

Minutes of the meeting between the Windermere & Bowness Chamber of Trade BID Steering Group and South Lakeland District Council Officers on the 24th November 2011, commencing at 18.30 at the Burnside Hotel, Bowness.

Present;

Chamber SLDC Simon Everett, Paul Frain, Barry Butler, William Johnson.
David Sykes, Simon McVey,

Apologies Adrian Faulkner, Jonty Mayo.

It was noted that SLDC had been actively informed of the BID since the initial talks in 2009 and more recently since February 2011. There had been considerable correspondence on this matter in the first place with Jayne Kendal and Joanne Golton prior to and immediately after the successful application to Fells & Dales for funding to enable the BID. This was acknowledged by David Sykes who will confirm this.

Date of Ballot is to be 31st January 2012, Simon McVey to speak with Electoral Reform Services (ERS) to ascertain timings etc as to days of notice (i.e. the 42 days etc). Also, whether the ERS or the BID's Steering Group can send out the 42 day notice and the wording of this. The aim is for the ballot papers to be sent on 3 January 2012.

Simon McVey is to check on information required by ERS regarding addresses of ratepayers and rateable values. Methods of Balloting – David Sykes said SLDC used internet; email; text and paper and worked with ERS – who gave SLDC a weekly update on ballot forms returned. I asked that when Simon McVey spoke with ERS he could ask about this and also if use of internet; radio; Facebook & Twitter*; newsletters etc were seen as acceptable forms of public notification vis-à-vis adverts in the press/Gazette.

NB *Barry had said the BID Steering Group were considering re-opening these accounts to cover the revised Ballot times

Option 4 agreed to in terms of Levy collection funding, it being noted that bad debts are cumulative through the years & will be therefore more cost effective to pursue at a later date. Date for sending the billings out is to be mid April (15/04/2012) and payment to be due mid May (15/05/2012). The levy collection charge initially is to be £6,718. This would change due to the level of collection and bad debts.

The Base Line agreement is to be in place by 1st March 2011.

Vat registration is to be looked into by the BID steering Committee. SLDC were asked if they could consider, not 'passing on' the VAT element of ERS' services

Mention was also made that the BID [Steering Group or Board?] were considering seeking Charity status; and that similarly no move would be made to set up the BID Limited Company until after a YES vote was notified – but the matter was in hand and would only take a matter of days

Contact Officers to be Simon McVey for the financial aspect with SLDC and David Sykes for SLDC Generally

David Sykes is to discuss with media officer about additional publicity etc. David Sykes/Simon McVey offered use of SLDC Media office to assist with/prepare any drafts etc if the Steering Group so required.

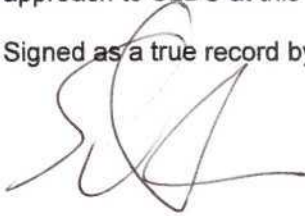
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Service Level agreement for the levy charge to be worked on for implementation in January 2012 which will be signed over to the BID board in the event of a YES vote

Finance to be reassessed in the event of a YES vote to continue with the election of board members etc an approach to SLDC at this time may be looked on favourably

Signed as a true record by:



Simon Everett – Chair, Windermere and Bowness Chamber of Trade BID Steering Group

Date:

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