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**Plymouth Waterfront Partnership**

 **Board Meeting**

 **28 March 2017, 10am-1pm**

**Duke of Cornwall Hotel**

**Attendees:** Roy Martin (RM); Sarah Gibson (SG); Jon Morcom (JM); Chris Robinson (ChR); Glenn Jordan (GJ); Patrick Knight (PK);

**Apologies:** Chris Arscott (CA); Ben Shearn (BS); Josh McCarty (JMcC); Gavin Marshall (GM); Sky Cole (SC); Charlotte Malcolm (CM); Comron Rowe (CR);

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| **ITEM** | **NOTES and ACTION POINTS** | **By Whom** | **By When**  |
| **MB-03/17-1.**  | **Apologies**Apologies were tabled. It was noted that Charlotte Malcolm and Comron Rowe had resigned from the Board and would no longer be in attendance.In CA’s absence, RM agreed to Chair the meeting. |  |  |
| **MB-****03/17-2.** | **Conflict of Interest Policy**No conflicts of interest were raised. |  |  |
| **MB-03/17-3.** | **Minutes to the last meeting**The minutes to the last meeting were signed-off as a true record of the last Main Board meeting held on 31 January 2017. |  |  |
| **MB-03/17-4.** | **Financial Update**SG referred all to the Budget Profile in the Board packs. The report was conservative, due to requiring further update from the accountant; a projection of c.£3.5k end of year financial position was cautiously anticipated.SG updated the Board on the company’s chosen banking provider. Following concerns expressed with regard to The Coop Bank’s financial security, advice had been sought from an independent financial advisor (IFA) (the same that had advised on Pension provision). The IFA had recommended a change of bank from The Coop to Barclays; it was understood that both Destination Plymouth and the Plymouth City Centre Company had also moved their banking across to Barclays. **NOTED**SG updated the Board on the situation with the company’s choosing of the legal contractor. Following a tender process undertaken by PK’s team on behalf of the three companies (PWP, Destination Plymouth and the Plymouth City Centre Company), two applications had been received. These were under comparative review and a final decision would be made by the Chairs of each company. **NOTED**JM thanked the executive team for the accuracy of financial reporting over the duration of the five years of the BID. There had been missed opportunities on income generation which should be reviewed going forward. Steady reporting had provided reassurance to the Board. **NOTED** |  |  |
|  **MB-03/17-5.** | **Waterfront BID2 Ballot Summary**PK referred to a prepared handout providing a preliminary analysis of the Waterfront BID2 Ballot. It was noted that the expansion of the BID, taking in additional areas, had reduced the overall turnout. The ‘core’ of the original BID area had turned out in great numbers, however lesser numbers from the new areas.Recommendations were made including:* Analysis of BID Voters three years into the BID’s term.
* Adoption of a reliable data capture system which could provide industry / sector specific and targeted email communications to enable personalisation.
* Increased use of LinkedIn, Facebook and Twitter.
* Seek data updates from BID Voters on a regular basis.
* Target one hour meetings with every BID Voter over the next three years.
* Seek volunteers to assist with these visits.
* Consider signed-for mailings through the Electoral Reform Service for any future Ballot (would be worth the extra cost for this service).
* Check with the Electoral Reform Service whether multiple Ballot papers may be included within single envelopes to the same Voter.
* Visit all Voters pre-Ballot and notify of multiple votes where applicable to avoid Voters believing duplication.
* Check with the Electoral Reform Service whether future Ballots may be conducted online.

All **AGREED**Peta Drives store large files – possibility of sharing rental space – Amazon, IBM and Met Office all use this system.Prediction rates by the Executive Team had been on target with just a 1% variance – team had estimated the outcome well based on conversations with Voters.Communications are key going forward, face to face being the most important. SC’s role should be revisited going forward. **ACTION**Identify negative reasons why there had been abstentions from Voters that had made it known to the Executive Team. As far as possible, also understand why Voters had voted ‘NO’. **ACTION**For any future Ballots, could a six-month renewal period be created for an easier win. The target for the whole team should be that BID Voters’ mindset should be ‘We don’t want to lose the BID’. **AGREED** | **SG****ALL** | **22.05.17****22.05.17** |
| **MB-03/17-6.** | **Governance of Waterfront BID2**A revised governance structure is in place and Directors needed to be recruited. Following the launch of Waterfront BID2, with recent resignations from both CR and CM, the Board was now operating without a Legal Director and a Marketing Director which needed to be addressed swiftly. JM suggested he would be looking to resign once the Board was fixed and the current issues addressed.Further structural measures were required:* Begin with bi-monthly meetings until issues were resolved, then revert to quarterly meetings.
* Provide a 12month programme of meeting dates.
* Determine a minimum meeting number that Directors should attend.
* Review quorate numbers required.

Suggestion that a formal extra meeting be created to discuss governance. Use Doodle to create the meeting to find the best time for all to attend. Offer 11th, 24th, 25th and 28th April. **ACTION**Create a social meeting for Directors to talk informally. **ACTION**Create a social evening for Directors and partners, perhaps during the British Firework Championships. **ACTION** Board member roles should be reviewed before recruiting additional Directors. SG to contact three current applicants to update them of the delay in reviewing their CVs. **ACTION** No further actions at this stage.Need a process for recruitment.**AGREED** | **SG****SC****SC****SG** |  |
| **MB-03/17-7.** | **Strategic Priorities & Next Steps**SG requested guidance on the following considerations:1. Sutton Harbour Holdings hosting PWP events.

Two options, either pay £300 per day for use of the Quay Square site or relocate event to Commercial Wharf. Also either pay £303 for ship berthing along Quay Square or relocate to Barbican Landing Stage.Decision: For Plymouth Pirates Weekend, pay the £903 required to use the Quay Square space and moor the pirate ship. For Plymouth Seafood Festival review with Sutton Harbour Holdings.1. Evening and Night Time Economy Coordinator.

Due to uncertainty over match funding of PWP’s £8k contribution toward the role, Mick Connor had secured an alternative post. Therefore, there was no current ENTE Coordinator. Decision: Hold £8k back as possible contribution toward alternative project.1. Operations Manager

Job role would be explored as a job share with the City Centre Company BID; unified workstreams would be explored. SG would draft an outline job description and share with the City Centre Company.Decision: **Agreed** **ACTION**1. City & Waterfront Awards

Previously PWP had provided £5k per annum toward this event. In 2017, costs were rising and the option was to either increase contribution to £7.5k to continue to host at the Pavilions, or sustain £5k contribution to host at the Holiday Inn/Crowne Plaza. Decision: Maintain £5k and move event to Crowne Plaza to support them in their first year. For 2018, explore alternative approach to organising the event.1. Christmas Lights

Tender Christmas lights for 2017 – 2022, work with City Centre Company if feasible.Decision: **Agreed**.**ACTION**1. Hoe Foreshore

This area of work needs unlocking. PK explained that PCC is still awaiting clear instruction on what PWP is requesting with this area of work. Decision: PWP is keen to move Hoe Foreshore feasibility study forward this year with a £20k budget commitment to fund the work. SG to email PK with update from the Board and intent to progress the work. **ACTION**1. Classic Boats Contribution

Range of feedback received, how did the Board wish to proceed?Decision: SG to review all responses and email her final recommendation to both PWP Boards.**ACTION**1. Task & Finish Groups and First Year Financial Allocations

Decision: Once governance has been resolved, then present proposals to full Board. SG to continue to progress work in the meantime. | **SG****SG****SG****SG** |  |
| **MB-03/17-8.** | **AOB and Next Meeting Agenda**Invitation to next meeting to Paul Barnard for an update on current Planning strategy, Drake’s Island development and the Plymouth and South West Devon Joint Local Plan. **ACTION**Invitation to next meeting to Charles Hackett for a formal introduction and update on plans for Mayflower 400. **ACTION**Invitation to next meeting to PK and Emily Bullimore to present the current plans for Street Trading. **ACTION**Extended contracts were still outstanding for SG and SC; whilst these were in progress with PCC HR department assistance, neither contract had been finalised. Both executives were employed until 5pm 31st March 2017. This was now a high priority. **ACTION**Parking Modernisation Proposals – SG and RM had been working with Plymouth Hospitality Association members to lobby PCC’s Parking Team. The key feedback was that fee charging times should begin at 10am rather than the proposed 8am, to ensure visitors do not have to leave before breakfast or get up early to ‘feed’ the parking meters. This was ongoing. **NOTED** | **SC****SC****SC****RM/PK** | **29.04.17****29.04.17****29.04.17** |

**Next Board Meetings:**

Tuesday 30 May 2017, 10am – 1pm, Duke of Cornwall