



## Minutes

**Meeting:** Northwich BID Executive Board Meeting  
**Date:** Wednesday 26<sup>th</sup> July 2023  
**Time:** 8:30am  
**Location:** Northwich Town Council Offices

### Apologies received:

- Michael Thomas - McDonalds (MT)
  - Phil Bower – Northwich Art Shop (PB)
  - Ellis Wardle – Salt House NW (EW)
  - Louise Hough – CRS Consultants (LH)
  - Abda Obeid-Finley – Abda’s Café (AOF)
  - Chris Shaw - Northwich Town Council (CSh)
  - Jane Hough – Groundwork CLM (JH)
  - Adam Gerrard – Groundwork CLM (AG)
  - Stephanie Leese – Groundwork CLM (SL)
- Lindsay Smith – Cheshire West and Chester Council (LS)
  - Gerry Rooney – mosshaselhurst (GR)
  - Chris Mundie – Salty Dog (CM)
  - Cllr Sam Naylor – Northwich Town Council & Cheshire West and Chester Council

Agenda Item	Minutes	Actions
<b>Welcome / Declarations of Interest / Actions</b>	<p>MT welcomed all to the meeting and thanked Northwich Town Council for hosting.</p> <p>Apologies were received from Gerry Rooney, Chris Mundie and Cllr Sam Naylor.</p> <p>There were no declarations of interest.</p>	
<b>BID Manager role and Town Centre Report</b>	<p>JH explained to the board that AG had been successful in securing the new Operations Manager role in the GWK BID Team. This would mean that AG would finish his role as Northwich BID Manager on 19<sup>th</sup> August 2023. JH reassured the board that capacity from JH and SL would be made available to support with the delivery of business engagement, business plan delivery and the development of BID 3.</p> <p>The Board congratulated AG on his new role.</p> <p>The Northwich BID Manager post had already gone out for recruitment and the team were keen to secure a new person as soon as possible.</p> <p>AG went through the stats in details with the board. Reach is increasing each month which is organic engagement.</p>	<p>JH to update the board on recruitment via email.</p> <p>AG to develop for the next BID Manager</p>

	<p>AG presented a package for accommodation in the area to pay for marketing activities.</p> <p>Once again, the BID has entered the RHS In Bloom Awards, judging will take place in August 2023 with the results announced in October/November 2023.</p> <p>A huge number of resources has gone into developing the Pina Colada Festival 2023. A discussion took place around how events are managed and delivered in the town centre in the future.</p> <p>The What's on guide as been well received in hard copy and has been distributed via several venues across the town.</p> <p>The Paddling Pool is once again engaging people on the website and enhancing people staying on the page for longer.</p> <p>The Wayfinding project has been delayed and this will now be picked up by the new BID Manager. The project will include creating a new map for the town centre, column banners and a notice board.</p>	<p>Review additional capacity in any future BID 3 development plans.</p> <p>Progress to be reported at the next board meeting</p>
<b>Accounts</b>	<p>There have been no major changes in the accounts. Total income received to date £231,533.49 against an expenditure profile of £169,489.22. Once the year end reconciliations are completed the accounts will be reviewed by Murray Smith and will be presented to the BID board prior to the AGM.</p>	<p>JH to ensure the accounts are circulated to the BID board once they have been finalised by Murray Smith</p>
<b>Regeneration &amp; Barons Quay</b>	<p>A new Operations Manager has been recruited for Barons Quay, once in post they will be introduced to key stakeholders and attend board meetings in the future</p>	
<b>AOB</b>	<p>MT thanked all for attending and closed the meeting.</p>	

**Next Executive Board Meeting Date: Thursday 16<sup>th</sup> November 2023 at 4pm**