

**Minutes of a Meeting of the Board
Double Tree by Hilton, Chester – Thursday 27th February 2020**

Present:	Steven Broomhead (“SB”) (Acting Chair) Andy Farrall (“AF”) (Interim CEO) Andy Lyon (“AL”)
Marketing Cheshire Directors	Rupert Collis (“RC”) David Walker (“DW”) Eleanor Underhill (“EU”) Mark Goldsmith (“MG”) Sarah Callander-Beckett (“SCB”)
In Attendance:	Clare Hayward (“CH”) (observer) Debbie Bland (“DB”) (observer) Isabel Robertson – part meeting Fiona Bebbington – part meeting Sharon Pond (Minute Taker) (SP)– MC
Apologies:	Angie Robinson (“AR”) Philip Cox (“PC”) (observer) Christine Gaskell (“CG”) Lisa Harris (“LH”) Adrian Bull (“AB”) Amanda Newman (“AN”)

Opening by the Chairman and Welcome

SB acted as Chair, advising that he is stepping in to chair the meeting in the absence of AR and AB.

SB congratulated Lisa Harris on her new appointment in St Helens and advised that we are in discussions with CWaC regarding her succession on the board

SB welcomed Clare Hayward, Chair Designate of the LEP to the meeting

Presentation – Chester Visitor Information Centre (VIC)

Isabel Robertson, VIC Manager

Isabel ran through her presentation highlighting the work undertaken by the VIC

The Board thanked Isabel for her presentation and congratulated her on increasing the retail sales at the VIC.

Presentation – Business Visits and Events Strategy

Fiona Bebbington, Business Tourism Manager

Fiona updated Board members on her progress in the last 6 months and ran through her presentation

The Board thanked Fiona for her presentation and requested that she return in

12 months to give a further progress update.

Declaration of Interest

The Chair noted that general declarations of interest had been entered into the Register for Directors and requested that Board members review the document and advise of any alterations.

Minutes of the Board Meeting held on 7th November and Matters Arising.

The Board confirmed that the minutes from the meeting on the 7th November 2019 were correct, and the Chair signed them accordingly.

Matters Arising

It was confirmed that Fiona has contacted the majority of Board Members individually, if anyone has not met with Fiona and would like to please advise Sharon. RC/CH/SCB all requested meetings with Fiona

It was confirmed that SP circulated the declarations of interest form with the meeting notes from the November Board

CEO Report

AF ran through the report as circulated within the board pack:

- Joe Manning will be commencing as the new CEO on the 20th April.
- Agreed - a clear set of KPIs should be produced to help measure performance
- Agreed - that the new Consortium Model together with the new Destination Management Plan be presented to the Board at its next meeting.

Q3 Financial Report

DW advised that the Audit Group are looking to recruit another member and asked board members to advise him/DB/SP if they are interested in joining the Audit Committee.

DB ran through the Q3 Management Accounts report (as at December 2019). The minutes of the Audit Committee meeting held on 29th January 2020, were attached.

The Board noted and agreed the report, specifically:

- Accounts as at the end of December 2019
- Cashflow and Debtors performance
- The update on other issues.

It was agreed that the balance sheet and the income and expenditure should be included in future board packs

2020/2021 Draft Budget

DB ran through the Draft budget as presented in the Board papers. Following discussion, the 2020/2021 budget was agreed

AL enquired whether it would be possible for Marketing Cheshire to consider

taking 1 or 2 Chester University students on placements. DB to review with the management team

A.O.B

It was requested that further information on the impact of HS2 and the town regeneration projects with regard to Crewe and Warrington should be included within the next Board paper

Close

Board Dates

Thursday 14th May 2020

Thursday 12th November 2020

All Board meetings start at 8.00am

Signature (Angie Robinson - Chair)

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Date

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DRAFT