



**SWBA Ltd BID: Minutes of Board Meeting - 7 September 2017
(Venue: Bizspace)**

1. Introductions and apologies

Present: Directors: John Simpson (White Light), John D'Aprano (DS Systems), Ash Daud (Flexicom Solutions), Lee Anderson-English (GreenLight Electrical).

Estate Coordinator: Claire Morris

Observer: Nilesh Mandvia (Hotbray Ltd)

Apologies: Directors: Nick Stefka (Box Office Supplies) and Nick Golson (Deen City Farm)

2. BID Board Terms of Reference

A draft document setting out the Terms of Reference for the BID Board was discussed and adopted. It was agreed that Board Directors would serve for a 4 year term and that a quorum would comprise 4 Directors. It was further agreed that Merton Chamber of Commerce and Merton Council should be invited to attend Board meetings if they wished to do so and to contribute to discussion as appropriate but would not be appointed as Directors.

3. Draft Baseline and Operating Agreement with Merton Council – Progress Report

A draft Agreement setting out the specific services which Merton Council would be responsible for providing for the SWBA estate had been prepared and submitted to the Council for consideration. It was noted that there were certain aspects of this which were essential to take forward the published aims of the BID proposals, notably issues relating to street cleaning and lighting and maintenance of roads so that the Council could be held properly to account. It was agreed that the aim should be to finalise this document at the earliest opportunity.

Action: Claire Morris to progress as appropriate.

4. BID Proposal – Draft Delivery Plan 2017/18

A draft schedule setting out the various items contained in the BID Proposal document and identifying a timetable for making progress on each aspect of these was discussed. It was agreed that individual Board Directors would assume lead responsibility for specific projects in conjunction with the Estate Coordinator and to take these forward during the first year of the BID term. Where appropriate, sub-committees could be set up with the potential involvement of individual representatives of BID member companies to assist in developing measures. It was further agreed that various options for the purpose of employing a part time estate Ranger would be explored. John D'Aprano undertook to provide a body camera for use by the Ranger to assist in carrying out their duties for which DS Systems would cover the cost in the initial year of the BID term.

Action: Claire Morris to update schedule and circulate.

John Simpson and Claire Morris to progress work on employing a Ranger.

5. Financial Matters

It was noted that Merton Council had advised that BID levy invoices were in the process of being sent to levy paying members and should be received by them shortly.

It was also noted that the SWBA Ltd account currently stood at £9,300. There were several payments to be made, notably to Merton Chamber of Commerce for the BID membership arrangements which had now been introduced. It was anticipated that further funds would be transferred from Merton Council to the SWBA account in the near future once levy payments started to be received from BID member companies.

There was some discussion of the requirement for the BID company to take out Public Liability and Employers Liability insurance to provide cover of up to £10 million since this was specified in the draft Agreement with Merton Council. A suitable quotation had been obtained for this purpose amounting to some £490 annually and it was unanimously agreed that this should be purchased. John Simpson undertook to meet the initial cost of this and to seek reimbursement from the SWBA account.

Action: John Simpson to arrange insurance cover.

6. SWBA Website

It was agreed that Ash Daud and Claire Morris would be jointly responsible for the administration and running of the SWBA website and associated social media accounts. The aim was to update and develop these in the near future.

7. Any Other Business

The SWBA Ltd BID had been invited to attend a London BIDs Summit on 8 November to be hosted by the Deputy Mayors of London. The aim of this was to consider how to strengthen collaboration between BIDs and the public sector on strategic and operational matters across London. It was agreed that Claire Morris and one of the Directors should represent the BID at this event.

8. Date/Venue of next meetings:

SWBA Members' meeting 12.30pm, 5 October 2017

SWBA Directors' meeting 12.30pm, 2 November 2017

(Venues: TBA)