**Plymouth Waterfront Partnership**

**Board Meeting**

**17 June 2014, 12.30pm-2.30pm**

**Duke of Cornwall Hotel**

**Attendees:** Chris Arscott (CA), Sarah O’Leary (SOL), Charlie Mark (CMark), Comron Rowe (CR), Ben Shearn (BS); Roy Martin (RM); Gavin Marshall (GM), Charlotte Malcolm (CM); Jon Morcom (JM);

**Apologies:** Chris Robinson; Gavin Marshall; Peter Smith; Emily Bullimore; David Draffan

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| **ITEM** | **NOTES and ACTION POINTS**  **PART I – OPERATIONAL UPDATE** | | **LEAD** |
| **2.** | **Conflict of Interest Policy**  No new things to disclose | |  |
| **3.** | **Minutes of Last Meeting**  SOL ran through matters arising and updated the Board.  EB’s report to roll forward to next meeting.  Minutes agreed | |  |
| **4.** | **Finance**  James Reed not able to provide final figures for end of last financial year.  He can supply provisional figures by end of play today to provide something for PWP to present during the Annual Review.  Agreed: present provisional figures marked DRAFT and state ‘we made a decision as a Board to share with you’. Confident presentation. Audited after today.  SOL to present figures.  Advisory Board: share with Advisory Board in advance. | |  |
| **8.** | **Annual Review**  Marketing spend  SOL ran through the shared marketing delivery plan compiled by JY.  Marketing: Destination Plymouth remit for delivery for all marketing activities  Amanda Lumley presenting for 20mins.  Explain that Destination Plymouth delivers Waterfront Marketing for PWP.  Explain that PCC team deliver Events and street operations for PWP.  Action: Amanda should open with explanation of her role and how that fits with PCC delivery team.  Seating arrangement: Board Directors in pairs on different tables, relaxed approach.  Name badges for Directors.  Name badges for Advisory Board.  RAG rated listed handouts on tables.  Beverley Tremain feedback on slides: don’t use acronyms  Recirculate toolkit to Board | | **SOL**  **SOL** |
| **5.** | **ENTE Recruitment**  BS to sit on interview panel for ENTE Coordinator. | |  |
| **6.** | | **Trade Waste Proposals**  SOL outlined background, PCC site visits and two proposals received from DCW and AlphaLogic.  Board discussion included:   * An option is to restrict number of bins businesses have. * Covent Garden traders do not have bins outside, should we move to encouraging businesses to aim for the same operation? * Once a day every day collections are the aspiration. * Black, plastic bags filled with waste is often left late at night once premises are closed. * Trade waste bins are individual operators’ issues and responsibility. * Set a target to reduce number of bins by 25%   Reluctance to have PWP logo on the bins.  Aspiration to1) reduce costs for BID Voters and 2) clean up the Waterfront and reduce the number of bins.  Take time to get this right and liaise with City Centre Company to ensure consistent approach.  Board discussed the options and agreed the way forward:  Agreed: task DCW and Alpha Logic with providing a plan for rapid 25% bin reduction and waste volume also regular cleaning of bins. Present to next Board meeting. | **SOL** |
| **7.** | **Priorities for Destination Plymouth**  SOL had circulated via email draft KPIs and priorities to Destination Plymouth for Board consideration.  Recirculate 2012 partnership contract and Chief Executive Job Description to the Board.  SOL to review SLAs and check delivery.  Board Directors expressed appreciation to CA’s Chairman stance on ensuring KPIs are agreed and monitored, stating that it was reassuring that partnerships are maximised to lever a greater return on investment of BID Levy. The Board offered full support to CA and their confidence in his proposed way forward. | | **SOL**  **SOL** |
| **9.** | **AOB**  BIJBF: PWP underwrote an additional £3,000.  DP and PCC need to tell us who is responsible for roles and delivery.  Seek cost breakdown for BIJBF.  Dan Thompson was seen collecting money for BIJBF.  Income generation  £17k event sponsorship target for JY and team not yet achieved; Pirates Weekend, Jaguar Classic Car Show and BIJBF not sponsored .  £22,500 pledged from Brittany Ferries, Marjon and Herald sponsorship  Board requested breakdown of what PCC and DP are responsible for?  Letter from the Board to Amanda Lumley and Jamie Yabsley.  La Routes des Princes  CA to seek view from Destination Plymouth and PCC with regard to funding contribution for 2015 event.  City & Waterfront Awards launch  SOL updated the Board on agreed timeline with Herald and City Centre Company, additional business categories and October 8th Awards Ceremony.  August Bank Holiday Music Event  Board recommended a contribution from premises /sponsors be sought to put on the event, match fund with £2,500 Levy contribution to cover additional costs. | | **SOL**  **CA/SOL**  **SOL** |

**Next Meeting:**

September date to be confirmed.