

**TOTALLY TRURO AGM FOR TRURO AND NEWHAM BID
MINUTES OF A MEETING HELD ON TUESDAY 12 November 2020**

Present: Roger Gazzard (RG) (Truro City Council); Nick Seaton-Burrige (NSB) (Belmont Property); Darren Perry (DP) (Francis-Clark); Chris Winfield (CW) (TK Maxx); Abi Steel (AS) (Visit Truro); Mark Roby (MR) (Stephens Scown); Rolf Munding (RM); Kristian Fleming (KF) (Inhabit); Giles Horne (GH) (GMH Commercial); Simon Hendra (Hendra Health Store) Mark Warren (MW) (New Look), Chris Philcox (CP) (Primark), Alun Jones (AJ) (Truro BID Manager); Lindsey Craik (LC) (Truro BID); Sian Knights (SK) (Truro BID); Carole Theobald (CT) (iSightCornwall); Mel Richardson (MR) (Newham BID Manager);

Nigel Kuckey (MR) (Wearhouse), Leigh Ibbotson (?)

Apologies: Sid Weeks (Malletts Home Hardware); Guy Doble (South West Water); Nicky Whittaker (Merchant House); Peter Beaumont, (Cornish Mutual); Geoff Trebilock (Truro Boat Owners Association), Oliver Trevail (Trevails), Russell Dodge (BLS Estates); Mark Killingback (MK) Port of Truro; Alan Treloar, (Vickery Holman); Tom Kirk, (Cornwall Bathrooms); Helen Sennett, Charles French.

Welcome and Introduction

CT welcomed all to the annual AGM. Brief introductions were made. CT explained that Totally Truro covers two BIDs – Truro and Newham. CT introduced herself and explain that she is the Newham BID Chair.

For legal reasons CT explained that the meeting was being recorded to assist in the meeting minutes.

1. Minutes of the AGM 2019

The previous minutes from the AGM 2019 were ratified and approved by voting. NSB approved and SH said he was happy to second the minutes. The board agreed adoption of minutes.

Overview of the year 2020

It is the 7th year that Truro and Newham have been working together to share Governance.

Both BIDs are in a positive cash position. This year has been more challenging and events have had to be reshaped accordingly.

Both BIDs are represented on the Truro Town Deal Board who are responsible for submitting the BID to Central Government.

Highlights for Truro BID

- Successful events for 2019 including Children’s Day and Truro Trend.
- Supporting businesses around COVID issues.
- Working with partners to reopen Truro City Centre following the first national lockdown.

Highlights for Newham BID

- Response to COVID, including signage and increasing security patrols.
- Work really well with our partners including BIFFA, Truro City Council.
- Current activities landscaping entrance to Newham, working closely with Truro Loops and Truro Town Deal.
- Approx. ten new businesses coming on.

CT thanked MR, AJ, SK and LC for all their work. In particular over the last seven months.

2. Adoption of the annual accounts, year ended 31 March 2020

Darren Perry of Francis Clark presented extracts of the Totally Truro accounts for the year ended 31 March 2020. The full accounts were circulated before the meeting.

The main Statement of Income and Retained Earnings shows the combined results of Truro and Newham BID. Turnover had reduced £7k to £392k, cost of sales had reduced by £68k to £299k and there was a small increase in administrative costs of £10k.

Overall, the company had generated a surplus of £36k, compared to a £16k deficit in the prior year.

Truro BID

For Truro BID the total levy income had reduced slightly to £236k. Public sector contributions increased to £53k, mainly due to £48k of funds towards the Pydar Pop-Up, and other income reduced to £26k primarily as there was less income received from the Christmas markets.

In terms of Truro BID expenditure, direct project costs have reduced by £26k to £173k. This was due to a £10k reduction in events expenditure and a £14k reduction in environmental expenditure. There has been a small increase in direct wages and salaries of £6k to £64k, representing a share of Alun's time together with marketing/events and communications/revenue staff. The balance of Alun's time is included in administrative wages and salaries. The other administration expenses are up £12k to £28k. This includes £7k for the Heron Way unit to store the Christmas lights, together with some additional expenditure on software & consumables, summons, general expenses and office costs.

Overall, the Truro BID generated a surplus of £29k, compared to a surplus of £23k last year.

Newham BID

For Newham BID, the levy income was consistent at £77k. Direct project costs fell by £49k to £55k mainly as a result of a reduction in the website and marketing expenditure. In addition, the prior year costs included £9k on CCTV cameras.

Overall the Newham BID generated a surplus of £7k, compared to a £38k deficit last year.

The balance sheet shows a snap shot of the company assets and liabilities at the year end. Tangible assets of £4k includes the purchase of a Christmas trailer and lights, together with some fully depreciated office equipment.

The debtors of £158k represents amounts owed to the company and mainly consists of £143k of funds held by Cornwall Council, which is levy collected but not yet drawn down by the company. This is split £81k for Truro and £62k for Newham.

£72k was held in the bank.

Creditors stood at £48k. This is primarily BID levy received in advance of the year end for next year which was £40k, being £35k for Truro and £5k for Newham. There were also some small accruals, PAYE/National Insurance and marketing costs.

Overall, the net assets of the company were £186k.

AJ explained to RG that there is an emergency loan from CC which Truro BID are not intending to use and has a two-year repayment schedule. This would be in the accounts for next financial year.

RG asked that since Truro BID's current term is due to finish finished 30 Sep 2022 is there a plan to put Truro BID and Newham BID together in terms of renewal? CT and AJ said this hasn't been discussed or explored. MR added that the needs of Truro City Centre bid are quite different with difference customers. Business plans are quite different too. We also need to stick with five-year terms under BID regulations.

3. Electing New Members

Each year Totally Truro asks for new Directors to come forward and voluntarily steer the BID. This year, CT explained there were no new nominations for Directors.

4. Q&A session – advanced questions

MW raised Moorfield carpark and asked what is being done. AJ explained there was ongoing work with the Police, We Are With You and St Petrocs as well as a legal application for eviction which is likely to happen in the next week. The agencies are targeting in supporting needs and businesses still need to report on a daily basis.

MW asked if there would be free parking to support businesses offering click and collect services during Lockdown two. AJ explained that the Mayor of Truro has asked Phil Mason at Cornwall Council and is awaiting a response. There is a free parking day on Saturday 5 December and car parks are still free from 4pm and 5pm.

CT thanked everyone for their support and the meeting came to a close.

<p>Truro BID Existing members:</p> <p><i>Those highlighted in bold are also Directors of Totally Truro.</i></p> <p>Chris Winfield, Monsoon & Accessorize Abi Steel, Visit Truro Lucy Jones, Truro Chamber Sid Weeks, Mallets Home Hardware Oliver Trevail, Trevails Roger Gazzard, Truro City Council Nicky Manning, Merchant House Giles Horne, Property Surveyor Cllr Rob Nolan, Cornwall Councillor</p>	<p>Simon Hendra, Hendra Hair & Beauty Kristian Fleming, Inhabit Shop Nick Seaton-Burridge, Belmont Property Mark Roby, Stephens Scown</p>
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Newham BID Committee

<p>Newham BID Existing members:</p> <p>Peter Beaumont, Cornish Mutual Russell Dodge, BLS Alan Treloar, Vickery Holman Simon Hendra, Brooklands Classics Cllr Rob Nolan, Cornwall Councillor Mark Killingback, Port of Truro & Penryn Alison Elvey, RRL Craig Mouatt, Biffa Carole Theobald, iSight Cornwall Tom Kirk, Cornwall Bathrooms Helen Sennett, Charles French Rolf Munding, Routenote</p> <p><i>Those highlighted in bold are also Directors of Totally Truro.</i></p>
