PLYMOUTH WATERFRONT PARTNERSHIP

Plymouth Waterfront Partnership
Board Meeting
26 September 2017, 10am-1pm
Duke of Cornwall Hotel

Attendees: Chris Arscott (CA); Josh McCarty (JMcC); Jon Morcom (JM); Chris Robinson (ChR); Glenn Jordan (GJ); Ben Shearn (BS); Sarah Gibson (SG); Sky Cole (SC); Patrick Knight (PK)

Apologies: Roy Martin (RM)

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-09/17-1.	**Apologies** Apologies were tabled.		
MB-09/17-2.	**Conflict of Interest Policy** No conflicts of interest were raised.		
MB-09/17-3.	**Minutes to the last meeting** The Minutes were not signed off. CA confirmed that this meeting would focus on the items that SG required decision making on by the Directors and that the meeting should be kept to an hour. EB had several outstanding tasks – an update on these to be provided by PK/EB in their next monthly report. **ACTION**	**PK/EB**	
MB-09/17-4.	**Finance Report** SG ran through the latest projection on budget allocations and drew attention to the areas showing variation from the last report, highlighted in yellow. South West Highways have pledged an annual £2k sponsorship contribution – £10k agreement over five years, but SG was going to continue to explore a sum of £20k. GJ suggested that SG explore in-kind contributions too. **ACTION** Conference Plymouth membership income figure growing year on	**SG**	

	year – SG commended JM and Conference Plymouth for the growth of the membership. **NOTED** JY had put forward his proposal for additional monies (JY's email included in the hard copy Board packs), which SG encouraged all to read through as SG was waiting for Board sign-off. The proposal was agreed in principle. CA suggested that JMcC should formally approve this on behalf of the Board (due to his Marketing knowledge) and work with SG. This was unanimously supported by Board Directors and agreed. **ACTION** SG confirmed that circa 20,000 people attended this year's Plymouth Seafood Festival and events were steadily growing year on year – Plymouth Trawler Agents added a different dimension and the location of the event aided the success. All agreed that the timing was good and the event should coincide with the first weekend of the students coming in again going forward. **ACTION** Hoe Foreshore budget allocation remained at £17.5k Reduced Cost Night Net Radios £4k – 30% discount. SG confirmed that Plymouth Pubwatch were very pleased with this – SG asked Board for permission to put that in writing and proceed – unanimously agreed. **ACTION** Integrated Transport £5k – Andy Sharp moving to a new role, but SG would pick up this project with PK to keep driving things forward. **NOTED** Six-monthly member magazine - £2k per edition would be required to produce. First edition would be circulated November 2017 and second would roll into next financial year. Ops Manager pro rata cost reduced for this financial year as not yet recruited; currently planned for December recruitment and four month costs for this financial year. CRM system – working with partners to explore most appropriate system. JM had approved system proposal and we're progressing to deliver within the allocated budget. SG noted for all that we were awaiting the final report from Bromhead following audit to confirm the Additional reserve figure. The Directors were happy with the report as provided in the packs and presented by SG. **NOTED**	**SG/JMcC** **SG** **SG**	**04.10.17**
MB-09/17-5.	**Sutton Harbour Swing Bridge** SG shared a summary of the information she had emailed to the		

	Board on 9 September and that there was a request of PWP (from Sutton Harbour Holdings) to assist with funding the repair or replacement of the Swing Bridge. PK's team identifying potential funding sources – SG believed we could find £10k toward the repair of the Swing Bridge (£5k from integrated transport budget allocation, £5k from Hoe foreshore budget allocation). SG reminded all that Sutton Harbour contributed circa £7k per annum from BID Levy. The merits of repair or replacement were discussed as was the issue of whose responsibility it was and the timescales to carry out both options. It was agreed that PWP could contribute £10k toward the repair of the Swing Bridge and that SG should notify Sutton Harbour Holdings. GJ confirmed that Leader was looking to support the moving forward of the repair. **NOTED** BS was aware of a company that had suggested that they could repair the bridge for circa £70k and had submitted this to Sutton Harbour Holdings in June – GJ suggested that BS advise the company to put their quote forward to the Leader as following a meeting that had been held by PCC yesterday, the Leader would be interested to receive it. **ACTION** PK advised that by putting forward some funding, PWP would be encouraging the repair of the bridge to move forward. CA asked if the £10k contribution was agreed. This was agreed unanimously. SG and PK to follow up. **ACTION**	**BS** **SG/PK**	**04.10.17**
MB-09/17-6.	**Operations Manager Proposal** SG confirmed we understood that at their last Board meeting, Plymouth City Centre Company had voted against a joint role in favour of employing a role themselves – they would be recruiting for between 18/20 hours a week independently. **NOTED** This presented an opportunity for us to focus on the Waterfront area – however, it may present difficulty in streamlining joint work streams across the two BIDs. SG requested that a decision be made swiftly to enable us to start the recruitment process. It was suggested that a productivity bonus be added to the £15k proposed salary in order to get the right level of candidate. This was discussed further, including the possibility that the bonus could be based on how much revenue SG was freed up to secure, but it was agreed that it would be difficult to get the wording right around this. **NOTED**		

	There was also a possibility of the bonus being based on the percentage savings the post holder was able to secure and there was an opportunity to do something that member could see the benefit of straight away. **NOTED** Another option was that the bonus be linked to the three new markets across the Waterfront – the post holder could potentially take a percentage of the profit from those new markets. **NOTED** SG to work on wording for the new role and share with the Board. **ACTION** The role was to be promoted through usual networks – SG confirmed that this carried no monetary costs for advertising, just staff time. SG to explore the possibility of advertising on PCC internal job site. **ACTION** Salary now to be up to £20k plus on costs etc. **NOTED** ChR suggested that we explore a pub/restaurant passport for people to take to other businesses. Over the life of the BID – could encourage people to visit all restaurants. BS mentioned 'Spree' in America as a model that works. SG to pick up over email. **ACTION**	**SG** **SG** **SG**	**28.11.17**
MB-09/17-7.	**Christmas Lights Proposal** SG ran through the tender proposal as presented in the hard copy Board packs and suggested that the proposal be circulated today to four identified Christmas lights installation companies. ChR flagged his concerns that New Street needed to be included – SG to include New Street and circulate it today for comment to PK, then send to the four companies. Once PK had commented and New Street was included it could be circulated to the four companies. **ACTION**	**SG**	**26.09.17**
MB-09/17-8.	**Taxi Marshals Proposal** SG had not received any further comment on the document and requested permission to now proceed with putting it out to tender. All agreed that SG should move forward and the Board approved the Invitation to Tender document. **ACTION**	**SG**	
MB-09/17-9.	**PWP Request for Waste Management Resolution in the Waterfront BID Area** SG and GJ were due to have another meeting and push forward for a solution to the trade waste issues. CA had had a conversation with Leader and gave SG some threads to take to the meeting and explore with PCC.		

	SG confirmed that work was ongoing to identify funding pots. CA had asked the Leader for more political support to find the monies for the Hoe Foreshore, including waste management. GJ suggested that the best way to get Leader's support would be to come with a clear business plan and costings. **NOTED**		
MB-09/17-10.	**Advisory Panel Update** JMcC confirmed that the Panel was now going back to basics and working toward having three groups to deliver on the three work streams in accordance with the BID2 Business Plan – SG was working on tabling who would work where following volunteers/experience. This month all Advisory Panel members were to think who could fill gaps and provide names to SG so that they could be invited as observers. Would then look to recruit following a ballot process. Previously went on geography, but would recruit based upon skills sets this time round. JMcC would be standing down as Chair of the Advisory Panel, but would stay to oversee the recruitment process. **NOTED** Over the course of the next month, would have a better idea of how many names were being put forward and whether or not we would need to consider how to recruit a new Advisory Panel. Need to follow up on Cllr Leaves being invited. SG/SC. **ACTION**	**SG/SC**	**25.10.17**
MB-09/17-11.	**Nominations Committee Update** It was confirmed that prior to the Board meeting, the Directors had met to have a pre-meet to discuss governance issues and minutes had been taken (for the Board Director's information only) Alain Sibiril would be invited to attend the next Board meeting as an observer Carolyn Giles - HR Ken Lewins – Legal Shona was being spoken with, but unlikely to join as recently moved roles. Giles Hutchins – JM to speak to him again to find out if he was interested. Legal and accountancy were the challenging roles to recruit to. SG enquired about the three CV's that were submitted toward the		

	beginning of the year: Nick Buckland, Maureen Alderson and Nigel Theyer. BS confirmed that the CV's had been considered, but based on skillsets their CV's would be kept on file for now – SG to communicate that back to the applicants. **ACTION**	**SG**	
MB-09/17-12.	**Next Meeting Agenda** • No items agreed		

Next Board Meetings:
Tuesday 28 November 2017, 10am – 1pm, Duke of Cornwall