

Llanelli board meeting minutes

Wednesday, 6th May 2020

Via Zoom

Minutes

Present

Lesley Richards	LR	Nationwide (Chair)
Paul Carter	PC	Llanelly House
Andrew Stephens	AS	Llanelli Chamber of Trade
Adrian Davies	AD	Davies Craddock
Martin Blackwell	MB	The works
Cllr David Jenkins	DJ	CCC
Gary Jones	GJ	Llanelli Town Council (observer)
Mandy Jenkins	MJ	BID Manager

Apologies

Cllr Emlyn Dole	ED	CCC
Paul Oram	PO	Llanelli Chamber of Trade

Item	Detail	Action
1.0	Welcome and introductions 1.1 LR opened the meeting. 1.2 Apologies were given as above.	
2.0	Minutes of the last meeting and matters arising Those attending confirmed the minutes were an accurate account of discussions. 2.1 Gum buster / cleaning quote MJ had spoken to Lee Siddel about cleaning all the streets within the BID area and had received quotes of between £21-24k. MJ to send the quote to DJ for him to check with quote within CCC. 2.2 Jaqueline Nunn LR and PC had met with Jaqui who was very keen to join the board. The board agreed that she be co-opted. 2.3 Roundabout banners Ongoing but to be put on the back-burner for now. 2.4 VE Day bunting No longer relevant.	MJ: To send the quote from Siddel's to DJ for him to check with the Council

<p>3.0</p>	<p>Company matters</p> <p>3.1 Financial update £65,343 in the bank account. MJ had applied for the £10k grant which had not been received yet.</p> <p>3.2 Issuing of bills The board discussed the delicate issue of sending out the bills as not to send the would be a breach of the legislation. It was decided that the bills could be sent along with a cover letter explaining the situation and saying there would be no enforcement until either the end of July or the end of August (depending on the PM's announcement on Sunday). A subcommittee to be formed to discuss those who were unable to pay due to real hardship issues.</p>	<p>MJ: To speak to the Ratings Department about sending out the bills</p>																																	
<p>4.0</p>	<p>Coronavirus crisis – what can we do?</p> <p>4.1 E-newsletter info and website</p> <p>MJ shared the following newsletter open rates with the board:</p> <table border="1" data-bbox="295 913 1268 1332"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Opened</th> </tr> </thead> <tbody> <tr> <td>9/1/2020</td> <td>Our full lineup of events for 2020!</td> <td>38.9%</td> </tr> <tr> <td>29/1/2020</td> <td>All the latest info on our Superhero Day and our new £1 parking scheme</td> <td>41.4%</td> </tr> <tr> <td>12/2/2020</td> <td>PC Aled Davies has been nominated in the Dyfed-Powys Police Awards!</td> <td>40.4%</td> </tr> <tr> <td>17/3/2020</td> <td>Information on event postponements and government funding</td> <td>39.1%</td> </tr> <tr> <td>25/3/2020</td> <td>Business support, postponements, and a message from Ymlaen Llanelli</td> <td>42.4%</td> </tr> <tr> <td>1/4/2020</td> <td>1st April Update: Government business support info and a message from Ymlaen Llanelli</td> <td>35.6%</td> </tr> <tr> <td>7/4/2020</td> <td>7th April Update: a Cartoon Capers surprise and government business support</td> <td>32.9%</td> </tr> <tr> <td>14/4/2020</td> <td>iTown, staying safe online and the latest government support info</td> <td>28.2%</td> </tr> <tr> <td>20/4/2020</td> <td>Government job retention scheme now live; advice from food standards agency</td> <td>39.2%</td> </tr> <tr> <td>29/4/2020</td> <td>Stay At Home Street Parties and the latest on government support</td> <td>31.6%</td> </tr> </tbody> </table> <p>Ten e-newsletters sent out so far in 2020, 154 current subscribers</p> <p>Facebook: 6352 likes, 6649 followers A message from Ymlaen Llanelli video – 125k views Stay At Home Street Parties video – 35k views</p> <p>Twitter: 650 followers</p> <p>Instagram: 1221 followers</p> <p>4.2 Floor vinyls MJ shared the design of the social distancing floor stickers with the board who approved.</p> <p>4.3 Street cleaning</p>	Date	Description	Opened	9/1/2020	Our full lineup of events for 2020!	38.9%	29/1/2020	All the latest info on our Superhero Day and our new £1 parking scheme	41.4%	12/2/2020	PC Aled Davies has been nominated in the Dyfed-Powys Police Awards!	40.4%	17/3/2020	Information on event postponements and government funding	39.1%	25/3/2020	Business support, postponements, and a message from Ymlaen Llanelli	42.4%	1/4/2020	1st April Update: Government business support info and a message from Ymlaen Llanelli	35.6%	7/4/2020	7th April Update: a Cartoon Capers surprise and government business support	32.9%	14/4/2020	iTown, staying safe online and the latest government support info	28.2%	20/4/2020	Government job retention scheme now live; advice from food standards agency	39.2%	29/4/2020	Stay At Home Street Parties and the latest on government support	31.6%	
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	<p>Covered in 2.1.</p> <p>4.4 Request for food bank funding The Town Council had asked the BID if they would like to contribute up to £5k towards funding the food banks around Llanelli as many more had popped up in the last few weeks. The Town Council had successfully applied for Lottery Funding for the initiative. The board decided rather than contribute as a whole they would donate £250 to the Myrtle House Food Bank as the Gallery was a levy paying business.</p>	
5.0	<p>Renewal ballot MJ informed the board that the original ballot date of 26th November could be moved but had to take place before 31st March 2021. The board decided to wait and see what happened over the next few weeks before making a decision.</p> <p>LR told the board about the email received from Wendy Walters regarding the renewal ballot. MJ to send her email to DJ and he would speak to her.</p>	DJ: To speak to Wendy Walters about her email
6.0	<p>Themes</p> <p>6.1 Access and Parking</p> <p>6.1.1 £1 parking MJ had spoken to Richard Waters and this would be suspended due to all parking charged being suspended across the county. CCC to bill the BID up until 20th March.</p> <p>6.1.2 Free parking days 9th May cancelled and to be banked for a future date.</p> <p>5.2 Marketing</p> <p>5.2.1 Events for 2020:</p> <ul style="list-style-type: none"> ○ Wednesday 8th April – Cartoon Capers Returns! – postponed until 22nd July ○ Saturday 9th May – VE-Day 75 Street Party – postponed until 15th August ○ Friday 15th May – Dirty Dancing Open-Air Cinema – postponed ○ Saturday 20th June – The Great Llanelli Get Together – postponed ○ Saturday 27th June – Llanelli 80s Festival and Armed Forces Day ○ Saturday 1st August – Gar Gwyl Music Festival ○ Wednesday 12th August – Summer Fun Extravaganza! ○ Saturday 19th September – Llanelli Vintage Festival ○ Saturday 17th October – Llanelli Food and Drink Festival ○ Wednesday 28th October – Jurassic Halloween ○ Saturday 5th December – Llanelli Reindeer Parade <p>5.3 Enhancing experience</p> <p>5.3.1 Window vinyls On hold for now.</p>	
5.0	Updates from outside bodies including the Chamber of Trade / Task Force	

	<p>AS said the Chamber had asked him to thank the BID for keeping businesses so well informed.</p> <p>MJ had spoken to Tess Peregrine about when the Task Force would next meet. The meeting was due at the beginning of June but a lot of staff had been redeployed to she was unsure if this would take place.</p>	
6.0	<p>AOB None.</p>	
7.0	<p>DONM Tuesday, 17th June</p>	