



Present

Denise Anderton (Chair)	Cityventure
Mike Killoran (Chair for items 1 & 2)	Princes Quay
Steve Trynka (Vice-Chair)	Rollits
Ian Kelly	Hull & Humber Chamber of Commerce
Victoria Jackson	Kingston Recruitment
John Holmes	Hull Citybuild
Dave Green	Johnston's Butchers
Amanda Austin	Prospect Centre
Steve Allbones	Viking FM
Steve Tradewell	True-Budget Accommodation
Councillor Calvin Neal	Hull City Council

In attendance:

Ken Baldwin	Hull City Centre BID
Ian Bough	Hull City Centre BID
Sarah Jackson	Hull City Centre BID
Insp Andy Foster	Humberside Police
Kevin Priestley	Hull City Council
Hannah Crookes	Hull & Humber Chamber of Commerce

1. Apologies for absence

**ACTION
POINTS**

Apologies were noted from Mark Jones, Jeremy Coupland and Nick Pontone.

2. Election of Chair and Vice-Chair

It was proposed that Denise Anderton be elected as Chair for a 2 year term. This was agreed unanimously. It was proposed that Steve Trynka be elected as Vice-Chair for a 2 year term. This was agreed unanimously.

3. Minutes

The minutes of the meeting held on 22nd January 2008 were agreed as a true and correct record.

4. Matters arising

Banners – Kevin Priestley reported that he had written to the new Portfolio Holder as agreed at the last meeting. It had been agreed that sponsorship could be visible on the banners but as a discreet logo. An example of this was tabled. The ownership and control of the banners was discussed. It was highlighted that ultimately this BID would decide what banners would be displayed and Caroline Woodhouse would control. There was agreement that an information grid should be developed to demonstrate when banners had been booked to be displayed and what banners were being displayed.

£1 a day parking – Ken Baldwin reported on the most recent BID Retail Forum, with guest speaker Graham Hall. Parking on Paragon Street was discussed and it was highlighted that the issue of blocking entrances had now been resolved. It was agreed that publicity of parking charges needed to be made clearer and there needed to be uniformity amongst car parks.

Bus Gate – Ken Baldwin commented on the road markings that were still present. It was highlighted that Graham Hall had agreed to look into the issue. Direct feedback from Saville Street traders had yet to be received.

Maps – Kevin Priestley reported that the planning application for the map dispensers was currently in the consultation period. An issue that had arisen was who would control the movement of the finger post as it had been expected to be controlled by the map dispenser company. Sarah Jackson highlighted that a draft copy of the map was available for comment. It was anticipated that the maps and dispensers would be ready in April 2008, however if there was a delay in installing the dispensers, the maps could be sold in shops in the meantime.

Questionnaires – A draft questionnaire aimed at BID levy payers not in the retail sector was tabled. Sarah Jackson requested comments and approval by Monday 10th March 2008. This was agreed.

5. Finance

The management accounts to 31 January 2008 were noted.

Ian Bough reported that an informed meeting to discuss finance had taken place and the details discussed included:

- Separation of Company Secretarial fees from staff salaries;
- Possible synchronisation of year ends for Hull City Centre BID Ltd and Hull City Council accounts;
- Investigation of quarterly invoicing from Hull City Council;
- Establish if rates collection software was a capital item, and who would hold the license.

It was agreed to establish future dates for the formal finance committee to meet. The Chair expressed her wish not to be included in the finance committee. It was agreed that Ian Kelly, Victoria Jackson and Amanda Austin should be on the finance committee non executive directors.

IK/KB/
VJ/AA

6. Non Payment of Levies

A Yorkshire Post article featuring Ted Johnston and non payment of BID levies was discussed. Ian Kelly reported that he had received direct correspondence from Ted Johnston regarding this issue and had responded accordingly. Dave Green highlighted that in the article not all comments had been made by Ted Johnston and the reporter had been contacted directly.

Ken Baldwin highlighted that some independent retailers were not fully up to speed about regeneration issues in Hull as a whole and an Open meeting would be held in April where John Holmes of Hull Forward had agreed to present to them.

The issue of commercial confidentiality of information that came to Board members was discussed and its importance re-affirmed.

Ian Bough reported that 93% of the levies had been paid. A proportion of the 7% not paid was down to incorrect invoicing or properties becoming vacant. It was agreed that sufficient time needed to be allocated in order to resolve debts amicably. It was reported that in the budget, provision had been allocated for bad debts. It was highlighted that the

remit for collection of levies had been agreed by the Board and thus Hull City Centre BID Ltd was working to that remit.

The transparency of the levy collection process was discussed. It was highlighted that all minutes, accounts etc were available to view on the website. The possibility of footfall figures and monies from BID events being more readily available was discussed. It was suggested that there should be increased one-to-one activity between Directors and traders to discuss the benefits of the BID and what is currently happening.

7. Service Level Agreement (SLA)

Ken Baldwin reported on the SLA with Hull City Council and track changes were tabled. Various issues were raised, which included event management, relationships with Hull City Council and Hull City Centre BID Ltd and notices for events in the city centre.

It was highlighted that the dates for the Food Festival 2008 had yet to be confirmed with the events team at Hull City Council due to the SLA. It was agreed that the operations team, the events team at Hull City Council and Kevin Priestley should meet to discuss issues surrounding the SLA.

KB/KP

8. Manager's Report

The Manager's report was circulated.

Ken Baldwin reported on the potential of hosting a Fashion Show in Queen Victoria Square or 16 weeks of Saturday activities in four city centre locations (potentially at the front of St Stephen's, Prospect, Queen Victoria Square and Jameson/King Edward Street). It was highlighted that there was not sufficient budget allowance to host both events and the Directors were requested to vote for their preference. The majority favoured 16 weeks of Saturday activities. It was agreed that Debby Burman of Corporate Communications needed to be contacted regarding the Fashion Show to see if there were any other potential funding streams so that it would be possible for the Fashion Show to still go ahead. It was agreed that the BID would support the Fashion Show though not financially.

The potential production of hessian bags, to cut down on the use of plastic bags in the city centre, was discussed for use across the city. It was highlighted that there may be some revenue available but it needed to be confirmed and agreed by the end of March 2008.

Ken Baldwin commented on the presentation he gave at the Annual British BIDs conference in Edinburgh, which has resulted in the planned visits to Hull from Southampton and Lancaster Councils.

It was agreed to set up a BID Marketing Committee and this should include Mike Killoran, Steve Allbones and Steve Tradewell.

KB

9. Evening Economy

Ian Bough reported on the performance of the late night shuttle bus. It was highlighted that the service was not yet operating at break even level. The performance was expected to improve if better linkages with the pubs and clubs were created. It was reported that George Street were getting behind the service, which was resulting in the usage increasing. Ian Bough reported that notice would need to be served if termination of the contract was decided upon but he requested more time should be provided to improve the service beforehand. It was agreed this would be discussed at the next meeting.

All

Ken Baldwin and Kalvin Neal reported on the information pillars to be provided to prevent flyer posting. It was highlighted that 35 sites had been identified but 50 would

need to be identified in all.

The funding for the street marshalls in the evening was discussed. It was understood that funding was being provided by Citysafe.

10. Hull City Council City Centre Report

The protocol for asking and answering questions was discussed. Kevin Priestley highlighted that where possible he would like to be provided with questions in advance of the meetings. This would mean more detailed answers would be provided.

All

11. Press Log

The press log was tabled and noted.

12. Any Other Business

Dave Green requested BID Director representation for security meetings and volunteered himself. This was agreed subject to the remit of the group.

Litter along the A63 was discussed. It was highlighted that the Highways Agency was responsible but Citybuild and the Hull Business Forum's Business Advisory Group were looking into the issue.

Ian Bough reported on the tenders for cleaning and ambassadors had been received and it was agreed this was an operational issue and thus did not necessarily have to come to the Board.

13. Date of Next Meeting

The next Board meeting would be held on Tuesday 13th May 2008 at 10.00am at 34-38 Beverley Road, Hull.

The Chair passed her apologies for the next Board meeting.