

Experience Milngavie (Business Improvement District)

Action Points

Cross Keys

Tuesday 17<sup>th</sup> May 2011

6.00pm- 8.00pm

Attendees: I Lavrie, A Arnott, W Ross, R Miller, N Cunningham, F Robb, Sergeant Donald Leitch and G Brown.

Apologies: Cllr B Hendry, C Kinsey, S Frize, S Bruce, M Evans, S Bruce, and S McKenzie.

**Action Points**

- Voting Status:
  - Each of the Steering Group gave a view on the current support for the BID on a case by case basis. This will be summed up and fed back.
    - Action - GB
- Business Proposal:
  - The draft Business Proposal was signed off subject to a few additional pieces of information being required:
    - The final details for the Service Level Agreement and Operating Agreement are required.
      - Action - FR
    - The completed database.
      - Action – GB
    - Potential ‘Anti shoplifting’ Initiative. The police will come back with an appropriate method and contact number for this.
      - Action - DL
  - The Proposal will be sent to all Steering Group members for information before being sent to BIDs Scotland and EDC for comment.
    - Action - GB

- Database:
  - The database was signed off and a final copy is to be inserted into the Business Proposal.
    - Action - GB
- Business Plan:
  - The design and layout for the Business Plan was agreed with a few amends:
    - Remove the Experience Milngavie logo from the front.
    - Ensure that a range of photos are included.
      - Action - GB
- Newsletter:
  - The next Newsletter was agreed with a change to the title to introduce the 'Milngavie – My Way' theme.
  - The Newsletter will be circulated the week commencing 6<sup>th</sup> June with an invite to the upcoming Business Forum. The Steering Group will hand the Newsletter out and it will be posted to all BID Businesses.
    - Action – Steering Group
- Demonstration Event:
  - This is now with EDC for approval to utilise the local schools as such the timing will change on the event:
    - Submissions will be requested when the schools go back on the w/c 15<sup>th</sup> of August.
    - The event will now start at the same time as the Book and Art Festival and run for two weeks.
    - It will now be entitled 'Scribbles.'
  - Feedback is required from EDC.
    - Action – FR
- Other Business
  - It was agreed to hold a Business forum on the 14<sup>th</sup> of June to discuss the Business Plan. The centre needs booked.
    - Action – FR
  - The invite will go out with the Newsletter w/c 6<sup>th</sup> June.
    - The Outline Business Plan

- It was agreed to present the Business Plan to EDC elected officials as soon as possible.
  - Action – IL
  
- Date of Next Meeting is Tuesday 14<sup>th</sup> June at 5.00pm – Fraser Centre. Space to be booked prior to Business Forum
  - Action - IL