

BID4Oban Board Meeting
Minutes of meeting held at Oban Community Fire Station on
18th August 2015 at 6.15pm

Present	David McGregor (DM), Andrew Spence (ASp), Jim Smith (JS), Roderick McCuish (RMcC), Lindsay MacMillan (LM), Tony Cave (TC)
In Attendance	Linda Houston (LH), Derek Connery (DC), Yvonne MacLean (YM) Executive Team
Apologies	Graeme Bass (GB), Nicky Archibald (NA), Allan McKie (AM)
Not in attendance	Frances Dickson, Andrea Simpson, Sean Jamieson
Declarations of Interest	No declarations of interest expressed.

Item	Content	Action
1	Minutes of Previous Meeting: 16th June 2015 Proposed: Andy Spence Seconded: Lindsay MacMillan	
2	Matters Arising – progress update	The Board noted the absence of the chairman through ill health and wish him a prompt recovery. From a total of 19 items, 8 are still outstanding to be dealt with. Agreed closed items should be removed from list.
3	Long Term Management Introduction to new Manager	New manager welcomed by board Agreed 'Reflection letter' be sent to all Board Members highlighting current challenges and requirements of renewal ballot Action: Vice Chair
4	Interim Manager's Update Report	It raised some further related questions that were discussed in relation to Public Realm Phase 2, Skerryvore Decade Economic Impact Assessment, the postponed BIG Strip event. Evaluation Report on merchandising experience. Attendance at British BIDs Annual Conference in London on 5 th November not approved due to cost.
5	Personnel Matters: Presentation of Issues Paper	BID Manager position to be termed Chief Executive. Proposal to adopt Employment year and company accounts year scenario was agreed Action CE . Agreed that all actions proposed in the report should be implemented by CE during next few months and that all staff should sign a document indicating that they have seen all documents. Action CE

		Revised policy for company sick pay 'discretion of the employer' to be brought to next board meeting. ASp to forward paperwork to LH and DC. Draft policy on retention/redundancy to be presented by CE to Board by December 2015 Action CE
6	Lone worker policy and risk assessment	Revised policy agreed and will be reviewed annually. Medical questionnaire to be included. ASp to forwarded paperwork to LH and DC.
7	Publication of Agendas and Minutes on company website	Abridged Minutes / Agenda to be placed on company website once approved by board Action CE
8	Updated 5 Year Estimated Budget – to be tabled	Final balanced budget to be presented to next meeting. Action LH
9	Grant Applications for Decision Making <ul style="list-style-type: none"> • Local Oban and District MOD Committee (up to £1770) • BID led Love Oban Halloween Party (up to £250) 	<p>Agreed – banner to display BID logo / coordinate hanging of banners with Inverness group</p> <p>Agreed – sponsorship / donations towards event actively encouraged Board members offered donations of cash and disco to reduce BID costs were accepted and would be followed up. Action CE</p>
10	AOB <ul style="list-style-type: none"> • Potential for placement of advertisement for new board members? • Strategy action plan status? • Phase two public realm improvement works commencement date and contractor details to be announced after meeting on 26th August 	<p>Deferred to next meeting</p> <p>To be emailed to Board Members a week before next Board Meeting. This will be main item for next Agenda Action LH</p> <p>Board Members to be emailed details by LH. Action LH</p>
<p>Meeting ended 8 pm</p> <p>Date of next scheduled meeting Tuesday 15th September 2015, 6.15pm Venue - Oban Community Fire Station</p>		