

Llanelli board meeting minutes

Wednesday, 20th March 2019 5:30pm
Llanelly House

Minutes

Present

Lesley Richards	LR	Nationwide (Chair)
Paul Carter	PC	Llanelly House
Matthew Harvey	MH	Specsavers
Martin Blackwell	MB	The Works
Lee Edmunds	LE	Evans & Powell
Adrian Davies	AD	Davies Craddock
Gary Jones	GJ	Llanelli Town Council (observer)
Paul White	PW	Llanelli Market (observer)

Mandy Jenkins	MJ	BID Manager
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Apologies

Emlyn Dole	ED	Carmarthenshire County Council
Paul Oram	PO	Llanelli Chamber of Commerce

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 £1 Video production company Ongoing. 2.2 Advertising at Llanelli Bus Station and Swansea Train Station MJ explained that she had not done this bit though that BID events were already sufficiently advertised. The board decided against pursuing this. 2.3 Plant nursery MJ had met with the plant nursey that currently provided the hanging baskets in town who gave the following costs: One meter square planters £350.00 Compost and filling £60.00 Plants and fertilizer £60.00 Giant Precinct Planters £550.00 Compost and filling £80.00	

	<p>Plants and fertilizer £80.00</p> <p>Clay pots could also be an option at £150 each. GJ suggested winter hanging baskets instead. MJ and GJ to get costs. LR to message Paul Morris about cleaning the benches in town.</p> <p>2.4 Window stickers MJ showed the proposed design to the board. Facebook and Twitter handles to be added as well as the text 'We belong to...' and 'Improving our town centre'. Costs: 250 for £395+VAT, or £1.58 + VAT each. MJ to ask Steve in Ruby's for a quote on printing and PC to ask the company he had previously used.</p>	<p>MJ/GJ: To speak to Wrenvale about costs for winter hanging baskets LR: To speak to Paul Morris about cleaning the benches MJ/PC: To speak to printers</p>
<p>3.0</p>	<p>Company update 3.1 Financial update MJ had invoiced CCC for the remaining BID levy for last year as well as the Town Council for half of the Food Festival and Reindeer Parade costs. £4095 to come in from WG for the Food Festival. BID levy bills to be sent out imminently. BID spending money much faster than before but still not fast enough.</p>	
<p>4.0</p>	<p>Themes 4.1 Access and Parking 4.1.1 £1 parking No figures received from CCC following the £1 parking initiative. There had been a free parking day on 1st March but the Council had not confirmed so this was not advertised and the machine covers were not put out on the day. 4.1.2 Last free parking day MJ to ask the council for free parking for: 80s Festival Cartoon Capers Vintage Festival Food Festival Harry Potter</p> <p>4.2 Marketing Previous events: Batman – 27th February - successful in terms of numbers and feedback Pancake race – 5th March – only 7 teams as opposed to 14 last year but a good event Events for the rest of the year:</p> <ul style="list-style-type: none"> • Dinosaur Day – 17th April • Outdoor cinema – 18th May • Great Get Together – 22nd June • 80s Festival /Armed Forced Day – 29th June • Gar Gwyl Festival – 20th July • Cartoon Capers – 21st August • Vintage Festival – 21st September • Food Festival - 19th October • Harry Potter – 29th October • Reindeer Parade – 7th December 	<p>MJ: To request free parking days for 2019-2020</p>

	<p>4.2.2 Cleaning MJ and GJ met the cleansing team and their budget has not yet been finalised. MJ to look options for cleansing the canopies. MJ to approach CCC about cleaners and emptying the bins following all events.</p> <p>4.3 Enhancing experience</p> <p>4.3.1 Social media workshops MJ told the group that the last two workshops were cancelled due to lack of numbers. The board decided not to pursue this further at the moment.</p> <p>4.3.2 Window vynyils MJ informed the boars that the Rainers building was no longer available, nor the unit in the St Elli Centre. Bargain Buys had John Francis signs in the window and PC said there had been a lot of people visiting the building. Costs for the project: D2 1 £950.00 Bargin Buys 1 £600.00 Bargin Buys 1 £600.00 Bargin Buys 1 £510.00 M&S £640.00 New total cost: £3,300</p> <p>The board decided to go ahead with the M&S and D2 windows.</p>	<p>MJ: To get prices for cleaning the canopies MJ: To approach CCC about cleaners at all events</p>
<p>5.0</p>	<p>Updates from outside bodies including the Chamber of Trade / Task Force LR gave an update from the Task Force meeting. MJ to ask the Police to come to the meeting. MB said that he felt the police service was very reactive as opposed pro-active. LR to write to the Police about this.</p>	<p>MJ: To invite the Police to the next board meeting LR: To write to the Police about being more pro-active in the town centre</p>
<p>6.0</p>	<p>AOB PW introduced himself as new market manager.</p>	
<p>7.0</p>	<p>DONM Tuesday, 30th April</p>	