

Board Meeting 34
Wednesday, 11th September
4:30pm, The Business Community @ Glan Afan

Attendees

Richard Jones, Selections Gift Shop (RJ)
Melanie Cole, Barista's (MC)
Julia Harries, Aberafan Shopping Centre (JH)
Sally Jones, Resident (SJ)



Mandy Jenkins, The means (MJ)
Jade Evans, The means (JE)

Apologies

Jo Morgan, Peacocks (JM)
Elliot Carpenter, Coastal Housing (EC)

Item	Detail	Action
1.0	<p>Welcome and apologies</p> <p>Meeting started at 16:34 – MC not arrived yet.</p> <p>RJ welcomed everyone to the meeting and gave apologies as above.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>2.1 Confirmation of minutes</p> <p>As RJ was the only member present at both the previous meeting and the current meeting, he confirmed that the minutes were a true reflection of the meeting.</p> <p>Regarding minutes, JH presented the following statements:</p> <ul style="list-style-type: none">• Tenants' feedback was that the Retro Fest was very poorly represented in Aberfan Shopping Centre (ASC) and the event made no positive impact on footfall on that date.• At ASC we believe that the current economic climate demands we have a decent contribution from the #Viva Port Talbot BID, particularly in light of our 37% stake holding, in order to support it as a major contributor.• Our operational manifesto requires us to support the BID and we will continue to do so however we are finding it very difficult to promote the BID with its current limited representation in the Centre which is causing a conflict of interest between us and tenants with a differing of opinion hence our need for event support at Retro Fest which generated our request for Cars to be on display for the event.• No. of tenants raised concerns to us that it was Minuted that it was previously	

	<p>noted that the Centre would be voting positively on behalf of empty/vacant units. This is not accurate and I would like the Minutes updated that we only have our own individual vote. With regards vacant premises we (the Centre's Management Team) will be seeking the guidance on how to proceed – in light of numerous considerations – from our HO in order to make this a fair vote.</p> <p>JH also stated that ASC tenants have seen a decline in BID representation/work in the in the past year. RJ suggested some tenants join the board.</p> <p>JH and RJ discussed new tenants in shopping centre and shopping habits in town. RJ and JH discussed getting new board members in general.</p> <p>MJ has been in touch with Dino4Hire but has not heard anything back – RJ suggested if the company can't do October half-term then February half-term would be viable regardless of vote outcome as BID would operate until 31st March. JH discussed ASC's garden of remembrance – MJ asked to be kept up to date with the garden's date of installation to ensure possible dinosaur event can still go ahead on previously requested date.</p> <p>JE clarified issue regarding the previous minutes: a sentence on a slide in board meeting 31 minutes regarding ASC voting intentions was written paraphrastically – "on board" referred to "on the Viva Port Talbot board of directors", and was not intended to refer to the ASC's voting intentions. JE explained that as the slide is a true representation of what was presented in board meeting 31, it could not be retroactively edited. MJ, RJ, and JE all understand how voting intention is decided by ASC head management.</p> <p>Regarding events, SJ noted an upcoming exhibition by the Rich History Group in ASC and suggested the town centre historical trail could run at same time, so might not need to wait until next summer.</p> <p>2.2 Matters arising</p> <p>2.2.1 Proposal design</p> <p>JE updated that the proposal text had been sent to the designer and a first draft of the design has been received – this was circulated to the board with the meeting invite.</p> <p>2.2.2 4TheRegion invite</p> <p>JE had sent the event invite out to the board.</p>	
3.0	<p>The Business Community @ Glan Afan update</p> <p>RJ presented update from ALT:</p> <ul style="list-style-type: none"> • Bookings coming up: photographer for Christmas shoots, Stephen Kinnock, and another 	

	<ul style="list-style-type: none"> Business network booked up until December Any PT businesses for business network price has been reduced 	
4.0	<p>Programme</p> <p>4.1 Retro Festival</p> <p>MJ presented the following slides:</p>   <p>RJ updated – feedback that some people didn't know it was on so more posters are needed for the next event, and would like more town centre businesses in the post-event video for the Christmas Parade. MJ updated the board that the claim needs to be submitted to the council to claim back the funds. SJ gave good feedback.</p> <p>4.2 Loyalty card scheme</p> <p>MJ and JE explained scheme for JH. MJ presented the following slides:</p>	

Love Port Talbot Loyalty Card

- 46 businesses taking part
- Sticker collection period ended 1st September
- Vouchers can be spent up until 1st October
- Currently 120 cards exchanged for vouchers and 42 of those vouchers spent

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Port Talbot

Love Port Talbot Loyalty Card

- Top five sticker distributors (as per exchanged cards):
 1. Peacocks
 2. New Look
 3. Selections Coffee Shop
 4. Selections Gift Shop
 5. Barista's Coffee Shop

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Love Port Talbot Loyalty Card

- Top voucher redemption locations:
 1. Barista's Coffee Shop – 8
 2. Hideout and Selections Coffee Shop – 5 each
 3. Selections Gift Shop and the entertainer – 4 each

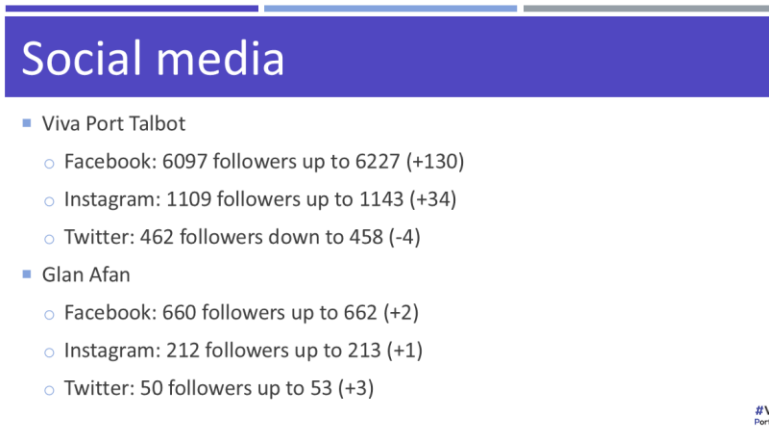
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4.3 October half term

Covered at 16:53 during agenda item 2.1 – Dino4Hire have previously confirmed availability for a 30th October in ASC, MJ has asked to book in the date but has not yet heard back.

4.4 Christmas Parade

MJ asked board for opinion on the stage – hasn't worked in past few years so should it be done again. RJ and JH happy to not have stage and use the money for something

	<p>else. MJ and JE to go away and brainstorm.</p> <p>MC arrived at 17:16.</p>	
5.0	<p>Renewal ballot</p> <p>5.1 Proposal document</p> <p>MJ asked for any comments on the proposal document draft design and explained how the proposal is sent out to levy payers. JE asked board to send on any comments via email if not read it yet.</p>	
6.0	<p>Marketing</p> <p>MJ presented the following slide:</p> <div data-bbox="271 819 1043 1243">  <p>Social media</p> <ul style="list-style-type: none"> ■ Viva Port Talbot <ul style="list-style-type: none"> ○ Facebook: 6097 followers up to 6227 (+130) ○ Instagram: 1109 followers up to 1143 (+34) ○ Twitter: 462 followers down to 458 (-4) ■ Glan Afan <ul style="list-style-type: none"> ○ Facebook: 660 followers up to 662 (+2) ○ Instagram: 212 followers up to 213 (+1) ○ Twitter: 50 followers up to 53 (+3) <p>#VIVA Port Talbot</p> </div>	
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, but updated that £63,000 has been invoiced and received from the council.</p> <p>7.1.2 Expenditure Report</p> <p>£34,257.17 in the bank account. £4,510 still due to be received from Food and Drink Festival Wales Fund – JE to chase this up. Claim for Retro Fest funding yet to be submitted.</p>	<p>JE: To chase claim for Food Festival.</p> <p>MJ and JE: To submit Retro Fest claim.</p>

8.0	AOB No comment.	
9.0	Date of next meeting Wednesday, 23 rd October.	