



## **Minutes**

### **Sutton Coldfield BID Board Meeting Tuesday 6<sup>th</sup> February 2024 4.30pm Cerda Planning, High Street**

#### **1) Welcome and apologies**

Attendees (alphabetical order)

- Alison Clack, Cerda Planning
- Anna Jackson, Sutton Coldfield College
- Mark Wilkinson, Coburg Banks
- Michelle Baker, BID Manager
- Stephen Nixon, Enoch Evans
- Stephen Roberts, Robson Lister

Apologies (alphabetical order)

- Cllr David Barrie, Birmingham City Council
- Cllr Jackie Cummins, Sutton Coldfield Town Council
- David Hemming, Burley Browne
- Kevin Wood, Howden Insurance
- Mark Harris, Harris & Co

#### **2) Annual BID Chair election, Mark Wilkinson standing as Chair**

Alison Clack said that, as discussed previously with the Board, she was standing down as BID Chair after being in the role since November 2022. It was agreed in 2022 that there would be an annual vote for a new BID Chair and Alison Clack was stepping down for this reason after serving as Chair for 15 months. Mark Wilkinson, Director of Coburg Banks Recruitment agreed to stand as the new Chair. Stephen Roberts proposed this appointment and Stephen Nixon seconded. The BID Board voted unanimously in support of Mark Wilkinson being the BID Chair.

Mark Wilkinson thanked the BID Board for voting him as the new BID Chair and thanked outgoing Chair Alison Clack for her time, support and leadership over the last 15 months. Flowers were presented to Alison Clack as thanks.

#### **3) BID Vice Chair / Individual roles for Board Members**

It was agreed that there would be no Vice Chair going forward and as a new way of working, each Board Member would have a specific role so that the BID Manager, Michelle Baker, had a direct point of contact for any queries or

assistance regarding that theme. It was agreed that the following roles were required and Board Members were allocated a topic:

- Birmingham City Council – David Barrie
- Board Members (new) – Anna Jackson
- Offices / business services – Stephen Nixon
- Design and proof reading – Alison Clack
- Events, markets and Christmas – All
- Finance – Mark Harris
- HR – Stephen Roberts
- Night time economy – TBC
- Recruitment – Mark Wilkinson
- Regeneration – David Hemming
- Retail – TBC
- Sutton Town Council – Jackie Cummins
- Website and social media – Alison Clack

#### **4) Feedback from Town and City Cllrs**

It was agreed that going forward it would be useful to receive an update from the two Council representatives. Both Councillors sent apologies for the meeting and therefore no updates were given this month.

#### **5) BID staffing requirement for April 2024-March 2025**

Michelle Baker explained the BID staffing requirements in 2024.

- Michelle Baker – BID Manager
- Jade Hill – BID Events Assistant – it was agreed a contractors agreement would be drawn up with one month notice for both parties.
- Bookkeeping from 1<sup>st</sup> April
- PR brought in house from 1<sup>st</sup> April

#### **6) New business opening – Heavenly Desserts on Birmingham Rd – launch event this Thursday 6-8pm**

The owners of the new business had invited the BID Board and Alison Clack agreed to attend the launch event on behalf of the BID.

#### **7) First Aid Training 1 hour course run by the Police – 1<sup>st</sup> March 2-4pm or 20<sup>th</sup> March 11-2pm, 2-4pm. How to use a defibrillator, how to use a bleed kit, how to do basic CPR. No certificate but free awareness training**

Michelle Baker said Sutton Police had offered this free training session and the Board agreed this would be useful. The Board agreed that 20<sup>th</sup> March 1-2pm would be ideal and this would date/time would need to be discussed with absent Board Members.

## **8) BID Manager update**

Michelle Baker provided the BID Board with an update:

- The 2023 BID Review has been hand delivered and emailed to all BID levy payers.
- 2024 proposed Events Planner – discussion and decision.
- 2024 proposed annual BID budget – discussion and decision (moved to March meeting). The BID Board said we need a levy debtors list from Birmingham City Council.

Upcoming BID events:

- Meet The Teenage Turtles meet and greet – Saturday 17<sup>th</sup> February
- Sara Davies Talk – Friday 8<sup>th</sup> March  
The Board said we need to ask Pollers Catering to provide smaller sandwiches at this event. Michelle Baker to arrange a gift from a local supplier for Sara Davies.
- Easter Trail – two week trail during school holidays. Paid for jointly by the BID / Gracechurch.
- BID Farmers & Craft Market – 9 markets: Sunday 31<sup>st</sup> March to Sunday 24<sup>th</sup> November. Bookings were going well.

## **9) Any other business**

Mark Wilkinson said he would like to improve communication between the BID / Birmingham City Council / Sutton Coldfield Town Council / Gracechurch Shopping Centre / Police and would like the BID to establish a quarterly Sutton Stakeholders Meeting.

## **10) Dates of next meeting**

- Tuesday 19<sup>th</sup> March 4.30pm
- Tuesday 23<sup>rd</sup> April 4.30pm
- Tuesday 21<sup>st</sup> May 4.30pm
- Tuesday 25<sup>th</sup> June 4.30pm (Alison to Chair as Mark is away)

Mark Wilkinson asked Michelle Baker to circulate diary invites for all meetings. Anna Jackson offered to host the meetings at the College.