

The BedfordBID Company Limited  
2017 Annual General Meeting  
Wednesday 18<sup>th</sup> October, 6.00pm, Bedford Swan Hotel



**BedfordBID**  
Business Improvement District  
Funded by Town Centre Businesses  
[www.lovebedford.co.uk](http://www.lovebedford.co.uk)

**ATTENDED**

**Directors:**

Sam Laycock (Chair)	Harpur Centre
Charles Royden	Bedford Borough Council
Mark Thompson	The ReUse Centre
Christina Rowe	BedfordBID
Zap Hussain	McDonald's
Dave Roffey	Bedford College
Debbie Page	Arcadia Sweets
Gareth Ecott	Boots
Steve McBrearty	Cash Converters

**Also Attended:**

Atul Kariya (MacIntyre Hudson), Don Gillett (Art Centre & Gallery), David O'Connor (Bedford Swan Hotel), Malcolm Wyse (Bedford Swan Hotel), Jedd Lawrence (Charisma), Jan Lawrence (Charisma), Andrew Shaw (Club Vertex), Nov (Novakovic & Co), Dan Fisher (The Barley Mow), Charles Tomlinson (The Scarlett Rose), Paul Hunt (YMCA), Victoria Panther (BedfordBID), Adam Chin (BedfordBID), Daniel Field (BedfordBID).

**1. CHAIRMAN'S WELCOME**

Sam opened the meeting and thanked all for attending.

**2. CHAIRMAN'S ANNUAL REPORT**

Those present were provided with a comprehensive and detailed printed explanation of all activity carried out in 2016/17 aligned to the business plan. Sam outlined key points and thanked the BID team for their work.

**3. FINANCIAL STATEMENTS**

Atul Kariya from MacIntyre Hudson presented the report, with an explanation of some key points.

- Timing differences due to cash accounts both in terms of payments and income
- Cash at bank has increased from previous year due to late levy payment arriving in March 2017. Timing of income is variable – fallback needed in case of any delayed payments from businesses and the Council
- Voucher income netted off against vouchers redeemed. Always a cost due to promotional vouchers and discounts, and could really be classed as marketing expenditure.

Don Gillett asked why there was £20k less spent on “Improving the Visitor Experience” compared to previous year.

Christina explained that this was a timing issue relating to invoices for Taxi Marshalls.

Don asked how the BID accounts for non-payers and whether non-payments are written off.

Atul explained that the accounts are based on what is received rather than what is receivable. Non-payment is usually down to liquidation of a business and cannot be retrieved.

Christina added that a calculation is made to expectation and forecasts are based on that, but don't spend until money is received.

Nov felt that the taxi marshals should not be funded by the BID and that large chain pubs can afford to pay for them. Andrew (Club Vertex) and Dan (The Barley Mow) disagreed and said that they found the taxi marshals of use and could not fund them alone.

**ACTION: Levy collection rate to be added to Director's Commentary in next accounts. Currently at approx 95%.**

#### **4. ORDINARY RESOLUTIONS**

*To adopt the Report of the Directors and Financial Statements.*

**AGREED: There were no objections to adopting the report.**

*To elect Accountants for the ensuing year and authorise the Directors to fix the Accounts' remuneration.*

**AGREED: There were no objections to MacIntyre Hudson continuing as accountants to BedfordBID or remuneration.**

#### **5. ELECTION OF THE BOARD OF DIRECTORS**

*Director(s) standing for re-appointment*

**Sam Laycock, Harpur Centre Manager**

Proposer: Christina Rowe, BedfordBID

Secunder: Deborah Page, Arcadia Sweets

**Zap Hussain, McDonalds**

Proposer: Gareth Ecott, Boots

Secunder: Christina Rowe, BedfordBID

*Members standing for election as Directors*

**Greg Warwick, Jeeves**

Proposer: Sam Laycock, Harpur Centre

Secunder: Sue Warwick, Venus Hair & Beauty

**David O'Connor, Bedford Swan Hotel**

Proposer: Dave Roffey, Bedford College

Secunder: Gareth Ecott, Boots

**Dan Fisher, The Barley Mow**

Proposer: Christina Rowe, BedfordBID

Secunder: Steve McBrearty, Cash Converters

**Paul Hunt, YMCA (1844 Coffee Company)**

Proposer: Mark Thompson (The ReUse Centre)

Secunder: Deborah Page, Arcadia Sweets

**Charlie Tomlinson, The Scarlett Rose Tattoo Studio**

Proposer: Sam Laycock, Harpur Centre

Secunder: Mark Thompson, The Reuse Centre

There were 7 candidates for 7 vacancies so no vote was necessary.

**APPROVED: Greg Warwick, David O'Connor, Dan Fisher, Paul Hunt and Charlie Tomlinson were all agreed to become new BID Board Directors.**

**APPROVED: Re-appointment of Zap Hussain and Sam Laycock**

Sam thanked all the Directors for their continuing support and for giving up their time voluntarily.

#### **6. ANY OTHER BUSINESS**

Christmas late nights begin on 23<sup>rd</sup> November with the Christmas lights switch on. The BID pre light switch on event will take place in town from 3pm with a visit from the Cairngorm reindeer and special guests, Paw Patrol.

Sam thanked those present for attending. The meeting was closed at 7pm.