

**Plymouth Waterfront Partnership  
Board Meeting  
10 October 2014, 10am-1pm  
Duke of Cornwall Hotel**



**Attendees:** Chris Arscott (CA), Sarah O'Leary (SOL), Chris Robinson (ChR), Chris Price (CP), Comron Rowe (CR), Ben Shearn (BS); Roy Martin (RM); Gavin Marshall (GM), Jon Morcom (JM)

**Apologies:** Peter Smith; Charlie Mark; Charlotte Malcolm

ITEM	NOTES and ACTION POINTS PART I – OPERATIONAL UPDATE	LEAD
2.	<b>Conflict of Interest Policy</b> No new things to disclose	
3.	<b>Minutes of Last Meeting</b> SOL ran through matters arising and updated the Board, all actions complete.  Minutes were agreed.	
4.	<b>Finance Update for 2014/15</b> SOL presented the financial report for period 6, projecting a positive end of year position.  Agreed that the 2013/14 end of year audited accounts would be presented during the November meeting. <b>ACTION</b>	<b>SOL</b>
5.	<b>Financial Planning for 2015/16</b> Partnership working and BID Levy contributions were discussed. Acknowledgement of messages received through both the partner Chairs' meetings and the executive meetings, the working alliance with Destination Plymouth (DP) should alter. DP had been refocused to become non-operational, targeted to generate income of £50k+ from outside of the city and to create strategic plans, beginning with a ten year Major Events Strategy. DP would also become invisible and delivery would be credited to the two BIDs to ensure BID Voters were clearly sighted on the work undertaken through and funded by the BIDs.  SOL reported two amber flags: <ul style="list-style-type: none"> <li>- the BID was beginning to lag behind on the Waterfront Business Plan financial projections for street trading surplus income and voluntary contributions, requiring time and focus.</li> <li>- project delivery was slowing due to all aspects of the business falling to just one dedicated executive.</li> <li>-</li> </ul> The Board responded by voting unanimously and agreeing: <ul style="list-style-type: none"> <li>- PWP should recruit a full time project assistant to assist SOL set at a salary of £18k</li> </ul>	

	<p>+ on costs, duration until the end of the BID's current term (31<sup>st</sup> March 2017). Recruitment should be through existing partner organisations including PCC and Plymouth University. <b>ACTION</b></p> <ul style="list-style-type: none"> <li>- the £10k held in reserves for the ENTE coordinator during the 2013/14 financial year should be allocated to support the funding of the project assistant.</li> <li>- the reference within the Waterfront Business Plan that suggested that BID Levy would not be allocated to salary costs would be over ruled on this occasion.</li> <li>- a voluntary work placement position for an experienced student would be created through City College and managed by the project assistant. <b>ACTION</b></li> <li>- A professional fundraiser should be sought to work on a commission only basis to assist in raising sponsorship and voluntary contributions for PWP for further investment in the Waterfront area. <b>ACTION</b></li> </ul> <p>Continuing sponsorship of the City &amp; Waterfront Awards for 2015 was discussed. Accepted that there was a view expressed by many business owners that the judging was perceived to be flawed and required a review of the process to enable PWP to continue sponsorship. Agreed that PWP should seek a profit based model for investment within the Waterfront.</p> <p>Agreed that JM would accompany SOL in the wash up of this year's event and review at a future Board meeting. <b>ACTION</b></p> <p>Board members agreed to consider income generation and provide introductions where possible sponsorship or voluntary contribution could be invited. Suggested that SOL should approach Bookers for possible sponsorship of the Plymouth Seafood Festival. <b>ACTION</b></p> <p>Suggested that SOL approach Plymouth University and request use of Hoe marquees to put on a fee entry food based event for PWP. <b>ACTION</b></p> <p>Agreed that SOL should put together a sponsorship plan for PWP events and share with the Board at the November meeting. <b>ACTION</b></p>	<p><b>SOL</b></p> <p><b>SOL</b></p> <p><b>SOL</b></p> <p><b>SOL/JM</b></p> <p><b>SOL</b></p> <p><b>SOL</b></p> <p><b>SOL</b></p>
<p><b>6.</b></p>	<p><b>Capitalising on Sailing</b></p> <p>Agreed to roll this forward to the November meeting as part of the 2015 Events discussion.</p>	
<p><b>7.</b></p>	<p><b>A Barbican BID?</b></p> <p>Acknowledgement of concerns raised by the Advisory Board that the BID was too focused on the Barbican area and should manage issues on the Hoe and West Hoe and put on events across the Waterfront area. Agreed this would be continuously reviewed going forward.</p>	
<p><b>8.</b></p>	<p><b>Priorities for 2016 – 2022: Beginning the Conversation</b></p> <p>Consideration of the BID's renewal should begin and determine formally whether or not to go forward to a renewal Ballot. Work over the next twelve months should create deliverable and targeted projects suitable for a further BID Business Plan.</p> <p>PWP strategic contributions toward PCC's Plymouth Plan should be generated, resulting from work within the Advisory Board and the Barbican consultation.</p> <p>This would be an ongoing conversation for the next few meetings.</p>	

9.	<p><b>AOB</b></p> <p>Telling Stories update required – invite Amanda Lumley to present to the Board during the January meeting. <b>ACTION</b></p> <p>Look into installing a new bench on Notte Street at the bus stop close to the Age Concern premise. <b>ACTION</b></p> <p>Sutton Harbour proposals – SOL to present to the Board for the Board's view. <b>ACTION</b></p> <p>Barbican Defibrillator request – seek support from the Gog a Magog. <b>ACTION</b></p>	<p><b>SOL</b></p> <p><b>SOL</b></p> <p><b>SOL</b></p> <p><b>SOL</b></p>
----	--	---

**Next Meeting:**

25<sup>th</sup> November 2014

10am – 1pm, Duke of Cornwall Hotel