

LOVE HASTINGS LIMITED
HASTINGS BUSINESS IMPROVEMENT DISTRICT
MINUTES of BOARD OF DIRECTORS MEETING

Tuesday 7th February 2017

Attending:

Directors - Colin Dormer (Acting Chair) Dave Padmore, Ian Noble, Alan Matthews, Pat Horwill and Daniel Swann

Observers – Lauren Garrard, Lorna Strawson, Stacey Bell and Matt Bates

Advisors - Rob Woods (Town Centre Manager) Laura Green (BCRP) Rosie Leech (HBC) Chris Beveridge (Hastingscard)

The Chairman welcomed Lauren Garrard, Lorna Strawson, Stacey Bell (all new to the BID process), Laura Green and Matt Bates

1) Apologies for absence

Received from Ian Harrison, Cllr. Peter Chowney and Brett McLean

2) Minutes of the last meeting (former BID Steering Group)

Approved for accuracy and content (Proposer Alan Matthews: Seconder Rosie Leech)

3) Matters arising:

a) Love Hastings website

Chris Beveridge presented a test version of the proposed, mobile compliant, Love Hastings website which he had produced on behalf of the BID

The Board thanked Chris for the speed of which he had assembled the site and for the large savings to the BID company budget

Noted 1) that the new Marketing & Events Coordinator would need to have knowledge of or be trained in Wordpress to update the site regularly

Noted 2) that Love Hastings will be solely used for front-facing communications. Hastingsbid .co.uk should remain and be used for Member information in the future

Noted 3) that the process of populating the website with business information, links and logos could start immediately but there would need to be a policy developed on the preferential promotion of BID Member businesses/organisations

Agreed Chris to be offered a fee to cover the opportunity cost of his time and any other associated costs. RW to recommend an appropriate fee.

b) Agree Year 1 Action Plan

Given savings on the website costs, the Action Plan will need to be revised

Agreed RW to revise and consult with Board before publicising the final copy

c) Appointment of Director to HBC/BID Monitoring Group

Agreed – Hold over until the next meeting

- d) **Ian Noble - Wordsmith design concepts**
Agreed – No further action required
- e) **Events and Marketing Assistant**
Agreed to start the appointment process. Use social media, websites and e-mails to get early messages out. IN to discuss terms with local recruitment agencies. £1500-£1800 budget limit

4) Incorporation update

RW reported that the company, Love Hastings Ltd was formally incorporated on 19th January 2017 – Company Number 01573685

Cllr Peter Chowney, Leader of Hastings Borough Council, has been nominated as the Borough Council's representative on the BID Board (ESCC rep still to be named)

Matthew Bates and RW to discuss Director role further

Noted Companies House error on Daniel Swann's birth date on Company register will need to be corrected

Ian Harrison (Santander) – unable to take Director role due to Bank rules but happy to be an Observer and link between the Board and the Healthy High Streets project team.

Agreed 1- Cllr Peter Chowney be appointed a Director of Love Hastings Ltd (unanimous)

Agreed 2 - Lauren Garrard, Lorna Strawson and a representative from Priory Meadow/New River Retail are invited by the first Directors to become Board Directors but need to be registered as members of the company and nominated by their respective companies.

Agreed 3 - RW to produce Membership application forms & Director Nomination forms for completion by next Meeting

Agreed 4 – IN to contact Saga to ascertain their interest in a Board position.

Agreed 5 – RW to organise election of key officers of the Company (Chair, Treasurer and Vice Chair)

5) Directors' spending limits & Company Banker

a) Expenditure Limits

AM produced and explained a draft expenditure authority matrix (Appendix A)

Agreed – to adopt the expenditure authority as presented subject to annual review or unless unforeseen problems arise

b) Appoint Company Banker

RW reported on the outcome of his discussions with 3 local banks and the reasons for recommending Santander as the company's banker.

Agreed – Santander Bank, Queens Road, Hastings should be appointed as the company's banker. Both items (a & b) - Proposed Colin Dormer: Seconded Ian Noble

6) BID Ambassadors supplied by Sussex Coast College

Alexandra Syrotiuk (SCCH) was unable to attend but sent a proposal in writing for the Board to consider.

CD/AM commented that the proposal was not their understanding of what had been proposed during the course of the BID campaign and recommended that it needs to

be re-visited. Of particular concern was the BID's responsibility for safeguarding students (DP) and the degree to which any project involving students needs to be managed/structured (RL)

Agreed 1 – it is vital to maintain links with the local college and that AS be invited to a future meeting to hear the Board's concerns

Agreed 2 - concurrently explore other options

7) Priority Project - On Street Security options & BCRP governance

Laura Green (Business Crime Manager) attended for this item

RW presented his report on governance options for the existing Business Crime Reduction Partnership (BCRP) which currently operates under the TCM banner.

a) Governance options

Agreed 1 – the Let's Do Business Group and the TCM/BID Manager should facilitate the transfer of the Crime Manager's post (TUPE) to the BID as soon as possible

Agreed 2 - A separate BCRP ring fenced budget is maintained as part of the future BID accounting structure to ensure its compliance with the National Association of Business Crime Partnership's accreditation criteria

Noted – Love Hastings Ltd Articles of Association 19 and 20 permit Committees of the Board

Agreed - that the TCM/BID Manager will consider the options for ensuring accountability of the BCRP and report back to the next meeting

LG presented a report on the options for providing an on street security service.

Agreed 1 - The employment of a security company with additional powers accredited by the Chief Constable of Sussex (CSAS) that will provide security personnel to the BID/BCRP (rather than direct employment) represents the best value for money and should be progressed

Agreed 2 –in the light of savings on the Love Hastings website, that consideration is given to increasing the budget to ensure a minimum 40 hours a week cover (the existing budget would cover 27 hours)

Agreed 3 – start consultation process with the Police and Council to ensure that the roles and responsibilities of CSAS accredited personnel are consistent with the requirements of any future Public Space Protection Order or similar

Agreed 4 – Update at next meeting

8) Official Launch

Thanks to Lorna Strawson, the venue for the official launch will be The White Rock Theatre. Noted - £169 remains in the loan fund budget to support this event

Further details to be agreed

Update for Board Members – the date has now been set for 21st April 2017

9) Any other relevant business

No other business was raised

10) Next Meeting

13th March 2017 (Joint with TCM Board) in Birch Room, 5th Floor, Muriel Matters House (formerly Aquila House) 2pm