

BID4Oban Board Meeting
Minutes of meeting held at Oban Community Fire Station on
21st June 2016 at 6.15pm

Present	Andrew Spence (AS - chair), Jim Smith (JS), David McGregor (DM), Councillor Roderick McCuish (RM), Graeme Bass (GB), Elaine Smith (ES), Tony Cave (TC), Alex Needham (AN)
In Attendance	Derek Connery (DC), Keith MacIntyre (KM), Allan McKechnie (AM)
Apologies	Francis Dickson (FD) Nicky Archibald (NA),

Item	Content	Action
	<p>Declarations of Interest</p> <p>No declarations of interest were noted.</p>	
10616	<p>Minutes of previous Meeting for approval: 17th May 2016</p> <p>Approved subject to amendment in section 60516 regarding A boards to read "... Area Committee is 100% behind finding a solution by working with businesses to discourage the placement of A boards"</p> <p>Proposed: Tony Cave</p> <p>Seconded: Jim Smith</p>	
20616	<p>Matters Arising</p> <p>Fireworks – following direct dialogue with Scottish Sea Farms and rectification of information deficiencies, the funds had finally been received and increased funds had been secured for 2016. Well done to DC.</p> <p>Hanging baskets – most up, rest to go up when works complete.</p> <p>Oban live – covered in CEO report</p> <p>Boards –some voluntary removal which was welcome. The board discussed the possibility of using wall mounted advertising rather than A boards but recognised that this would also have to be controlled to maintain quality.</p> <p>Pension – pension policy in place, deductions to start in July</p> <p>Communications strategy – DC to distribute</p>	<p>Action: DC to investigate the possible use of wall board advertising as an alternative to A Boards</p> <p>Action: DC to circulate</p>

	<p>Environmental improvements to George Street – action complete, to be closed</p> <p>Others – DC to send letter of thanks to OCGF for recent award.</p>	<p>Communications strategy</p> <p>Action: DC to send letter of thanks to OCGF</p>
30616	<p>Finance Report Report noted</p>	
40616	<p>Chief Executive Activity Report</p> <p>Oban Live: the 2 local suppliers had attended the event had fed back that the event had been successful for them but not as good as expected. There were also organisational problems but they would attend again if asked.</p> <p>ACHA - work done.</p> <p>Developing young Workforce – Bid being finalised, seeking higher funds for area due to geographic and other challenges.</p> <p>Argyll college – looking to improve links between college, employers and school to make young people more work ready. The board strongly endorsed the need for these links to be improved and make people more ready for work.</p> <p>Vision mechanics – project under development for shoulder month event.</p> <p>Mobility Week – sustainable transport project being developed</p> <p>Nairn bid - meeting on 4 July with A & BC being attended by DC.</p> <p>Other matters – AN highlighted the lack of signage over waiting times in George street which was resulting in delivery vehicles staying longer than necessary, thus detracting from the image of the town. JS agreed to investigate and report back.</p>	<p>Action: DC to work with college principal and headmaster of high school.</p> <p>Action: JS to investigate and report back</p>
50616	<p>Board Meeting Protocol Deferred to next meeting – DC to circulate final draft.</p>	<p>Action: DC to circulate final draft to Board Members</p>
60616	<p>AOB</p> <p>Board changes – Departures - AS confirmed that, as previously advised, due to work commitments, both he and DM were unable to continue to serve as board members, particularly given the importance of continuity up to the ballot in 2017. Both confirmed their ongoing support for the BID and recognised that the company had come through a difficult period but with the right</p>	

strategy and the right head in DC in place now, the company was in a much better position to go forward and deliver for the town. An example being the receipt or confirmation of external funding of almost £10,000 in the last 5 months, the first secured for the company.

As part of ongoing support for the BID, AS volunteered to take a support role in the ballot to liaise with the larger retailers if required and DM advised that he was happy to continue to support the BID by providing a bookkeeping and payroll service free of charge.

The board gratefully accepted the ongoing support offered by both individuals and authorised that DM could continue to make payments from the company's bank account once approved by the CE.

The board discussed options for additional board members and potential candidates for chair and vice chair and agreed that the identification process should take place as soon as possible and well before the August Board meeting. Board members willing to serve in the roles were asked to contact AS by 1 July 2016. RM and JS advised that they would be unable to fill the role due to their respective positions in the council

Salary reviews – DM highlighted that the salary review date had passed and sought suggestions as to how to review the staff salaries. After discussion the board asked DC to conduct formal staff reviews using recognised scoring criteria to determine an overall rating and thus recommend salary to the board in August.

Former Visit Scotland Centre/ Church
RM advised that the property was shortly to be placed on the market which was welcomed as redevelopment was urgently required.

Disability access - ES asked if disability access was checked on the new environmental improvements once completed as she had observed problems with some wheelchairs in the new areas.

Actions: All Board members to contact AS if they wish to be considered as chair or vice chair and with names of potential board members.

Action: DC to conduct staff reviews and propose salary adjustments to August board meeting.

	<p>JS advised that a Case 3 safety audit was carried out after any works were done as well as involving local disability access groups – but he would check specifically regarding the recent works and advise the board.</p> <p>Winter festival – AN advised that he had received some negative feedback about BIDs support for the winter festival. DC advised that there had been some issues over the non compliance of the terms of the grant including publicity. As the level of support for the combined winter festival and reindeer parade was significant, these conditions had to be met. It was recognised that that there had been some difficulties in communication but this had occurred when the company was dealing with some difficult issues which would not recur. AN offered to be a liaison point with the festival and this was welcomed.</p> <p>Board members ID confirmation – GB advised that he had received a letter from the independent examiners requesting additional details to confirm his ID. In total this affected board members plus the new members and it was agreed that copy passports plus driving licence or recent utility bills proving addresses would be provided to DM for onward submission to R A Clement.</p> <p>Board appointments – KM advised that should the option be available, he would be pleased to join the board. This was accepted unanimously.</p> <p>Vote of thanks – On behalf of the board, GB thanked AS and DM for their commitment to and support for BID.</p>	<p>Action: JS to investigate disability compliance of environmental works and advise next meeting.</p> <p>Action – AN to become board liaison point for 2017 winter festival.</p>
	<p>Board Meeting ended 7.45 pm</p> <p>Date of next meeting Tuesday 16th August 2016 6.15pm VENUE – OBAN COMMUNITY FIRE STATION</p>	