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

**DATE**: 17th June, 2020  **LOCATION:**  In our own homes via Zoom conferences beginning at 19.00.

**ATTENDEES:**

Janna Sanders - BID Manager (JS) Valerie Davenport – Vice Chair - Kaleidoscope (VD) Katherine Wing – Wings Accountants (KW) Chris Palmer – Hansford Bell (CP)

Nigel Eadie – Original Pasty House (NE) Paul Williamson – Harford Bridge (PW)

John Taylor – Wessex Heritage (JT)

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| Item ref | Agenda Item | Decision/Action |
| **1** | **APOLOGIES** |  |
|  | Nigel Eadie |  |
| **2** | **MINUTES OF THE LAST MEETING** |  |
|  | Minutes of the February and March meeting had not been circulated this would be done shortly , they would be approved at the next meeting |  |
| **3** | **GETTING THE WORK DONE –** Covered under **4** below |  |
| **3.1** | **Communication and BID Team organisation –** BKD working on merging the Visit Tavistock and Tavistock BID website – need to put a link on it like Falmouth |  |
| **4** | **CORONAVIRUS SUPPORT –**  **Grant update –** JS reported that:-   * WDBC – Neil Jory - were very quick off the mark with trying to help businesses – data base had let them down and they don’t have all the information required * lot of people not applied * need to be clear who is in the levy area (should be sorted this week) – also need feed-back from businesses for the whole process * CKP understood that WDBC have received a large number of fraudulent applications * BID national list have had 7,000,000 applications, worked through about half of these * Some who were to hostile to BID in the past are grateful for any help – JS feeling quite positive about what BID are seeking to do   **App. Update –**   * Now launched – not available on Android and Google, but Apple OK – being worked on * 8,000 people looking at it * JS asked whether Directors were happy to have non-levy payers on it – perhaps charge later – or now? Flurry at present of electricians etc. Discussion: - * JT felt we should let them be part of this now – KW should we notify them at this stage that there will be a charge later? BKD perhaps £60 per year – JT – keep as is now - review in September? * Looking good – could do with more people – JS will put more levy payers on * Advert taken out in Tavistock Times * **Offer for free for the time being for anyone – review in September**   **Town Council Rents and reaction from other landlords – BID response –**   * NE feels strongly that TTC should defer the April and June rents, should be waiving for 3 months – would like JS to write to them * JT - most Landlords are following ‘rent free’ approach – if you cannot trade within the premises you should not pay anything – endorses NE suggestion for JS to write * CKP grants, subsidies etc. being sorted – what do you spend rent on? – need to be careful especially when trading figures are borderline – should Karl (TTC) look at businesses on a ‘case by case’ basis – was this business in arrears with rent before the present situation * Need rules for everyone across the town – do not want businesses folding at this present time – have rent free for everyone – deal with the consequences later – * CKP can we freeze BID levy? – JS said this cannot be done legally – hopefully there will be a BID resilience fund * How many BID levy payers are Town Council tenants? JS will try to ascertain this – CP need to lobby TTC to get rents free * JS – Do we know any other Landlords who are not doing rent free? - BKD said that his Landlord is doing rent reduction not free * JT – Rent free is what we need to encourage across the town * JS will 1) speak with David Balmont 2)write letter to TTC 3)encourage Landlords to be helpful to tenants   **Budget –**   * KW advised Directors that she and JS were working on – ‘this is the amount of money that we have – how far will it stretch’ – not far enough!! * Various amounts to come out of the account that have not yet been invoiced – will be about £1,500 overdrawn – very delicate balancing act. There is some Town Guide income to come, but this will need to be chased – about ½ paid – need to follow up the other ½ when Guide is going out – won’t do this now * Very good letter written by JS to Geoffrey Cox (MP) asking him to lobby Parliament on behalf of BID resilience fund * Need to get some sponsorship in place (£2,900 gross?)– this is very difficult in the present circumstances * This is not based on the budget but on cash available   **Town marketing ongoing (encouraging businesses to do facebook live with their products etc.) –** JS would encourage this  **Recovery Plans (Gift card, MI rewards programme, Cream Tea Party)**  **Gift card**   * JS wants to get people thinking about what can be done ‘down the line’ - webinar to keep people shopping locally * BID launched app and been supportive – what do we think will help the town when we get out of this? * Suggestion to get Gift card - £8,000 for set up and £350 per month for a year – good for the town   **MI Reward programme**   * Get people to sign up – every time it is used goes on to the card – entered into a draw * Not as good as the Gift card * Struggling at the moment as the shops are not open * Sponsorship – Mount Kelly or Flapjackery (£4,000 each?) – had offered – JS speak to them to see if they are still interested – JT declared an interest in Mount Kelly * JS will do this within a week or so   **Cream Tea Party**   * Cream tea party throughout the town – community celebration when we come out of this situation with social distancing * Need to be careful what we put on – not take away money or time from the traders in the town * Moor Otters will still come * Put on thinking caps to come up with idea   **WDBC Business forums**   * Neil Jory positive about Business forum at present * Need to think who should be included – Jo Butler? * JT already included * Separate Tourism forum * JS wondered about Nicky Edmunds from Inside Out or Broadly speaking |  |
| **5** | **FINANCIAL REPORT –** dealt with under Coronavirus Support – **4** above |  |
| **6** | **AROUND TOWN** |  |
| **6.1** | **Signage –** no update |  |
| **6.2** | **Empty units/store closures and openings -** no update |  |
| **6.3** | **Hanging Baskets 2020 –** Wayne is not keen to put up the baskets at the moment, due to social distancing measures – Alison at Blooming Baskets advises they will be ready in about 3 weeks and they will need to go outside. JS thinks she could persuade her to keep them for 1-2 weeks longer, but that would be about it. BID would need to find a solution/place to bring them and have them watered until the Council is in a position to hang them. Could they be watered at the Cemetery once a week? KW said we would need to think about the cost of that. |  |
| **7** | **BUSINESS SUPPORT AND LOBBYING -** There are no updates |  |
| **8** | **MARKETING AND PROMOTIONS** |  |
| **8.1** | **Tavistock Guide (Map) –** This has been printed and delivered to SW Publicity – as soon as possible these will be distributed among accommodation providers throughout the South |  |
| **10** | **COLABORATIONS -** |  |
| **10.1** | **Learn Devon –** in hand |  |
| **10.2** | **Tavistock Heritage Trust –** in hand |  |
| **11** | **PARKING/COACHES –** Nothing to report at present |  |
| **12** | **MANAGER UPDATE –** JS had SW BID Group meeting today – St.Ives campsite lobbying for change to their operating procedure enabling them to re-open. JS raised issue of office based businesses (lie Broadly Speaking) who are not in receipt of a grant – JS needs to check if they are eligible for small business grant. |  |
| **13** | **CHAIR UPDATE –**  Nothing further to add |  |
| **14** | **ANY OTHER BUSINESS -** VD said that Fashion Direct had started clearing out the shop – this will mean there is a big space in the middle of the town |  |
| **15** | **DATE OF NEXT MEETING –**Nothing arranged |  |
|  | Meeting closed at 20.00 |  |