

Board Meeting 33

Wednesday, 7th August

5:30pm (postponed to 6:05pm), The Business Community @ Glan Afan

Attendees

Richard Jones, Selections Gift Shop (RJ)

Jo Morgan, Peacocks (JM)

Mandy Jenkins, The means (MJ)

Jade Evans, The means (JE)



Apologies

Danielle Morris (DM) – Observer from Principality

Elliot Carpenter, Coastal Housing (EC)

Nia Hall, Aberavon RFC (NH)

Item	Detail	Action
1.0	<p>Welcome and apologies</p> <p>RJ welcomed everyone to the meeting at 18:07 and gave apologies as above.</p> <p>RJ presented NH's resignation which was accepted. RJ and JM commended NH's work during her time on the board and agreed to send thanks.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>2.1 Confirmation of minutes</p> <p>Those present agreed the minutes were a true reflection of the meeting.</p> <p>2.2 Matters arising</p> <p>2.2.1 Board room hire posters</p> <p>JE updated that posters have been designed, printed, and put up.</p> <p>2.2.2 Summer trail</p> <p>MJ updated that the summer trail couldn't go ahead as an illustrator couldn't be found in time. RJ and JM agreed to keep the trail as an initiative for next year should the BID receive a second term. RJ requested that an illustrator from Port Talbot is commissioned if the trail does go ahead.</p> <p>RJ suggested doing a trail during the Urdd Eisteddfod in May half term as it will take place in Margam Country Park. JE showed photos of the National Anthem trail that was held in Aberdare and Treorchy.</p>	

	<p>2.2.3 Second term ideas</p> <p>Discussed later during agenda item 5.0.</p>	
3.0	<p>The Business Community @ Glan Afan update</p> <p>MJ and RJ updated JM on latest correspondence about Glan Afan. RJ and JM discussed the future of Glan Afan after the renewal ballot. The decision on continuing or handing back the lease was postponed to the next board meeting due to a lack of quorum.</p> <p>MJ read an update from ALT. RJ and JM gave go ahead to put in place changes to phone and internet services.</p>	
4.0	<p>Programme</p> <p>4.1 Retro Festival</p> <p>MJ updated the board on the plans for the festival and presented the following slides:</p>   <p>VivaPT Retro Fest</p> <ul style="list-style-type: none"> Posters and banner designed, due for delivery this week Event page created – 160 responded so far Video posted on Facebook and Instagram, 20k views in one week One week of advertising booked on Hits Radio in week before the event 	

VivaPT Retro Fest

- Stage acts booked:
 - 1pm: Electric Company
 - 2:15pm: Electronika
 - 3:15pm: Twist of Fate
 - 4pm: Meatloaf tribute
- 18 vehicles currently registered to attend, Chitty Chitty Bang Bang replica booked
- 27 stallholders confirmed – submitting street trading license and TENS applications tomorrow

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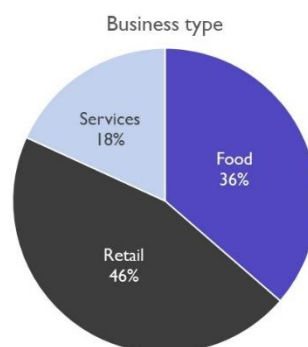
RJ updated that Wanna Thai, Ferrari's, and Sweetman's plan to sell food outside at the event.

4.2 Loyalty card scheme

MJ presented the following slide:

Love Port Talbot Loyalty Card

- Collect 5 stickers from 5 different businesses between 20th July and 1st September
- Exchange completed card for a voucher in the library
- Voucher can be spent up until 1st October
- Currently 44 businesses taking part

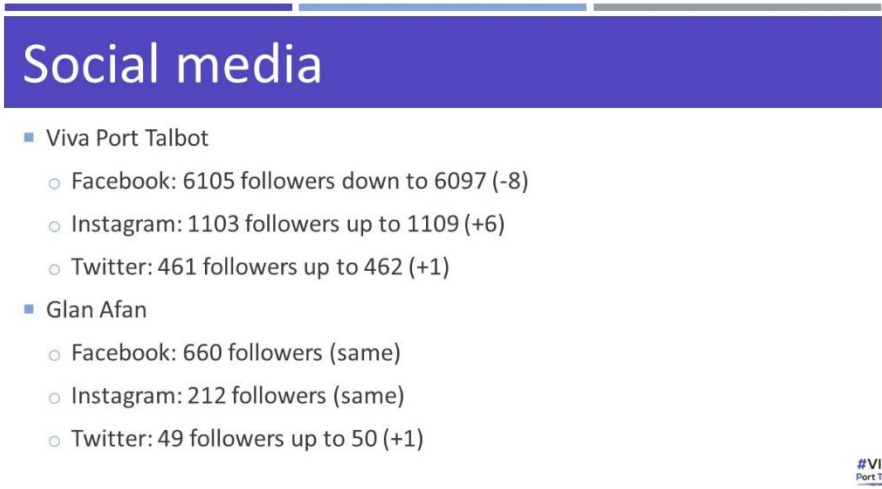


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MJ and JE updated that 7 cards have been exchanged for vouchers so far, and 3 vouchers have been spent.

4.3 October half term

MJ updated that the Aberafan Shopping Centre are happy to host a BID dinosaur event in October half term. MJ has enquired with the dinosaur company and is awaiting confirmation of the date.

5.0	<p>Renewal ballot</p> <p>MJ updated that she and JE had finished the first draft of the proposal document. RJ and JM to take away the document and make comments for changes.</p> <p>JE to send first draft to graphic designer for first pass of design (before receiving comments).</p> <p>MJ explained the ballot timeline to RJ and JM.</p>	JE: Send proposal to designer.
6.0	<p>Marketing</p> <p>MJ presented the following slide:</p> <div data-bbox="276 745 1161 1232">  <p>Social media</p> <ul style="list-style-type: none"> ■ Viva Port Talbot <ul style="list-style-type: none"> ○ Facebook: 6105 followers down to 6097 (-8) ○ Instagram: 1103 followers up to 1109 (+6) ○ Twitter: 461 followers up to 462 (+1) ■ Glan Afan <ul style="list-style-type: none"> ○ Facebook: 660 followers (same) ○ Instagram: 212 followers (same) ○ Twitter: 49 followers up to 50 (+1) <p>#VIVA Port Talbot</p> </div> <p>MJ explained that the drop in Facebook followers is due to needing to block spam accounts as there has been an influx in spam comments.</p>	
7.0	<p>Finance</p> <p>7.1 Income Report</p> <p>7.1.1 Update on levy collection from NPTBC</p> <p>MJ has received no further levy update from NPTCBC.</p> <p>7.1.2 Expenditure Report</p> <p>£16,000 in the bank account. £4,510 still due to be received from Food and Drink Festival Wales Fund.</p>	
8.0	<p>AOB</p> <p>MJ explained the AGM process.</p>	

	JE presented an invite from 4theRegion for the It's Your Neath Port Talbot event in Margam Park. JE to forward on the invite to absent board members.	JE: Forward on invite.
9.0	Date of next meeting Wednesday, 11 th September (AGM). JM gave apologies in advance.	