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**Milngavie My Way Business Improvement District
Tuesday 20 August 2013
Steering Group Meeting**

MINUTES & ACTIONS

Attendance:

Ian Lavrie – Townhead Carpets
Rona Miller – Art Forum
Eileen Bannerman – Besotted
Glenn McNay - Café Alba
Martin Colpi – Colpis
Hilary Howatt – The Natural Therapy Centre
Ruth Duncan – The Natural Therapy Centre
Callum Christie – Frontier Holidays
Wendy Ross – Ruby Red
Pauline Cameron – Milngavie My Way Project Manager
Bill Harvey– BID Scotland
Pamela McCreadie – East Dunbartonshire Council (mins)

Apologies:

1. Welcome & Apologies

Ian Lavrie welcomed Bill Harvey from BID Scotland.

2. Minutes of last meeting and matter arising

Minutes approved.

- Meetings with EDC -

Economic Development: Pauline and Pam had recent meeting with Thomas Glen, meeting note circulated to group. Pauline had stressed the need for Council to commit a substantial amount of financial support to the BID in order to ensure its operational viability and demonstrate the added value of a BID to the business community. TG confirmed that Council approval of commitment within Business Plan would be required at the Development and Regeneration Committee at beginning of December in order to meet revised timetable.

Pauline met with Revenue + Benefits, Janice Peebles re levy and allowing payment by monthly direct debit. BID company will be VAT registered. Pauline has drafted the Operating Agreement and circulated to Council's Financial and Legal Services.

Pamela is preparing Baseline information on all relevant services to be completed by end September 2013.

- Community 'Vision' Group Meeting

Successful meeting previous night and useful to let people know the difference between BIDs and this new group. Concern was expressed about publicity in local paper for new group and the confusion caused. Agreed that future communications with local press be co-ordinated. Pauline has issued further press release about business consultation from BID.

3. Governance:

- **Final Ballot Date**

Ian referred to indicative timetable and Pauline noted that Martin Cunningham and Thomas Glen agreed ballot date of 17th March, with 6 week lead up to this. If ballot successful then company established on May 1st. Tight deadline so need to keep campaign memento going. Group agreed ballot date.

Business Plan to D+R Committee on 3rd Dec 2013. Need first draft by end of Oct detailing priority projects.

- Demonstration Project sub group

Wendy explained the idea of an event on 9th Nov - 'Flinging in the rain'. An afternoon of music and dance and she has approached Douglas Academy and they're keen to get involved. **Pam** to seek permission from Council and book Fraser Centre. Will discuss at Cyan event next Tuesday.

4. Consultation – briefing session:

- Pauline explained that purpose of consultation is to establish business perceptions and priorities for action.
- All business visits must be logged and also note position in company of person spoken to.
- If possible get them to fill out the questionnaire on the spot and form can be left anonymous.
- Must be business owner who votes.
- Pauline ran through business questionnaire and explained any queries.
- Levy rate – can't specify yet but reality is equivalent of a couple of coffees per week for small businesses.
- Group went through business list and divided up responsibility and **Pauline** to give each group member details of the businesses they will visit.
- **Pauline** will deal with Nationals though having problems contacting Tesco + Marks & Spencer.
- Should we increase the size of the BID area? Talk to churches and Medical Practices.
- Questionnaires returned by 6th September.
- Waitrose won't provide any firm commitment until start trading, though this is being worked on.

5. Communications:

Pauline explained agenda for business night, with the following presentations:

Ian - introduction

Alloa BID – Andrew Mitchell invited speaker

Update on BID progress - Glen

Update on planned event - Wendy

Any questions

Round up and invitation to get involved – Pauline

Tea/coffee on arrival.

Eileen offered to register those attending on arrival.

6. AOCB:

BID Academy on 12th September in Dundee. Ian invited another member of the group to attend in his place and Rona may attend.

Calum talked about the difference between 'Vision Group' and BID. BID is business only and small geographical area and the Vision Group' will consider the hole of Milngavie. Different types of funding can be pulled down by both bodies.

Date of next meeting tbc Cyan business event.