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**Milngavie My Way Business Improvement District
Tuesday 17 September 2013
Steering Group Meeting**

Present: Ian Lavrie, Wendy Ross, Arthur Beverly, Pauline Cameron, Pam McCreddie, Glenn, Cllr Henry, Hilary Howitt, Rona Miller, Catherine Williamson.

1. Apologies

Martin Colpi, Calumn Christie, Fiona Risk, Ruth Duncan, Eileen Bannerman.

2. Minutes of Previous Meeting

- Add that Janice Peebles is the Council's Revenue & Benefits Manager.
- Minutes Agreed.

2.1 Matters Arising:

- Community Council meeting and parking- Gail McFarlane will come and talk to group again as concerned re revised time scale close to ballot.
- Business Event – huge success, good venue, will arrange another event.
- Baseline services – Pam collecting details from EDC departments and Alex Moore providing for the Police. Pauline and Ian to meet with Alex and his Inspector.

3. Governance

Operating Agreement

- Legal and financial document has been circulated to Council for comment detailing both the Council and BID Company's responsibilities. Catherine Williamson agreed to provide oversight and if necessary, advice on the VAT issues arising from the agreement.
- Charging for administration of drawing down levy by Council to be confirmed.
- Draft agreement ready for next month.

4. Consultation findings

4.1 Presentation of Findings

- Pauline explained findings of business questionnaire through PowerPoint presentation.
- 126 questionnaires distributed, 72 returned = 52% response rate.
- Pauline rounded up with conclusions: key messages and circulated round up of findings of questionnaire.
- Pauline stressed that need to speak to GP surgeries, professional sector to determine their thoughts and decide who to include in the BID area.
- Establish business plan sub-group who should meet around 3 times in sept/oct. Glenn will chair group – Martin, Arthur, Hilary & Pauline. First meeting on Tues 1st Oct at 6pm and group will try to form aims and objectives.
- Ian congratulated the group re the response rate for questionnaire.
- Ian and Pauline to do follow up visits.

5. Communication and Demo Project

5.1 Communication

- Pauline informed the group that initial meeting with Waitrose had taken place and planning to meet with Tesco.
- Next e-newsletter before end of September.
- Next business meeting beginning of Nov.

5.2 Demo Project

- Do big event next February 2014, with smaller event at Christmas.
- Demo sub group meeting on Tuesday 24th September.

6. AOCB and date of next meeting

- Wendy advised the group of how successful the recent Bearsden Arts Festival weekend had been.

Date of next steering 8th Oct – Pam to book room.