

**Cambridge BID Board Meeting Minutes
8.30am Thursday 21st July 2022**

Attendees, Apologies, Minutes and Declarations of Interest.

Andy Lloyd	AL
Alice Gilderdale	AG
Alison Wright	AW
Anne Bannell	AB
Becky Burrell	BB
Chris Douglas	CD
Helen Hames	HH
Ian Sandison – Chair of meeting	IS
Philip Greer	PG
Sallie Wright	SWBID
Simon Wallis	SW
Val Lambert	VL

In Attendance

John O’Shea, Manager Grafton Centre (Item 2 only)	JOS
Martin Macwhinnie, Manager Grand Arcade (Item 2 only)	MM

Apologies:

Roger Allen	RA
Nick Finlayson-Brown	NFB
Dominic Joyce	DJ
Joel Carre	JC
Glen Sharp	GS

Quorum (1/3rd of board members) present
No Declarations of interest
Board agreed that IS should Chair.

1. Minutes

Signed off with the following actions met;

- SW arranged for annual accounts to be signed off and published to Company’s House
- PC working with JC to finalise operating agreement

2. GCP Transport Update – Peter Blake

Transport issues in and around the city were discussed including infrastructure, public transport links, potential congestion charges or increased parking charges to address challenges with movement in and around the city. Concerns were raised by a number of board members regarding issues with recruitment due to poor public transport and expensive parking. Feedback was given that the number of consultations regarding transport were confusing and difficult to follow. MM commented there had been a lack of response to direct questions regarding consultations and Peter advised that all the feedback received would be reviewed but

it wasn't always possible to respond to every communication. CD highlighted there were few or no late night buses to enable staff, especially in the hospitality sector to safely travel to and from work which then impacts recruitment in an already competitive market. AW commented she has spent a considerable amount of time focusing on staff retention.

3. Budget review 2022_2023, CEO and Team reports

IS distributed 2022_2023 budget prior to meeting for discussion. There were no questions, and the budget update was agreed by the Board.

IS distributed CEO and team reports prior to the meeting and there were no questions.

4. Next steps in our ballot process, decision required

IS explained that our business plan would be launched on September 29th. The board were formally asked to vote that we should move forward with our previously agreed plans and issue a letter to Cambridge City Council to start the ballot process on our behalf. The Board agreed to this.

IS asked if AG would provide a quote on behalf of the city council for the annual report, which she has agreed to.

Action 1: AG to provide quote to BB for annual report

Action 2: IS to work with Paul Clement to issue this letter

7. Board Update

PG (Director of Sales & Marketing, CUA Hotel) Good June and July, however August is typically slow. Recruitment improving due to investment in marketing campaign advertising vacancies at the hotel.

AW (Owner, Fitzbillies) Fantastic trade, recruiting is not easy but is manageable with a focus on staff retention. Waiting to see what midsummer brings.

CD (General Manager, Graduate Cambridge) July is a busy month, however the restaurant was closed for a week due to recruitment issues. August set to be a quieter month.

AB (Owner, Jack's on Trinity/Giles & Co) Giles and Co trade really good but Jack's on Trinity yet to catch up due to fewer tourists.

SW (Director, Brookgate) 2/3 months station square will start to look different again with the addition of Amazon Fresh and Gails Bakery. Building Costs are still hard to project due to supply and demand and increase in prices.

VL (Partner HCR Law) Settled into new offices in Station Square well. Increased number of tribunal cases and currently struggling with recruitment also.

AL (Development Manager, Cambridge University) Still low occupancy in offices as remote working continues.

AG (Executive Councillor for Recovery, Employment and Community Safety) Has been working on a new project, Region of Learning, to enable people with no or few qualifications to learn skills as a pathway to gaining employment.

Action 3: IS to circulate Region of Learning information to the Board.

9. AOB

IS confirmed that GS is to replace Robert Davey as chair of the finance and governance committee and Alison Wright has also agreed to join the F&G committee.

IS confirmed we will seek to recruit a replacement for Robert in the Autumn

Action 4: SW to provide F&G meeting dates to Alison

Actions from meeting

Action	Task	Responsible	Deadline
1	AG to provide quote to Ian for the Annual report	AG	ASAP
2	IS to work with Paul Clement to issue this letter	IS/PC	ASAP
3	IS to circulate Region of Learning information to the Board.	IS	ASAP
4	SW to provide F&G meeting dates to AW	SW	ASAP

Next Board Meeting Wednesday 28th September 2022



Signed Off _____

Date 28 September 2022