

LOVE HASTINGS LIMITED
HASTINGS BUSINESS IMPROVEMENT DISTRICT
MEETING OF THE BOARD OF DIRECTORS

DATE: 11th September 2017

MINUTES

In attendance

Directors: Colin Dormer (chair), Alan Matthews, Cllr Peter Chowney, Cllr Godfrey Daniel, Ian Noble, Gemma Murphy, Jodie Burdett, Lauren Garrard
Observers – Stacey Bell, Lord Brett McLean, Theresa Gasson, Ian Harrison,
Love Hastings Staff - Rob Woods, Laura Green, Chloe Dyas

1) Apologies for absence

Lorna Strawson, Stuart Mitchell, Daniel Swann, Dan Shelley, Catherine Parr, Simon Hubbard, Pat Horwill, Dave Padmore

2) Content and accuracy of the minutes of the Extraordinary Board meeting of 21st August 2017

The minutes were agreed as true and accurate record of proceedings
Proposed: Ian Noble – Seconded: Lauren Garrard

3) Matters arising from Item 2)

a) Coastal Communities Fund (White Rock) project

Cllr. Peter Chowney declared an interest in this item
Board **agreed** the following 5 recommendations

- 1) The new Coordinator is employed for 25 hours a week for the duration of the project
- 2) The Coordinator's salary is £20k pa (pro rata)
- 3) The existing Marketing and Events Coordinator is paid at an enhanced rate of £20k pa (pro rata) for the work undertaken on this project, costing £175 in Year 1 and £307 in Year 2
- 4) The separation of duties/responsibilities matrix, the Project Coordinator job description and job specification
- 5) The existing recruitment committee be responsible for the appointment

Proposed: Alan Matthews Seconded: Colin Dormer

b) Way forward on cost savings initiatives for BID businesses

Agreed to hold over until December meeting

Action - RW to invite Meercat Associates to the next meeting

4) Chairman's report and appointment of new BID Manager

The Chairman's report was accepted

Noted 1- Vice Chairman attends meetings of the Rock Alley Steering Group and praised MSL Projects on the Storylines event on 10/9/17 in Rock Alley which was part funded by the BID. He and 2 other Board members attended the event on behalf on the BID.

Agreed: Chairman and Vice Chairman to attend BIDs Conference in October 2017. BID to pay attendance, accommodation, travel and appropriate catering costs.

Appointment of BID Manager

Chairman reported that 17 applications were received

10 did not follow instructions and were rejected as incomplete applications

The remaining candidates either did not state their salary expectations or put themselves at the top of the advertised pay-scale.

Only one candidate fulfilled the vast majority of the essential job criteria but was looking for a job share arrangement.

The options were re-visited

Agreed –The BID Manager should be a full time appointment

The proposal by Ian Noble to re-advertise the position via local recruitment agencies on a salary of £30-£35k was accepted

Action RW – to negotiate with recruitment agencies and inform the candidates accordingly

5) Finance report (Rob Woods in the absence of the Treasurer)

- Estimated Bank Balance at end September - £55450
- BID levies received - to invoice HBC on 10th November as per Operating Agreement - £63000
- BID Levies received so far - 91% by value : 79% by number
- Bills remaining unpaid at 7th September 2017 - £17973 (against target for 2017/18 - £15000)
- BID staff to chase late payers >£120 : HBC to chase £120 invoices
- Court action agreed with HBC for outstanding levy payments– February 2018

Agreed

1) Known Write-offs to be agreed with Treasurer and Chairman

- Phones for You (in Administration) £348.75
- Pirate Industries, Wellington Square £600 (subject to landlord's successful re-designation of premises by VOA in next 45 days)
- BHS (In administration) £772.94 (part of total levy)
- Cowboy Joes, Priory Meadow (closed business) £120
- Xanadu, Queens Rd (closed business) £228.75

2) The Treasurer/ Chairman on behalf of the Board to agree any further write-offs with HBC

3) A general policy of chasing all outstanding levy payments where possible, but on the advice of HBC, not to pursue debts of £100 or less through the Courts given the time and costs involved.

6) Business Crime Reduction (Laura Green)

Contents noted

LG invited by PCC to chair a crime reduction summit at Sussex Coast College on 27/9/17

Agreed – Provided that the BID Manager is satisfied there are no Data Protection Act considerations, to ratify the release of names and images to BCRP members only of the individuals proposed for exclusion at Shopwatch meetings from March 2017 and Barwatch meetings from June 2017.

7) Ice Rink – future options

Stacey Bell reported that Priory Meadow will not host the ice rink in Queens Square after the current contract with T-Ice expires. An analysis of income and costs were provided.

The proposal by Alan Matthews to pass this matter to the PR, Marketing and Communications sub Committee to examine the costs, benefits and sponsorship opportunities of providing an ice rink or alternative attraction elsewhere was agreed.

Action RW/CD

8) Zip Wire project involving the White Rock Theatre and Pier
Agreed – not to pursue this further. Potentially an excellent, nil-cost addition to the leisure offer in the BID area but HBC view is currently to retain White Rock Theatre as a performance space. Heritage Lottery Fund and Heritage England likely to object to a development of this type on the listed Pier. Not clear about Foreshore Trust position.

9) Any other appropriate business

a) Agreed – to pay Lets Do Business Group £10405 plus VAT – 1st quarter recharge for R Woods costs as agreed at the March 2017 meeting

b) Gemma Murphy agreed to be the Facebook administrator back up to Chloe Dyas

10) Date of next meeting – 11th December 2017 2pm