

Rediscover Peterhead Ltd Board Meeting

Thursday 20 June 2019 at 8am in BID office 28 Marischal Street Peterhead AB42 1HS

Minutes

Present

Bob Antczak, John Cameron, Robert Emslie, Jean Gardiner, Wayne Parsons, John Pascoe, Geoff Cooper (note taker)

Apologies: Gilbert Burnett, Fred Bowden, Terry Moran.

Chairman John Pascoe opened the meeting and welcomed members.

Minutes / matters and actions arising from May minutes

1. The Board support planting in Peterhead town centre as a part of the business plan's Greening-up projects. **Action:** Robert Emslie to re-engage with Tom Mallet and ASC landscaping team to try and improve planting coverage in the Rediscover Peterhead footprint.
2. It was suggested by Robert Emslie that a new representative of the BID will need to be added to the business data protection policy, due to Iain Sutherland's name still currently the point of reference. Also previous BID Manager details needs to be removed from letter headers and footers and it was agreed that future stationery designs should only include job title.
3. **Tourism Group / VisitScotland digital marketing growth fund.** Action: Terry Moran to connect with Suzanne Robertson of Aberdeenshire Council and David McCubbin of VisitAberdeenshire to discuss long-term projects to access VisitScotland funding and move project forward.
4. Date of June meeting needed to be updated to reflect the revised date of 20 June 2019.

May minutes approved by John Pascoe and seconded by Jean Gardiner. **Action** – Scott Donald to post May minutes to website.

Treasurer's report

This was given by Treasurer, Jean Gardiner.

Still awaiting the year end accounts. The Treasurer is waiting for HMRC to confirm if any changes need to be made with regards to Corporation Tax. Jean requested that £20k be transferred into the current account, which was agreed.

Of the £109,204 of levy due then £91,492 had been collected at the latest update, giving an 88% collection rate. AC will continue to pursue bad debts for the last couple of years.

Funding Summary

John Pascoe presented a very useful summary of £231,000.00 overall cost of projects to date by Rediscover Peterhead against leveraged external funding of £166,000.00 accessed through the efforts of Rediscover Peterhead. John to circulate funding table to The Board. This should be posted on the website and a press release prepared. Action: Press release to communicate this information to levy payers and a wider audience.

Manager's report

The manager's report was given by Chairman, John Pascoe.

Clair Harwood left the administrative role on 6/6/19 for pressing family reasons. John thanked her for the support she had provided Rediscover Peterhead. Emails and calls will be monitored in the meantime.

Bid Manager Position

A good number of applications has been received for the BID Manager role. Shortlist to be agreed and interviews arrange at the earliest possible opportunity. Action: John Pascoe, Jean Gardiner and John Cameron to review applications and Interview panel to be agreed. The Board agreed that a full-time appointment is desirable unless a very capable part-time candidate is identified.

Social Media

Scott Donald has been appointed to maintain our social media presence. The Newsletter needs to be issued and Scott will also publish minutes.

Clean-up Peterhead

Work by GutterZ has been completed, and over half of the invoice amount will be claimed back from Aberdeenshire Council (AC.)

Second phase of the clean-up project will be deep street cleaning which will cost around £40k, with £25k funding from an AC grant. Actions: Work needs to be programmed urgently to be able to claim back funding. It is understood that future funding for this work could be more challenging to access. Robert Emslie to enquire into the cost of purchasing a chewing gum removal machine, and if this would be more cost effective moving forwards.

Gull egg / next removal project is coming to a close for this season. John Cameron noted that he had received feedback to suggest that gull numbers were down, but it was also reported that there are still instances of gulls stealing food from unsuspecting members of the public.

CCTV

Geoff Cooper updated the board on progress to date. Tender decision is being finalised. Geoff has meetings planned with AC roads & lighting team, Police Scotland and Stagecoach. A pre planning application has been submitted for feedback from AC Planning Dept. Next key actions will be to agree specific CCTV locations to allow progress to be made on quotes for CCTV columns and power connections which will be a significant element of the project budget.

WiFi

No new updates on the WiFi project.

Gift Cards

No new updates on the Gift Cards / Voucher project pending the Bid Manager appointment.

Peterhead Seafood Festival 2019

Ideas in Partnership (IIP) are handling all aspects of planning this year's event. Plans are progressing well. Contact has been made with all levy payers and good levels of interest expressed in supporting the Peterhead Seafood Festival. Licence applications are currently being made and the various zones have been agreed in principle. NESFLAG is seeking an update and John Pascoe is planning to meet with them and report back. The priority is very much on quality, local and fish related.

Invest in Peterhead

A stakeholders working lunch had been held on 29 May and Bob Antczak gave good feedback about numbers of attendees and the excellent level of interest shown by all who came to the later Entrepreneurs event hosted by Alan Jones Associates. Feedback was received on the poor quality of some of the empty properties. A hit list of vacant properties is being developed as part of the IIP initiative. Business rates were highlighted as an important issue of concern, particularly in Marischal Street. The Muckle Kirk and The Legion building were noted as priority projects for the town centre. AJA were able to share with the group where funding can be available to support good projects.

Next Steps: Marketing launch event in August

Window Decals

Funding is sitting with ArtVenture. **Action:** New manager to revisit Project Plan and decide upon timelines / actions.

Painted Peterhead

The BID has been awarded £1200 for the £3k project. This project is ready to start as soon as a manager is in place.

Parking

Robert Emslie updated the meeting following his attendance at a meeting to discuss parking and related issues. There was a proposal put forward to have a night time taxi rank. Bus stop locations were also discussed and the local service buses will be focussed on Back St. There was also discussion relating to space for two buses to stop at the Chapel Street bus stop. There was general agreement that some of the signage around Marischal St is too complex which is resulting in vehicles accessing restricted areas at times when they are not permitted. It was also reported that AC are considering privatising responsibility for parking which is currently being managed by Police Scotland.

Light-up Peterhead

It has been proposed that the BID join forces with the Light-up committee and be a full member. The BID will put forward £10k towards lighting for Christmas in the town centre this year. This is a cost that Light-up would have had to raise independently from the town centre businesses and community.

AOB

John Pascoe responded to concerns raised by Wayne Parsons relating to the leadership of the Rediscover Peterhead Board. John Pascoe detailed a list of the duties and additional inputs he had recently made to ensure the smooth running of Rediscover Peterhead. This included attending meetings as far afield as Inverness and Edinburgh and John also highlighted that he makes no claim for his time or travelling expenses. Wayne commented about how much extra input John was making and it was helpful for him to be more aware of this. Bob Antczak commented that he felt it was important that The Chair was able to take decisions in line with The Board's agreed policy and that this seemed to be the case. Robert Emslie requested that any staff changes are circulated to the board and John Pascoe agreed to advise any such changes in future. Action: Look to form an executive board for quicker day to day decision making

Meeting closed at 9.50 am

Next meeting date: Thursday 11 July 2019 at 8 am

Bob Antczak put in his apologies in advance of the next meeting.