

Rediscover Peterhead Ltd Board Meeting

Thursday 13th September 2018 at 8 am in BID office 28 Marischal Street Peterhead AB42 1HS

Minutes

Present

Bob Antczak (BA), Fred Bowden (FB), Robert Emslie (RE), Jean Gardiner (JG), Clair Harwood (CH), John Pascoe (JP), Iain Sutherland (IS), and Steph Swales for first agenda item

Apologies: Katrina Allan (KA), John Cameron (JC), Linda Miller (LM), Terry Moran (TM), Wayne Parsons (WP)

Steph Swales of Aberdeenshire Council gave an introduction and update to Fit Light / ArtVenture; a collaboration of different groups within the Peterhead community and the suggestion to partner with Rediscover Peterhead for future projects. The board agreed that working with larger community groups would be in the best interest of the town and levy members and agreed to move forward with a collaboration with Fit Light and ArtVenture based on seeing the project paper first.

Action IS: to receive paper from Steph asap.

Chairman John Pascoe continued to open the meeting and welcome members.

Minutes / Matters arising from minutes

JP informed the group that board member, Kat Allan has requested a leave of absence for personal reasons and commitments.

ArtVenture: The board requested that it is minuted correctly that the BID will contribute 25% funding contribution of an estimated project value of £12k.

Minutes approved by Chair, JP and seconded by Treasurer JG.

Treasurer's report

This was given by Jean Gardiner

Manager's report

This was given by Iain Sutherland

Clean-up Peterhead: FCCS have asked if they can commence the deep cleaning of the town centre next week due to a cancellation of a job. The board agreed. **Action IS / CH:** Inform FCCS and business owners of the clean.

Peterhead Seafood Festival: IS informed the board that the insurance document had been received and the festival insurance would cost £481.00 + VAT. The insurance did have a clause that specified all market stall holders require their own third-party liability insurance otherwise they will not be

able to attend. IS also confirmed that Buchanhaven Boat Shed and the Palace Hotel were unable to attend. **Action IS / CH:** Check if choir / Blue Toon Voices require insurance as well.

Parking: JP gave an update to the board on MSP visit last month, who offered their full support in backing Peterhead town centre in requesting an exception to removing traffic wardens. **Action JP:** to write to Aberdeenshire Council on behalf of the BID and business owners requesting this exception.

The Lane: RE requested that works to the lane be pushed back or brought forward from suggested start date of 28th October 2018. The works will take two weeks to carry-out and this would fall over a very busy period in the town centre where Prince Street car park would need to be fully accessible. The board suggested to start with installing temporary lighting as an initial phase of the project works. **Action IS:** Request the lighting phase of the project is carried out first.

Sandra Duncan – Official removal from register of directors

JP informed the board that Sandra Duncan's formal resignation of director has been received and accepted.

PSF board attendance / volunteers

IS / CH asked the board who may be able to help or volunteer at the seafood festival on 29th September. RE confirmed he will try and get cover. JP will be in attendance. FB will be attending with Brew Toon. BA is unable to attend. **Action CH:** To ask other board members their availability.

Website directory

CH confirmed with the board that the website will require a business directory as stated in the business plan. BID Scotland advised CH and IS that levy members should be notified first and to only be included in the directory if they have confirmed they would like to be. This will be an on-going project that CH is working on.

Aberdeen and Grampian Chamber of Commerce – BID training

Action IS: to report to the board what the training involves and who it is aimed at, along with cost implications.

A.O.B

RE requested that the main BID database to be removed from any digital shared folders and Microsoft Sharepoint and kept securely on memory sticks. One will be held in the BID office and RE (Secretary) will hold the other. **Action IS / CH:** source memory sticks and action request.

Meeting closed at 10.00 am