

Ymlaen Llanelli board meeting minutes

Monday, 18th August 2025
Unit 23 St Elli Shopping Centre



Minutes

Present

Lesley Richards	LR	Nationwide (Chair)
Andrew Stephens	AS	Resident
Juliet Campbell	JC	Bradley's Coffee

Mandy Jenkins	MJ	BID Manager
Jade Evans	JE	BID Coordinator

Apologies

Alun Littlejohns	AL	St Elli Shopping Centre
Carla Shepherd	CS	Primavera Wellness Space
Lee Edmunds	LE	Evans & Powell
Martin Blackwell	MB	The Works
Matthew Harvey	MH	Specsavers

Item	Detail	Action
1.0	Welcome and introductions Meeting commenced at 16:06. Apologies were given as above. LR and MJ introduced JC to the board and gave a rundown of the absent board members. MJ updated the board that Nicole from Wetherspoon had moved from the Llanelli location and so was no longer a board member. JC said that she knows the new Wetherspoon manager and can liaise with them in future.	
2.0	Minutes of the last meeting and matters arising 2.1. Confirmation of approval Those attending confirmed the minutes were an accurate account of discussions. 2.2. Matters arising None.	
3.0	Company matters 3.1. Financial update	

	<p>MJ updated the board: currently £2,422.82 in bank account and a BID levy invoice of roughly £60,000 due in.</p> <p>MJ updated the board about an issue with the levy bills: the bills for 2025/26 were due to be sent out on 1st April, but were never sent out. However, the reminder letters were sent out in June, and MJ received feedback from several levy payers that were unhappy that they had received demand notices despite not receiving the original bill. MJ had queried this with the council, but it remains unclear why the original bills were not sent out. A new 'original' bill has now been sent out and received. AS read out an email he had received from David Craddock about the demand letter and querying the levy rate; MJ answered the query.</p> <p>LR asked why the £60,000 invoiced last week hadn't been received within three days from invoicing; MJ had chased this this morning.</p> <p>MJ explained that there is also grant money outstanding from the council for the SPF Events Fund for the 80s Festival.</p> <p>MJ updated the board about the new requirement for freelancers that are part of any SPF Events Fund applications going forward to have a UTR number and how this might impact the amount of money the BID can claim.</p>	
4.0	<p>Events for 2025</p> <p>MJ and JE updated the board on the events that had happened since the last meeting:</p> <ul style="list-style-type: none"> • Llanelli Cartoon Capers – Tuesday 15th April • The Great Llanelli Get Together – Saturday 21st June • Llanelli 80s Festival – Saturday 28th June • Llanelli Augustfest – Saturday 2nd August <p>JC said that town has been busy on the days.</p> <p>MJ and JE updated the board on the upcoming events:</p> <ul style="list-style-type: none"> • Llanelli Vintage Festival – Saturday 20th September • Llanelli Food and Drink Festival – Saturday 18th October • Llanelli Christmas Parade – Saturday 6th December <p>JE updated that the advertising for the Vintage Festival will begin this week. JE opened applications for the Food and Drink Festival to the trader database on 29th July, then to the public on 11th August, and has received 70 applications so far (roughly 90 applications received last year). Applications will close on 25th August.</p>	
5.0	<p>Renewal ballot</p> <p>MJ updated the board on a meeting she and JE had had last week with the council's electoral services. MJ explained that the notice of ballot will be sent to all eligible hereditaments' local addresses by 11th</p>	

	<p>September, followed by the ballot papers on 25th September. MJ updated that there will be a ballot box available in the town hall for businesses to cast their votes throughout the four weeks. MJ and JE will receive a list of returns weekly to aid in campaigning – the list will detail who has voted, but will not include how they have voted.</p> <p>The board discussed accounts to chase.</p> <p>AS suggested doing a launch for the proposal document in the AGM.</p>	
6.0	<p>Levy bills</p> <p>Discussed in 3.0.</p>	
7.0	<p>Office</p> <p>MJ updated the board on the new office: rent will be £250 per month, there are no water or gas bills, and electric is paid via a meter. Internet is included in the rent, however MJ and JE are currently struggling to connect to it. MJ has not yet received details on how to pay rent from AL. MJ and JE to sort out cancelling contracts for the old office.</p> <p>AS asked if the BID had to pay rent for the temporary use of a YMCA unit in May and June; MJ confirmed that the council provided the space for free as a courtesy.</p>	MJ and JE: Cancel old office contracts.
8.0	<p>Indoor Market</p> <p>The board discussed the plans for the new indoor market. LR, MJ, and AL had attended a stakeholder meeting on 22nd July where the plans were discussed. MJ has spoken to several indoor market traders and all were positive about the plans. The board agreed the plans seemed good and were necessary to secure the market's future in the town centre. The majority of concerns expressed seem to be from the public, however the answers to most queries had been detailed in the articles published by newspapers/on social media.</p>	
9.0	<p>Updates from outside bodies including the Chamber of Trade / Task Force</p> <p>No updates from AS from the Chamber of Trade. MJ had received an email from the Chamber of Trade with some queries about the ballot.</p> <p>AS updated that the next Task Force is due to take place on 4th September and will include a site visit to Pentre Awel.</p>	
10.0	<p>AOB</p> <p>LR updated the board on a phone call meeting she had had with the leader of the council, Darren Price. LR had discussed several issues with Darren: the levy bill issue and the subsequent budget issue; the effect of the Bridge Street ANPR camera on events, and antisocial behaviour in</p>	

	<p>the town. Darren had told LR that he would look into the former issues, and had asked LR to follow up with the police on his behalf.</p> <p>LR and JC discussed recent antisocial behaviour incidents in the St Elli Shopping Centre.</p> <p>MJ updated the board about the issue with the ANPR camera on Bridge Street. Event contractors had received fine warning letters for the 80s Festival despite providing registration numbers to highways for exemption. MJ had asked for a blanket exemption for five days a year to allow the events to take place, however highways had stated this was not possible. This affected Augustfest as one band pulled out due to not wanting to risk receiving a fine. MJ and JE attended the ESAG last week where highways stated that a road closure on Bridge Street would circumvent the issue.</p> <p>MJ updated the board that the AGM will take place on 16th September in Llanelly House. The next board meeting will take place at 4pm, followed by the AGM at 5pm. AS explained that he cannot attend the board meeting but can arrive late to AGM.</p> <p>MJ updated the board that the BID had been contacted by the new owner of the Works building about potentially joining the board – he is currently on the board of Swansea BID and Beacon Cymru. MJ asked the board if they were happy in principle for him to join: the board unanimously said yes in principle.</p> <p>AS updated the board that he had judged the annual Christmas Lights competition last week on behalf of the BID. The Christmas Carnival will take place on 21st November.</p> <p>AS asked for an update on the gutter cleaning project; MJ updated that it had not gone forward due to budget restraints. It will be looked at again following the ballot.</p>	
11.0	<p>Date of next meeting</p> <p>Tuesday, 16th September – 4pm in Llanelly House, followed by the AGM at 5pm.</p>	