

18.6.2020 MEETING MINUTES

Location: Online

Documents issued 5.6.2020

1. Welcome / Introductions / Minutes / Quorum
2. Exec Board Update and associated votes on 1-4
 - 1) Yorkshire Coastal Route
 - 2) Yorkshire Sculpture Collection
 - 3) Green Infrastructure
 - 4) ShopAppy
3. Project Updates
 - 1) Meercat Associates
 - 2) ShopAppy
 - 3) Monster Hero Safari
4. Levy statement, comms and associated vote
5. AOB

ATTENDEES

CRE: Clive Rowe-Evans
KC: Kerry Carruthers
DB: David Bowe
MG: Michael Graham
RB: Richard Bradley
JD: Jo Dooley - attending for SH
JN: Jayne Nendick
BG: Ben Gilligan
JH: James Hodgson
MM: Mark Miller
D-B: Dean Bullen

APOLOGIES

MD: Mo Driffield
PG: Pete Gibson
RB: Rudi Barman
J-D: Janet Deacon
SH: Shaun Horton

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1.Welcome / Introductions / Minutes / Quorum

May 21st Actions completed and minutes accepted

Resignation submitted and accepted by Tony Snow

Quorum

Meeting with quorate: 69.2% in attendance

Quorum clarified for voting purposes (including proxies):

19% Voting share between public bodies: – 4 present, % share is 4.75% each

81% Voting share between private sector directors: 5 present, 0 authorised via proxy, % share is 16.2% for general votes and 9% for pre-determined votes allowing proxies.

NB: Abstentions which affect voting % and calculations are shown below

2.Exec Board update

Financial Overview

Collection rates via area shared

Estimated end of year figures shared, including funds allocated for future projects

CRE: Collection software may be amortised over the five year period, but advise will be taken from the accountants

No questions raised by the Board

Projects and associated votes

Opportunity provided to the Board to ask questions on the below projects which have been put out to vote via online election software. Voting period open for a period of two weeks and concludes on 19.6.2020

1) Yorkshire Coastal Route

MG: Urge that the project includes walking and cycling routes and to have the opportunity to provide feedback on the developing proposal.

2) Yorkshire Sculpture Collection

MG: Request for Staithes Lobster to be included within the overall trail and promotion

MM: Confirmed that while it was not discussed, it would certainly be included

JD: ERYC planning team to be included in discussions

DB: Confirmed that his team would assist in engagement with officers which would include liaison with ERYC

3) Green Infrastructure

Discussions around bringing in additional funding to support the project

CRE: Request to DB to make BID aware of funding opportunities

4) ShopAppy

No Questions Asked

3. Project Updates (supporting information provided)

1) Meercat Associates

KC Provided additional information on business engagement and savings identified

2) ShopAppy

KC Provided additional information on business engagement

3) Monster Hero Safari

KC Provided additional information on business engagement

4) Brid Bus

KC Provided additional information on business engagement: Scheme on hold

Additional information shared with regards to rail opportunity should coach prove to not be financially viable. Offer can be extended throughout the entire Yorkshire Coast.

No questions from the Board

BID Communication

Communication overview provided since March 2020

KC: Survey results showed a desire for monthly director blogs and plea for movement regarding projects on the premise that the more projects the BID supports, the more effective the BIDs communication is.

Signposting businesses as opposed to advising, to agencies such as LA/LEPs/YiB

4. Levy statement, comms and associated vote

Levy Statement

Statement discussed following receiving feedback from directors and suggested amends made to the document

Legal options presented

KC: Directors need to be clear that the advice being sought is to ensure that the BID Co and Directors do not breach the regulations and do not incur any personal liability. KC cannot support or advise any actions beyond setting a period of deferment at this stage. Equally KC cannot advise the Board to make any statements or take actions that would go against legal and BID institution advice provided and shared.

Due to concerns raised by directors about personal liability, the BID Co insurance provider has been contacted to seek guidance on likely outcomes if decisions were made to contravene the legislation.

Discussions opened up to the board for further review:

MM: Do not want to set out different rules for different tiers of businesses

JN: Requested clarity on how long the insurance company will take

MM: Queried whether the BID has liability cover

KC: Confirmed that the insurance is in place, however, If the board makes a decision that breaches regulations it is unlikely to be covered by the insurance and they will not receive any guidance that will support that form of action. Further information issued to the underwriters.

JN: Stated that as a voluntary director, no financial liability is acceptable.

DB: Felt that the company statement currently reads as though the private sector directors and public sector directors are opposed and it should be cohesive.

JH: Needs clarity within the statement that year two levy only is being discussed

MM: Feels that all BIDs should be collectively lobbying for change

CRE: Explained that nationally BID Co is involved in the lobbying efforts but are still awaiting a government response

JD: Legal team would prefer statements not to be issued, but if the statements are issued, it cannot contravene the regulations/undermine collection.

RB: "minimises the threat of viability" statement is potentially making a promise that cannot be upheld by the Board. RB went on to highlight that there are businesses who have remained open but not able to trade as they have been supporting NHS and other organisations.

KC: Raised press enquiry which highlights the need for the company to issue statements

Further discussions and amends were made to statements within the board meeting and accepted in principle by the Board.

CRE: Requested support for revised statement.

VOTE: 100% in agreement

Levy_year 1

No issues raised with the liability of year one levy. Levy to still stand on the basis it would be unfair to not enforce because 85% of businesses have already paid and the payment terms are 14 days so they should have been paid in September 2019.

Enforcement

Request deferral of enforcement for a period of 6-10 months of the year 2 levy

JH: Stated not supportive of enforcement post deferral

Treatment of year 2 levy post deferral

Discussions around how business rates hardship criteria could be applied post deferral period

KC: Explained that it is not a mechanism to be able to apply a blanket discount to the levy and cannot be used in this manner

JH: Queried how this is to be communicated and if there are two different versions

CRE: Statement and letter, including project summary to go out to all, as one, in advance of levy bills being issued

D-B: Queried why the statement regarding hardship could not be announced sooner – supported by JH

KC: The board cannot undermine the local authorities collection process.

JD: Cannot comment as it is for billing and revenues and needs to be discussed further

RB: The billing and revenues team are struggling for capacity so the LA must have and approve from a capacity point. As a point of principle, in agreement, but more thought is required

ACTION: CRE requested support from JH & D-B to work on a hardship criteria to be presented to ERYC and SBC for approval.

5.AOB

- Update to directors handbook on intranet
- Insurance Update
- Risk Assessments and Employee Handbook – Operational Update
- SBC Audit Committee Hearing
- Financial information in the press:

KC: Will issue a response, but financial information should be provided direct to levy businesses only, not to the media.

CRE: Would not recommend the BIDs finances being disclosed to the media as it is for levy businesses only.

