 2022.

Events for 2022 are

- Scottish Theme Day- 30th April
- Car & Bike Show- 18th June
- Food & Drink Festival- 20th August
- Cannonbawz Run Launch and International Dog Day- 26th August
- AGM & Awards Night- 14th October
- Halloween- 29th October
- Christmas Light Switch On- 26th November

Prosecco & Pamper Evening- Date TBC

New Year New Home- TBC

Action Points

- Contact St Giles Church to advise them of hanging lights
- Contact NYNH businesses to ask if they want to see the event return

Person Responsible

GC
TM

The Christmas Hampers went well, we had 20 orders that have raised £670 for the BID Charities.

2023 Calendar Photography Competition will be launched this week and will run until August. The BID Board and Visit Moray Speyside will be on the shortlisting panel, the shortlisted entries will then be put in a gallery (in person & online) for the public to vote for the final twelve images. The Copy Shop will then create and print the calendars. All money raised from the sales will go to the BID charities.

Bunting- GC will be contacting Scotia and SSE to *arrange quotes/work for putting up the bunting*. TM has quotes from Stich It and Fix It in Forres. GC told the Board that a further discussion will be needed in January to decide on the final locations of the bunting.

Hanging Baskets- the baskets from this year will be getting taken down soon. There was a miscommunication in October when they were originally to come down. GC told the Board that due to the issue of the baskets not getting watered enough, the possibility of having fake flowers will be explored. GR suggested to get someone in that has horticultural knowledge, TM told the Board she met with Carlie Beavan who is looking to set up an Elgin in Bloom Group, they could be brought in to plant and look after the planters and hanging baskets. TM will set up a meeting with Carlie in early January to discuss.

Conclusions

Christmas Hampers- had 20 orders totalling £670

2023 Calendar Photography Competition- will be launched this week and run until August. The public will vote for the winning 12 photos from the shortlisted photos. Money raised from the sale of calendars will go to BID charities.

Bunting- GC will be contacting SSE & Scotia to enquire their availability and cost to put up the bunting. A final discussion will need to be had with the Board to discuss the final locations of bunting.

Hanging Baskets- TM will contact Carlie Beavan to discuss the possibility of the upcoming Elgin In Bloom group taking on the hanging baskets and street planters.

Action Points

- Set up meeting in January to discuss final locations for bunting
- Set up meeting early January with Carlie Beavan to discuss Elgin In Bloom group

Person Responsible

GC
TM

Discussion: Scotland Loves Local Funding Round 2

We have been successful in getting the £15K fund from Scotland Loves Local, with the match funding this gives us £30K. The main project that the funding will be used for is adding additional lighting to Fife Arms Close, the original quote from Lite Ltd was for £18K. GR asked how this close was decided on to be done first. GC replied that it had been discussed at previous Board and Working Group Meetings. A survey was also put out to the BID members through the bulletin to ask for their feedback on what the funding could be applied for, lighting and the areas we were proposing were part of the options.

As the Moray Council are putting in the application the aspects of the light project will be put to tender and public consultation. GR asked what kind of lighting will be installed, it will be either fairy lights or festoon lighting, this again will be chosen through public consultation with the Moray Council. GC will be meeting with the Council early January to start the process.

The Scotland Loves Local fund is a rolling five year fund so we will be able to apply again in future years to expand lighting to other areas.

Conclusions

We have been successful in securing £30K of funding. The main project that the funding will be used for is installing lighting at Fife Arms Close. As the Moray Council are putting in the application the aspects of the light project will be put to tender and public consultation.

Action Points

Person Responsible

Discussion: 2022 Plan Update	
GC asked Board for ideas/feedback of what we could do in 2022, SH advised to keep any new projects simple as we are planning to expand the events and we don't want to be doing so much that the quality of the events goes down.	
The benches will be going back out at the start of April and will be repainted during the Winter while they are in storage.	
Conclusions	
Action Points	Person Responsible

Next meeting date- 24th January 2022

Action Point Summary 18th October 2021

Action Points 6 th December 2021		Update
Events Update <ul style="list-style-type: none"> • Contact St Giles Church to advise them of hanging lights • Contact NYNH businesses to ask if they want to see the event return 	GC TM	
Projects Update <ul style="list-style-type: none"> • Set up meeting in January to discuss final locations for bunting • Set up meeting early January with Carlie Beavan to discuss Elgin In Bloom group 	GC TM	