



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 14th July 2021
Time: 12:00pm
Location: Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Dave Brooks (DB)	Turnkey
Fran Johnson (FJ)	Howard Worth	Richard Trout (RT)	Close Brothers
Chris McLaughlin (CM)	MIS Ltd	Jo Mitton (JM)	Barclays
Mike Bracegirdle (MB)	Butcher Barlow solicitors	Hugh Shields (HS)	Groundwork CLM
Gareth Rigby (GR)	WVHT	Jane Hough (JH)	Groundwork CLM
Stephanie Leese (SL)	Groundwork CLM	James Holton (JHo)	Butcher Barlow Solicitors

Apologies

Name	Company		
James Coleman (JC)	The Hut Group		
			Actions
Welcome	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>		
CCTV Update	<p>James Holton – provided a brief update on the injunction and what the next steps are. Have been working closely with Groundwork and liaising with various 3rd parties. Injunction is drafted. Witness statements are drafted. 3 more claimants need to add (occupied in the past few months and want to join). Ideally will be completed by the end of next week. Application is drafted and is 99% there.</p> <p>MR asked if it was unusual for a multi-party injunction. JHo – yes it is. Very unusual.</p> <p>If someone leaves etc, what happens to the names on the injunction? New tenants would be the applicant. Any questions regarding the injunction? ,Is it for any property on the park?</p> <p>MR asked how long the injunction lasts for. JHo – asking for it to be an indefinite injunction. HS – 45 businesses are listed as claimants.</p>		

	<p>HS can speak to Helen Crompton at CWaC regarding the injunction. Flyer that could go to the travelers to inform them.</p> <p>The board thanked JHo for his time.</p>	
<p>Accounts</p>	<p>JH explained to the board that the financial year has been changed to run in parallel with CWAC and Groundwork. The Finance team have pulled the data together and FJ has now sent over the draft accounts. There are a few small queries totalling £500-£600. JH shared the screen. Met in Feb to discuss the BID income. A few actions on the team – without the legal right to chase for BID debt, would be helpful for HS to get in touch and remind that invoices need to be paid. This did bring in a small amount of money. When Covid hit, the resource in the business rates team were significantly challenged and normal processes for collection were put to one side. Courts weren't sitting so couldn't issue reminders.</p> <p>Now in a position to act and JH has been working with CWAC to issue reminders, liability orders and reminders that businesses can pay over a set period. When liability orders were issued, if businesses agreed to pay by March next year then the liability order costs will be dropped. Since the council instigated a recovery programme the money has started to come in.</p> <p>The BID has received £175,500 in the past 17 months, which is significantly lower than previous years. Total income of £186,712. Lions share of costs goes to security and there has been the added impact of traveller incursions where more money went in to patrols. Also a CCTV camera had to be replaced and an additional camera put in to the business centre.</p> <p>Training courses were pulled back and networking events so there has been less spend there. Other areas were pulled back on due to the emergency BID budget. Has been difficult to try and budget for the next 12 months. Only over the past 6-8 weeks has JH received a debtors list and an analysis on payments received. Total spend was £284,902 over the past 17 months. £98,190 negative balance. The BID has been in a good position of a surplus of 78k since 2019. 50-60k Groundwork has been cash flowing the BID. Deficit of £19,587 at present. FJ has done an analysis of where costs have been associated in 2019 and 2021. Analysis of what income is left to collect. – 162k.</p> <p>JH – any questions. CM – is it 19-21 as it covers 17 months. JH – yes. Increased security – is this still needed and is it working. Divided over 17 months the cost is not that much different. JH explained security works incredibly well. MR asked if JH has looked at the current financial year. JH has started yes.</p>	

	There were no further questions.	
AGM	The BID needs to have an AGM. This has been pencilled in for 30th September. Possibly online. Do Board elections need to take place? Yes. Board members need to email JH to say they are happy to re-stand. 10th September is the latest date to send out invites etc. This covers the end of the first year of the BID. 5 year BID, but accounting period runs from 1st November 2019 – 31st March 2021. Most sensible approach would be to have the next BID reduced in time so it expires along with the accounts.	
AOB and Date of next meeting	<p>HS – feedback on pop up vaccination centre on the park. Approached by CWAC to put up Covid vaccination centre. This took place yesterday. HS has managed to get the roof repaired and cleaned out with CWAC.</p> <p>Microlearn – this service was shared with Winsford. Costs were £5k each. Winsford decided to not go ahead and the costs would increase to £9k. Free training has been sourced via the government which HS feels is better. This has been promoted to businesses. Microlearn will not be continued as the costs are too high.</p> <p>If there is a need, CWAC will put more vaccination clinics on again. Trying to target the younger workforce.</p> <p>Community renewal fund. Encouraged by CWAC to pull together a project on low carbon and business support. Will be looking to cover the 3 BID business parks and look at opportunities for smart energy networks. Connecting other businesses locally. Will be a large project between now and next March. £500k.</p> <p>MR thanked everyone for attending and closed the meeting.</p> <p><u>Date of next meeting: Weds 1st Dec 2021.</u></p>	