

**Rediscover Peterhead Ltd**

**Minutes of the Board Meeting held online at 0800hrs on Thursday 22 July 2021**

**Present:**

**John Pascoe, Robert Emslie, Jean Gardiner, Terry Moran, Mike Fearn (deputising for Fred Bowden)**

**In Attendance:**

**Leslie Forsyth, Manager; Kirsty Hickman, Marketing Assistant; Amanda Roe, Aberdeenshire Council.**

**1. Welcome**

1.1 John Pascoe welcomed Board Members to the meeting.

**2. Apologies**

2.1 Fred Bowden, Bob Antczak.

**3. Declarations of Interest**

3.1 No new interests were declared.

**4. Minutes of the Meeting held on 13 May 2021**

4.1 The minutes were approved. Proposed by John Pascoe and seconded by Mike Fearn.

**5. Matters Arising from the Minutes**

5.1 The NESFLAG grant has now been received.

5.2 The next set of window decals – Peterhead Present – have been placed on the windows of the former DFS store. The third set should appear in the ‘Smiles for Miles’ windows in the very near future.

**6. Finance Report**

6.1 The financial report was noted and approved.

6.2 It was agreed to draw down the remaining levy balance held by Aberdeenshire Council.

**7. Manager’s Report**

7.1 The three markets held in June and July were all successful, including the extra we ran for Scottish Week. We continue to encourage town centre businesses to have their own market day offers and to promote the town centre generally. We have sent levy paying businesses information on how make offers via their Facebook page.

7.2 We received quotes from two companies for the next street clean. **Following discussion, the board agreed to award the contract to Goldstar Ltd with further requirements regarding timescale and progress reports.**

7.3 The search for a new office continues. We are looking at a range of options within the town centre and I will hot desk until a new location is secured. **Robert Emslie offered temporary space.**

 7.4 **It was agreed to renew the subscription to the Federation of Small Businesses. Following a discussion about the NorthEast 250, it was agreed to publicise this to businesses and offer to subsidise the first-year subscription by 50% to £12.50.**

7.5 I have confirmed that the North Connect grant offered to us sometime ago for the Painted Doors project is still available. Planning is now progressing on a painted doors/public art project in the town centre.

7.6 The “Bepuzzled Treasure Trail” is our next window sticker promotion. It will be based on local history and culture. It is being run by the national company that specialises in this type of promotion on our behalf.

7.7 The works at Drummer’s Corner are now officially behind schedule. The project will be completed in September, but there is no definite date as yet. This means that we will have to postpone plans to make the Producers’ Market more of an event until after the work is completed.

7.8 The Marischal Street pedestrianisation consultation has been concluded. We commented on the proposals, particularly on the impact on those businesses that need front delivery access, and on the evidence underpinning the project. We will hear the outcome in due course.

7.9 Information has been received regarding the process for renewing the BID mandate. The date of any ballot renewal is 29 September 2022. I will bring a paper to the board with more detail about the issues to enable a decision about timing and process to be made. This will be the basis of a project plan running through to September next year.

**8. Any Other Business**

8.1 The next Producers’ Market is on 7 August 2021.

**9. Date of Next Meeting**

9.1 Thursday 12 August 2021 0800hrs.

**Meeting Closed 0958hrs**