
Report to Clackmannanshire Council

Date of Meeting: 30 November 2023

Subject: Alloa First Ltd BID Board Representation

Report by: Nikki Bridle, Chief Executive

1.0 Purpose

- 1.1 The purpose of this report is for Council to consider the additional information provided by Alloa First Limited in respect of the application process and role of an Alloa First Business Improvement District (BID) Board member.
- 1.2 This additional information provides contextual and procedural clarification which aims to facilitate the Council's request for a Board Member position for a nominated elected member representative of Clackmannanshire Council as requested at its meeting on the 14 September 2023.

2.0 Recommendations

It is recommended that Council agrees:

- 2.1.1 To nominate one Council member as a potential Alloa First BID Board member
- 2.1.2 That the Senior Manager (Development) will continue as an advisor to the Board and, subject to the Board's appointment of the Council's nominated member, note that the officer will also support the Council's Board member (paragraphs 3.4 to 3.6)

It is recommended that Council notes:

- 2.1.3 The key roles and responsibilities of a Board member of Alloa First BID (Appendix 1)
- 2.1.4 The requirements of the BID in respect of completion of a nomination form which is to be submitted to the BID Board (Appendices 2 and 3)
- 2.1.5 That once Council has agreed its nomination per recommendation 2.1.1, the Senior Manager (Development) will engage with the nominated councillor to complete the nomination form and submit it to Alloa First Board (paragraph 3.6).

3 Considerations

- 3.1 In considering a report on the Alloa First Ltd BID Ballot process at its meeting on the 14 September, Council agreed the following amendment:

‘That the Council agrees to submit an application to become a member of the Board of Alloa First Limited with full voting rights and that this should be an Elected Member.

A report should be brought back to Council advising the outcome of the application’.

- 3.2 Following the Council meeting, the Chief Executive consulted with the BID Manager and it was agreed that the matter would be discussed as soon as practicable after the declaration of the BID Ballot outcome.
- 3.3 Following subsequent engagement with the Chair of the BID Board and the BID Manager, the nomination process has been clarified. Council is required to nominate one elected member and complete an individual nomination form (Appendix 2). The completed form is then submitted to the Board who consider the nomination in line with its established nomination arrangements.
- 3.4 Council is, therefore, invited to nominate a member to the Alloa First BID Board. In considering Council’s nomination, the Board has not specified any specific parameters re the nominee, but has highlighted the importance of the role and attributes as described in Appendix 1 as being material considerations.
- 3.5 The Alloa First BID newsletter released for November is attached at Appendix 3. The newsletter includes an item seeking new Directors for its Board and describes how to obtain a nomination form in line with the process described in this paper.
- 3.6 In discussion with the BID Chair and Manager, the current officer advisory role undertaken by the Senior Manager (Development) is a valued part of the current Board’s operating/ support arrangements. It is therefore, proposed that these arrangements continue with the added benefit that the Senior Manager will work with the Board Member to support them in their role and to facilitate any reporting to Council that may be required from time to time.
- 3.7 Once Council has agreed its nominated member, the Senior Manager (Development) will meet with them to complete the nomination form and submit it to the Alloa First Board.

4.0 Sustainability Implications

- 4.1 N/A

5.0 Resource Implications

- 5.1 Financial Details

5.2 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate.

Yes

5.3 Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4 Staffing

None

6.0 Exempt Reports

6.1 Is this report exempt? No (please detail the reasons for exemption below)

7.0 Declarations

7.1 The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

7.2 Our Priorities (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes X

10.0 Appendices

- 10.1 Appendix 1 - Alloa First BID Board roles and responsibilities of Board members
Appendix 2 – Alloa First BID Board Nomination Form
Appendix 3 – Alloa First BID November Newsletter

11.0 Background Papers

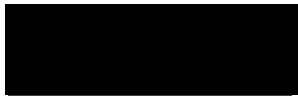
- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Chief Executive	

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Chief Executive	

Alloa First Board of Directors – introduction to roles and responsibilities.

Introduction.

You have been invited to become a member of the Alloa First board of Directors. This article explains what the role entails and what the responsibilities are. However, directors will be governed by the Companies Act 2006 and further information will be included in the Company's Articles of Association.

Alloa First is incorporated as a Company Limited by Guarantee and is governed by a Board of volunteer Directors chosen from levy paying businesses in the Alloa Town Centre area. The make-up of the Board will be proportionate to and representative of the types and numbers of businesses and organisations paying the BID levy. Directors take account of the interests of all levy payers and not just those of their own business sector or geographical area.

Board members have no financial gain from their membership.

Purpose of the BID Board

The Board's purpose is to oversee the strategic direction of the Business Improvement District (BID) for Alloa Town Centre, ensuring projects as outlined in the Business Plan 2023- 2028 are delivered within budget to meet the needs of the BID levy paying businesses, third sector organisations and the Town Centre and making certain the BID performs its role effectively and fairly.

Responsibilities of the BID Board

- To ensure the BID company meets all its financial, legal and employment responsibilities
- To ensure that BID levies are collected as set out in the Business Plan
- To ensure that the projects in the Alloa First Business Plan are delivered effectively
- To monitor progress and report regularly to levy payers, voluntary contributors and other stakeholders
- To seek additional funding from stakeholders outside the BID area and from other grant-making and/or sponsorship providers to enable the BID to fulfil its funding promises
- To elect a Chairperson and other officers from among their number
- To manage the renewal ballot at the end of each term

Meeting arrangements and frequency

Directors will meet between 6 and 12 times per annum spread evenly throughout the year, usually during normal day-time working hours. It is expected that, by committing to be a Director, each person will endeavour to attend every Board meeting in order to allow key decisions to be made efficiently and quickly. Should a Director miss three consecutive Board Meetings or attend fewer than 75% of Board Meetings in any one year, he/she will be removed from the Board.

Appendix 1

Directors may also lead one of several subgroups set up to deliver specific projects, usually in an area where they have interest or expertise (e.g. marketing; heritage and tourism; group purchasing) and will keep the main board well-informed on progress. Any projects which fall outside the scope of the Business Plan must be discussed and agreed by the Board before decisions are made.

Directors should be able to offer a minimum of one day per month to the BID on average, the time typically being used for reviewing information, carrying out investigation, overseeing projects and attending meetings. Some months may be busier than others and therefore some flexibility is required.

Meetings will normally be held within the town centre area during the day and at times to be agreed by the Board.

Term

The term of Directorship is on an annual basis. At the first annual general meeting after the date upon which the company commences trading (18th October 2023) and at every subsequent annual general meeting, all the directors shall retire from office. Any director who retires at an annual general meeting may stand for re-election and be re-elected to the Board in accordance with the Company Article.

Accountability

Board members accept the responsibility for their functions and for their actions and operate with the highest standards of moral and ethical characters and personal integrity. Board members remain independent and objective while remaining dedicated to serving as a representative of Alloa First

Preferred Attributes of a BID Director

A BID Director will be a positive influence at Board meetings, communicating well with fellow Directors and acting as an ambassador for the company and the BID area when any such opportunities arise.

Directors will need to make decisions based on the evidence presented to them to benefit all the levy payers and be prepared and able to defend their actions if challenged by BID levy paying businesses, the public or the media.

Experience of working in partnership is desirable but not essential as is a knowledge of the Alloa and Clackmannanshire area and the businesses and issues within it.

An ability to listen to opposing views of fellow Directors, BID levy payers and the public. To discuss these views and decide the actions having considered all the evidence presented to them.

Directors need to be contactable and, in a position, to make decisions outside meetings as required from time to time and can read and understand sometimes complex subject matter, make deductions and comment appropriately.

Whilst most meetings will be held during the day, Directors should ideally be able to attend some evening meetings if required.

Board directors will be expected to attend no more than two special events or meetings per year e.g. AGM

BID Board Skills Mix

The directors on the board should bring a good mix of skills, including, but not limited to:

- Financial and commercial
- Project management
- Marketing and PR
- HR and Governance
- Knowledge/experience of one or more of the business sectors in the BID area
- Vision and innovation

NOMINATION FORM
Alloa First Management Board

Please complete the following form if you wish to nominate someone or yourself for a management post on the Alloa First Board.

Proposer:

Name: Signature:

Company:

I/We wish to propose the nominee below for the position of Director within the following sector:

- Independent Retail
- National Retail
- Leisure / Tourism
- Finance / Legal
- Property Owner
- Office
- Not for Profit i.e 3rd sector, church, charity

Title:.....Initials:.....Surname:.....

I/We believe that the nominee is suitable for the post of Director for the following reasons (please continue a separate sheet if necessary):

.....

.....

.....

.....

.....

*Contact details for proposed Director. (Please complete in block capitals)

Address.....

.....

.....

Telephone.....Email.....

Please return the completed form to Alloa First, 49 High Street, Alloa, FK10 7JF or email to Diane@alloafirst.co.uk.

Appendix 2

Please return the completed form to Alloa First, 49 High Street, Alloa, FK10 7JF or email to Diane@alloafirst.co.uk.

Clackmannanshire Council will be issuing the Alloa First BID levies in the next few weeks.

We appreciate that everyone is busy running their business so this may not be a priority for everyone to pay. Please do not ignore it. The best way is to pay by direct debit to help spread the cost into manageable payments which we would recommend you do. Please go to <https://www.clacks.gov.uk/directdebit/directdebit.php> or alternatively send an email to Diane@alloafirst.co.uk requesting a direct debit mandate.

If you previously paid by direct debit you do not need to complete a new mandate, if however, you set up your own standing order to cover the payments you will need to do so again for this year's levy. We strongly recommend spreading the cost into manageable payments.

Non-payment of the levy will be pursued via collection and enforcement options. We would like to thank the many businesses and local organisations who have paid their levy and continue to work with us to take Alloa town centre forward.

If you have any questions on your BID levy or require a direct debit mandate please do not hesitate to contact Diane at Diane@alloafirst.co.uk, call on 01259 211944 or pop in to the office at 49 High Street.



Christmas in Alloa

The busy festive season has begun - particularly for those of you in the retail and hospitality industries. Alloa's annual Christmas Light Switch-on event is scheduled for the 25th of November featuring performances by a number of local groups including the Bowmar Pipe Band, Sauchie Choir, Clackmannan District Brass Band, Forefront Stage School, Spotlight Theatre and the Lochies School Makaton Choir.

Alongside the big event will be a funfair, Christmas market and Santa's Grotto - hosted at the Alloa Hub this year. The Alloa First Elf Trail is back too bigger than ever, running from the 25th of Nov to the 20th of Dec with 40 elves to find throughout the town. Santa's post box will also be accepting letters from the day of the Switch-on. Those who enclose an address can look forward to a special letter!



Christmas
Light Switch On
25th November, 1pm
Alloa High Street

Live Entertainment

- ★ Bowmar Pipe Band
- ★ Sauchie Community Choir
- ★ Clackmannan District Brass Band
- ★ Forefront Stage School
- ★ Spotlight Theatre
- ★ Lochies School Makaton Choir

Family Fun

- ★ Fun fair on Mill St. - 11am
- ★ Bowmar Pipe Band opening parade - 1pm
- ★ Santa's Grotto at Alloa Hub - 2-4pm

CHRISTMAS MARKET
10am-5pm, High St.

Join the Alloa First Board of Directors and help Alloa town centre flourish



What does the Board of Directors do?

The Board is responsible for overseeing the delivery of the Alloa First Business Plan and supporting our project manager, Diane Brown in all project and activities within budget. They also ensure the activities meet the needs of the BID levy paying businesses and that Alloa First performs it's role effectively and fairly. All members are volunteers and bring their own life and professional experience to the role.

The Board meets every six weeks to review progress, and we also ask members to be actively involved in at least one project to provide additional resource and support to the project manager.

Who are we looking for?

- You must own, manage or represent a business or organisation in Alloa town centre BID area that is liable to pay a BID Levy. The BID levy must be paid in full or have a direct debit in place
- Have an understanding of the challenges facing people who live, work and socialise in Alloa town centre
- Have a passion to ensure that the town centre can grow and thrive

You probably won't have experience on a Board. That's an advantage - we have plenty of people with board experience already who will be happy to support you. You might not think that this opportunity is aimed at people like you. That's not the case. If you meet the three criteria above, we'd love to hear from you.

Board positions are not paid, but we will reimburse reasonable expenses.

If you would like an informal chat about the opportunity with a current board member, or would like to receive a nomination form for yourself or an appropriate other, drop an email to Diane@alloafirst.co.uk

All nominations to the board are required to be submitted by 14th of December.

Survey



What are your priorities for the coming year and how can we help? Follow the link or scan the QR code to let us know what you'd like Alloa First to focus on in 2024.

<https://www.surveymonkey.co.uk/r/BID2023>



We can help spread the word



There are a number of free advertising opportunities available to Alloa First members. Get in touch to see how we can help you spread the word!

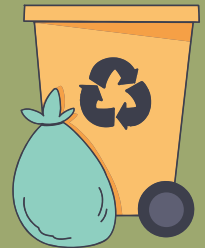
Love Local magazine is a bi-annual publication that is distributed to every household in Clacks. We offer all our members a free editorial and can even design a free advert for you to publish in the magazine and online.

The Alloa First directory acts as an information point for customers and clients, especially for those who don't use social media. Visit directory.alloafirst.co.uk to ensure your business details are up to date and let us know if you would like us to add anything to your listing.

Social media - Our Facebook page has grown to over 6.7k followers. Tag or message us with any events, offers, anniversaries or job vacancies you'd like us to advertise. We also have an Instagram and can share your posts to our stories.

Big Recycle Update

As most of you will be aware, a portion of the annual levy goes towards the recycling service offered to all our businesses. Uplifts are carried out on Wednesdays by the Binn Group. To make use of this service, please flat pack your cardboard and bag it alongside any paper, cans and plastic. Leave your bag on the kerb outside your premises before midday for the waste collection team to pick up.



Free recycling bags can be picked up from the Alloa First office at 49 High Street. We are happy to drop some off for you if you are busy - send us an email at diane@alloafirst.co.uk or give us a call on 01259 211944 if you would like someone to pop round.

Office Hours



The office of Alloa First is staffed generally three days a week (Tues, Wed, Thurs), so please don't think you are being ignored if the door is locked, the phone is not answered, and you've had no reply to an email. If your query is urgent you can give Diane a call on 07866590533.

Alloa First BID voted in for a fourth term after winning ballot vote

Alloa First is the Business Improvement District (BID) for Alloa town centre. It is an independent, business-led, not-for-profit initiative voted for by the businesses and third sector organisations in the town centre.

Following a six week-long postal ballot, Alloa First BID has secured a further five-year term after it received a 59.26% per cent majority of 'YES' votes by number of votes received, and a 77.02% per cent majority by rateable value.

We are very grateful for the trust and support the business community has shown by voting for a further five years.



The collective levy investment, which each organisation must pay, generates over £160,000 every year. This gives us an independent voice and ensures there are business and community -led initiatives to improve the town centre. Our mission is to help make Alloa town centre a vibrant, exciting, well connected and successful community; an attractive, clean, safe and enjoyable destination for those who live, work and visit including clients, shoppers and staff, residents, students and visitors; and a profitable and pleasant place in which to do business.

We are committed to championing and supporting our town centre and the past five years in particular have seen the importance of working together.

We're excited to continue the journey and look forward to sharing more news very soon.

You've got mail!

As a member of Alloa First, we want to ensure you are kept fully up to date with the latest projects, events and promotions taking place in the town centre.

Make sure you're receiving the regular Alloa First e-bulletins by ensuring we have your details up to date. If you haven't been receiving our communications, please check your spam folder in case it's gone astray. If there's still no sign, get in touch and we'll double check your details. Similarly, if any of your details have changed, let us know so we can make sure you're kept in the communication loop.