

Rediscover Peterhead Ltd Board Meeting

Thursday 11th October 2018 at 8 am in BID office 28 Marischal Street Peterhead AB42 1HS

Minutes

Present

Bob Antczak (BA), John Cameron (JC), Robert Emslie (RE), Jean Gardiner (JG), Clair Harwood (CH), Terry Moran (TM), John Pascoe (JP), Iain Sutherland (IS)

Apologies: Fred Bowden (FB), Wayne Parsons (WP)

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

Minutes / Matters arising from minutes

Aberdeen and Grampian Chamber of Commerce – BID training

Iain confirmed that the training is not free to BID members and would incur an additional fee to join.

Action Iain: to report to the board the pros and cons of joining the chamber of commerce, and whether it is worth the BID joining.

Minutes approved by Chair, John Pascoe and seconded by Secretary Robert Emslie.

Treasurer's report

This was given by Jean Gardiner

The board agreed to pay the full balance of the seafood festival marquee invoices, despite the second marquee having to be taken down due to wind after the sandbags securing to the ground were misplaced throughout the day.

John P reported that the last accounts meeting with Aberdeenshire Council (AC) was cancelled due to AC contact sending apologies ten minutes before the meeting was scheduled to start. The meetings should take place periodically. Since then AC have issued a monthly statement. There is still just over £5k to be recovered as collectable levy, and the BID have requested information on which businesses this is, and whether it is a case of some businesses choosing to pay via direct debit.

John P confirmed that the remaining balance from Peterhead Business Forum will be transferred to Rediscover Peterhead

Action Jean: to circulate breakdown of the projects and grant funding the BID is awaiting

Action John P: to prepare an invoice to AC for cleaning grant

Manager's report

This was given by Iain Sutherland

Iain informed the board that there is the potential to receive substantial funding from NESFLAG for future events in Peterhead. A meeting has been set-up with Inverurie BID manager on 30 October and with NESFLAG on 31 October. There will also be funding opportunities from Visit Scotland to consider as well.

Action Iain/Clair/John P: to set-up an events group for on-going events. Schedule all 2019 events.

Christmas / Light-up Peterhead: Good intentions were held to make a joint grant application with Fit Light / Light-up Peterhead for the festive period, who will all be running separate events. However due to complications and time restraints the BID made an independent application with support from Audrey Michie of AC, for the planned Christmas animation show. This has now been submitted.

The elf project will run again, and it was agreed that the Christmas trees in brackets would be good to implement again this year. The board discussed options to have the animation projection in Queen St as well as Broad St, to attract footfall to the businesses there. A suggestion of promotional vouchers was made, and ways to promote the town centre businesses in all streets for late-night shopping.

Action Iain/Clair: Contact levy members requesting their preference on late-night shopping days/hours. Think of ways to involve shops in Christmas activities promoting their businesses. Organise a Christmas steering group. Look into town WiFi login promotions for local businesses.

Clean-up Peterhead: There have been several complaints to the BID manager with regards to the standard of cleaning carried out by FCCS. The BID will carry out a full inspection of all streets and ensure that everything is signed off before payment is made. **Action Iain:** to contact AC with regards to weeds growing on the streets.

Invest in Peterhead (IIP): Scott Baxter of Cornerstone has suggested holding an Elevator networking event at the Cornerstone / BID offices. The board agreed this would be a good entrepreneur-type event to trial and would align with the objectives of the IIP project.

Peterhead Seafood Festival: 172 responses have so far been received for the festival survey. The survey closes on Friday 12 October and Clair will produce a report to accompany the evaluation report. A 'thank-you' pack and evaluation should be sent to all grant/funding contributors for the festival (and all projects.) Craigewan Photography have sent all the photograph competition entries which the BID is able to use. **Action Iain / Clair:** Produce survey and evaluation report.

Parking: Iain has held discussions with new Chief Inspector around the benefits of CCTV and on-going parking issues. Police Scotland in Peterhead have had several staff changes and has delayed further action. **Action Iain:** to retrieve contact details of new contact and set-up a meeting with new C.I.

Seagull: Iain has submitted an evaluation report to AC. **Action Iain:** to ensure the spikes in Phase-two of the clean-up project are installed in the areas that Presly Pest Control could not reach.

The Lane: Works commenced on 8 October. The lane is closed, and new lighting/surfacing will be installed, and works should be completed by the middle of next week (w/c 15.10.18)

AGM: Taking place on 8 November at The Palace Hotel at 6 pm. **Action ALL board members:** to confirm your attendance for the board meeting that day and the AGM in the evening.

Action Clair/Iain: Send invite to levy members (no questions before-hand.) Work with **Jean** and **Orchard** in creating a presentation on year-one review. **Iain** to contact STP guest speaker and **Audrey Michie**, and **John P** to contact Aberdeen Inspire guest speaker.

Suggested agenda:

Welcome

Education around BID

Presentation

Speakers

Q&A

BID staff hours

Iain is to identify projects that have been taken in house. i.e. web development etc, get an agreed price for the job and issue an invoice for the project. The value of Invoice can then be made available to fund addition staff costs. Identify annually recurring items so they can be incorporated into wages. The board to revisit with a view to increasing regular hour. Iain to submit any other recommendation.

Meeting closed at 10.00 am