

**Halton Chamber Enterprises Executive Board Meeting**  
**3<sup>rd</sup> October 2018**  
**Halton Chamber of Commerce, 7<sup>th</sup> Floor Municipal Buildings, Widnes**

**Present**

Ian Hayhoe (Director)  
Rachael Owen (Chamber CEO)  
Joanne Taylor (BID Manager)

**Apologies**

N/A

Agenda Point	Action Point
<p><b>1. Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>▪ Rachael introduced Joanne Taylor as the new BID Manager to Ian Hayhoe</li> </ul>	
<p><b>2. ANPR/CCTV</b></p> <p>The Board was updated in relation to the current situation with the ANPR system. There has been an absence of information from Pure Technology and a number of issues around the ongoing relationship, as well as the terms and costings of Phase One. Legal assistance has been sought.</p> <p>It was agreed to clarify contract terms and contract length with these suppliers, as any contract will need to be novated over to Halton Chamber of Enterprises Ltd.</p> <p><b>Action: Joanne and Rachael to draft a letter to Pure Technology and seek approval/advice from the Solicitor</b></p> <p>Pure Technology wish to use the ANPR as a case study and it was agreed that Halton Chamber of Enterprises would be happy to do this on the Board's terms, i.e. the service is free or a discount is received.</p> <p>The BID is not committed to Phase 2 (SFB) as yet and this will be managed under BID 3.</p>	<p><b>RO &amp; JT</b></p>
<p><b>3. Constitution of the Board</b></p> <p>It was agreed to grow the constitution of the Executive Governing Board which would meet every quarter and initially consist of Ian Hayhoe and the Chamber CEO, the Chair for Astmoor Sub Committee plus another</p>	

representative of this group and the Chair for Halebank Sub Committee plus another elected representative from this group.

As and when additional BIDs are organised, the same structure will be adhered to and the Executive Board will be expanded accordingly.

To ensure robust representation at Board level it was agreed that no one person can be on the Board of Halton Business Enterprises Ltd., the Chair of/sit on the Sub Committee and the Board of the Chamber of Commerce. Individuals can be on two of these groups but not all three.

Therefore moving forward the Executive Board will consist of two Chamber Board Representatives, two Halebank Sub Committee Representatives and two Astmoor Sub Committee Representatives.

**Action: Joanne to draft a flowchart diagram of the Governance.**

JT

Agreed that Rachael and Joanne would meet with current Chairs of Astmoor and Halebank to provide them with an update and discuss their position re: the Executive Board, Chamber Board and Sub Committee groups.

RO & JT

Prior to the AGM, steering groups will be formed and two representatives will join the Executive Board. The progress for the Chairs for Astmoor and Halebank joining the Executive Board will be agreed at the next Board Meeting.

The BID2 steering groups will reconvened pending an AGM and be known as Astmoor Sub-Committee and Halebank Sub-Committee. These will meet quarterly and be followed by an Executive Board Meeting. It was agreed that elections will take place at the Annual Reviews one for Halebank and one for Astmoor.

Ian confirmed that he has received confirmation that the bank accounts are up and running. The bank mandate will be updated to include all Executive Board Members thereby allowing multiple signatures and additional Governance for significant purchases/contracts. It was agreed that Rachael Owen could do online banking.

Once the relevant contracts have been novated and Governance is in place the money will need to be moved to the new accounts.

**Action: Ian's date of birth is to be changed to 1973.**

JT

An Operating Agreement and Baseline Agreement will need to be signed off by the Executive Board.

<b>Action: Joanne to draft a Constitution Document and Articles of Association for approval</b>	<b>JT</b>
<b>4. AOB</b>  None.	