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| Picture 1 | **Tavistock BID Ltd**  C/O Wings Accountants 20 Manor Way, Tavistock PL19 8RF  07818 161623  Contact: admin@tavistockbid.co.uk |

**MINUTES OF THE BOARD OF DIRECTORS’ MEETING**

**DATE**: 16th September, 2020  **LOCATION:**  In our own homes via Zoom conferences beginning at 18.00.

**ATTENDEES:**

Janna Sanders - BID Manager (JS) Chris Palmer – Hansford Bell (CP)

Katherine Wing – Wings Accountants (KW) Paul Williamson – TTC Representative (PW)

John Taylor – Grenville Estates (JT) Brett Kinsman-Dawe – ABC (BKD)

Valerie Davenport – Kaleidoscope Toys (VD)

Cllr. Neil Jory Leader of WDBC joined the Zoom meeting to inform Director’s about their proposals

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| Item ref | Agenda Item | Decision/Action |
| **1** | **APOLOGIES** |  |
|  | Colin Kirk-Patrick. Nigel Eadie. |  |
| **2** | **MINUTES OF THE LAST MEETING** |  |
|  | Minutes of the previous meetings had been circulated – awaiting approval from Chairman/Manager – to be approved at the next meeting |  |
| **3** | **BALLOT 2021**  A summary proposal for BID renewal had been received from Mel Richardson, including an estimate of costs which BID cannot afford - Directors agreed to work with Mel Richardson and call on her only when needed - other tasks to be carried out by JS and the new Admin. Assistant. At the previous meeting it was agreed that we would tender for the re-ballot support to ensure a fair price for the work was achieved. However, the board voted to proceed with Mel Richardson as required without the need for formal tender to other providers based on Mel’s locality, successful experience with all 12 other BIDs she has worked with during re-ballot and contacts throughout the Southwest. | JS |
| **4** | **GETTING THE WORK DONE –** |  |
| **4.1** | **Communication and BID Team organisation** Sadly Jo tendered her resignation - CV received from RC, a graduate who has the necessary basic skills including social media, but little experience. JS to get her to work with her on a self-employed basis, and for her to invoice BID for work undertaken. KW will circulate information about employee basis, as viewed by HMRC. JT will talk to Truro BID, to see if they directly employ their BID Manager. JT is also due to see new WDBC Chief Executive, and will raise issue of funding needed for ‘Visit Tavistock’ website. | JS  KW  JT |
| **5** | **CORONAVIRUS SUPPORT –**  **Discretionary Grant -** WDBC has awarded BID £2.5K discretionary grant. £8K should therefore be available to launch the Gift Card, which will be a long-term investment, and secure long-term tie-in of users. Supported by a majority of businesses in recent survey. JT asked what would happen if BID is not extended. BID would have to pay £1800.  Supported by CP, VD, PW and JT. Big thank you to WDBC for its support.  Neil Jory said that with all the added pressures on its budget, even with additional monies from Central Government, it is projected to have a shortfall. Because it has to produce a balanced budget, it has found £1/2m from reserves, and will be putting forward an emergency budget next week. This will include a Town Centre Support Fund of £90K. TTC has said that it has no identified use for the £5K it received, so will pass it directly to BID. WDBC will add £3K to this, making £8K in total.  Neil Jory stressed that this did not preclude BID from applying for further funds towards the BID renewal for instance.  In its Recovery Plan, WDBC is looking at a range of issues including remote working, which has been necessitated by the COVID pandemic. Its focus will be on supporting the local economy, and securing better links with adjacent designated areas to produce a ‘destination cluster.’  PW referred to issues he had raised with TTC:  BID III - need for TTC to support because of its landlord position  Businesses likely to fail (confidential)  Tavistock **is** a destination. His business is very good, and gaining from similar businesses that were not serving their customers well  Neil Jory said he was happy to talk to BID again as its own strategy develops. Need to help TTC in various ways, and talk to them about the issue of high rents in the town centre. |  |
| **6** | **FINANCIAL REPORT –**  JT asked whether BID has enough money to pay for the Gift Card. KW said that if payments from levy payers continue to come in, there will be enough. Encouraging so far, even though some big players will not pay.  JS has prepared 2 budgets. One, based on 100% receipts from payers, the other on 50%. Needs careful monitoring. KW has produced a basic cash plan for known income and expenditure items. Reasonably good position at present. | JS/KW |
| **7** | **AROUND TOWN -** JS referred to businesses known to be closing, or on the edge, as well as new businesses opening. Tillius Lifestyle – Knights Emporium – Drake’s Wine Bar and Café – The Stannary Arms – Blades of Gold (Turkish Barber) Lottie and Dotties (change of use) - JT said that Simon Powell is incredibly busy with enquiries, including from the South East. |  |
| **8** | **BUSINESS SUPPORT AND LOBBYING –**  JS said that the videos produced for Facebook had been well received, but not had the response she hoped for. Some businesses do not seem to get the ‘large picture’, i.e. that it’s about promoting Tavistock as a whole, and raising its profile, thereby benefitting everyone only one business used tag line from media pack |  |
| **9** | **MARKETING AND PROMOTIONS**. |  |
| **9.1** | **Windows in Time Shop Trail -** Ready to launch at the end of September |  |
| **9.2** | **The Great Goosey Gander –** This has had quite a good response, with some businesses also interested in ‘Five Fest.’ |  |
| **10** | **EVENTS – Christmas events -** Discussion regarding how to take this forward - including alternative Christmas tree festival (n collaboration with St Eustachicus) – additional lighting for Churchyard – Advent window trees in Churchyard – to be lit up each day throughout December – JS speak further with St Eustachicus regarding this). – Christmas window display competition – Wednesday walks throughout December - Thursday Heritage throughout December – Dickensian weekend – experiences throughout the town (heritage pop-ups in empty shops – food stalls on Square – Window display winners – late night shopping in December to tie in with free from three parking’. With the Guildhall works now progressing, PW agreed to ask whether people will be able to walk closer to the Guildhall by Christmas. **Christmas lights –** TTC/JT Greaves agreed to install – need new lights for West Street – proving tricky as smaller drop needed than in other places | JS |
| **11** | **PARKING/COACHES - Abbey Rise** – Nothing to report |  |
| **12** | **COLLABORATIONS – World Heritage** – meeting held with Graham Parker, THT, WDBC and Amanda Lumley of Destination Plymouth to discuss a marketing campaign hat would put Tavistock firmly within the World Heritage Site – noted that current marketing regionally focused on clusters promoting certain areas – for us Dartmoor, Tavistock and Tamar Valley – JS requested that Visit Tavistock be included in these meetings moving forward. **Tavistock Heritage Trust –** Centre Manager starting 1st October – Richard Rundell. Guildhall opening May/June 2021. **SW BID meeting 10th September -** JS attended the meeting for SW BIDs – many reported good summer footfall with the exception of Plymouth and Exeter – all cancelled any big Christmas plans – most encouraging late night shopping in December – majority of BIDs engaged with their Unitary or Local Authorities on any COVID action plans - agreed not to formally chase non-payers, the stance already agreed by Tavistock BID. |  |
| **13** | **MANAGER UPDATE –** Issue re. boards on troughs. Proliferation of A-boards etc. in the town centre, causing obstruction for the disabled. Agreed that this is something WDBC should deal with, not BID. |  |
| **14** | **CHAIR UPDATE -**  no further update |  |
| **15** | **ANY OTHER BUSINESS** |  |
| **15.1** | **AGM 2020 –** Arrangements for the Zoom AGM were discussed – JS said she would prefer to be in the same place as the Chairman. BKD to look at how this might be done. Attendees would need to accept the difficult position re. COVID and accept the constraints on how the meeting would be run. | BKD |
| **15.2** | **Shop Watch –** someone needs to take this over - JS asked whether BKD would be willing to do this – he will think about it | BKD |
| **16** | **DATE OF NEXT MEETING –**Date needs to be found for an AGM pre-meeting. **AGM**  – 21st October, 2020 |  |