



Weymouth BID Ltd

Minutes of Board Meeting

Date: **Friday 14th September 2018**

Time: **08.00**

Location: **Nothe Tavern Function Room, Barrack Road**

Item	Details	Action
	<p>Attendees and Apologies</p> <p><u>Present: Board Members :</u></p> <p>Dennis Spurr (DS) The Fantastic Sausage Factory Stephen Bassett (SB) Londis Graham Perry (GP) Keith Treggiden (KT), Stonegate Pubs Jonathan Oldroyd (JO), Gloucester House Hotel</p> <p><u>Present: Non Board Members:</u></p> <p>Claudia Moore (CM) BID Chief Operating Officer Cllr Richard Nickinson (RN) W&PBC Cllr Richard Kosior (RK) W&PBC</p> <p><u>Apologies:</u></p> <p>Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer Tamsin Mutton-McKnight (TM-M) Sealife Centre, Merlin Edward Warr (EW) Town Centre Manager Chris Truscott (CT) McDonalds Chairman, Richard Lamb (RL) Kings Arms, Nothe Tavern, Boot Inn Vice Chair, Ian Ferguson (IF) Weyline Taxis, Bee Cars Julia Cohen (JC) Weymouth College</p>	

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1.0	<p>Welcome - given by SB.</p> <p>The Board agreed after a vote that SB would chair the meeting.</p>										
2.0	<p>Apologies for Absence</p> <p>Apologies had been received from RL, IF, JC, TMM, CT, EW, TH</p>										
3.0	<p>Minutes of last Meeting 7th September 2018</p> <p>The minutes were agreed as a true record. RL to sign.</p>										
	<p>Actions from the previous meeting</p> <table border="1" data-bbox="272 786 1153 1570"> <tr> <td data-bbox="272 786 1153 920">CM to give notice on current office, set up rent payments, transfer communications systems (one a 1 year contract only) and organise move. - ACTIONED</td> </tr> <tr> <td data-bbox="272 920 1153 1010">CM to contact members for their approval to the list of their membership going the website. - ACTIONED</td> </tr> <tr> <td data-bbox="272 1010 1153 1133">HT to register JO on Companies House. CM to add to Director mailing list. Business names to be included on future agendas - - ACTIONED</td> </tr> <tr> <td data-bbox="272 1133 1153 1223">Agree KPIs for CM, RL and IF to carry out with CM – TO BE ACTIONED</td> </tr> <tr> <td data-bbox="272 1223 1153 1279">CM to discuss with HT and consider options - ACTIONED</td> </tr> <tr> <td data-bbox="272 1279 1153 1368">CM to contact Albert Goodman to confirm them as our Company Secretary - ACTIONED</td> </tr> <tr> <td data-bbox="272 1368 1153 1458">CM to contact Lions and organise payment and marketing details - ACTIONED</td> </tr> <tr> <td data-bbox="272 1458 1153 1514">DS and CM to create proposal for Halloween - ACTIONED</td> </tr> <tr> <td data-bbox="272 1514 1153 1570">DS and CM to create proposal with Lions - ACTIONED</td> </tr> </table>	CM to give notice on current office, set up rent payments, transfer communications systems (one a 1 year contract only) and organise move. - ACTIONED	CM to contact members for their approval to the list of their membership going the website. - ACTIONED	HT to register JO on Companies House. CM to add to Director mailing list. Business names to be included on future agendas - - ACTIONED	Agree KPIs for CM, RL and IF to carry out with CM – TO BE ACTIONED	CM to discuss with HT and consider options - ACTIONED	CM to contact Albert Goodman to confirm them as our Company Secretary - ACTIONED	CM to contact Lions and organise payment and marketing details - ACTIONED	DS and CM to create proposal for Halloween - ACTIONED	DS and CM to create proposal with Lions - ACTIONED	
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4.00	<p>Chairman's Report</p> <p>4.1 'Improving Weymouth' Update - CM updated on TCM progress with fingerpost signage. Meeting has been requested with Police and WPBC to discuss CSAS (Community Safety Scheme) and Street Trading. Purple Flag status has been achieved.</p> <p>4.2 Procurement and Tendering Policy – Draft policy submitted for approval to be considered by Directors before the next Board meeting</p>	<p>ALL</p>									

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	<p>4.3 NTE Delivery Plan – Deferred until next Board meeting</p> <p>4.4 Digital Marketing Brief – Deferred until next Board meeting</p> <p>Action: CM to circulate for consideration</p> <p>4.5 BID Foundation - Deferred until next Board meeting</p> <p>4.6 Pubwatch/ShopWatch/HotelWatch – KT spoke about the need for an administrative hub to organise PubWatch. The Board were in favour but recognised the need for extra BID staff before taking on the duties.</p> <p>Action: SB to organise ShopWatch meeting and JO to talk to WHGLA about HotelWatch. KT to coordinate PubWatch with BID.</p> <p>4.7. Zone Maps – some map corrections are necessary</p> <p>Action: IF to organise map editing with JC. CM to compile list of businesses in each zone.</p> <p>4.8. Board Roles</p> <p>Action: CM to send round updated list</p>	<p>CM</p> <p>JO, SB, KT, CM</p> <p>IF, JC, CM</p> <p>CM</p>
5.0	<p>Financial Report</p> <p>MH gave a monthly financial report which will be uploaded to www.weymouthbid.co.uk</p> <p>Action: CM to upload monthly report to website. Bad debts to be added to forthcoming Board agendas</p> <p>Albert Goodman to prepare company accounts for this year. To include assurance report</p>	MH/C M/HT
6.0	<p>BID Operations Officer Items</p> <p>6.1 Wessex FM Proposal - Deferred until next Board meeting</p> <p>6.2 Store Checkers Proposal – The Board did not approve this proposal due to cost.</p> <p>6.3 WATP – The Board agreed to delay any plans for this until after the Local Government Reorganisation</p> <p>6.4 Beach Volleyball 2018 – Very positive feedback received.</p> <p>Action: CM to set up a meeting with event organisers for 2019</p> <p>6.5. Weymouth Gift Card Proposal - The Board did not approve this proposal due to cost and lack of viability.</p> <p>6.6 Multi-agency Hub - The Board agreed to delay any plans for this until after the Local Government Reorganisation but believe that it sounds positive in theory.</p> <p>Action: CM to inform Graham Duggan of Board’s thoughts.</p>	<p>CM</p> <p>CM</p>

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	<p>6.7 Christmas Parking Arrangements – The Board would like a similar system to last year but with more flexibility. Action: CM to talk to Cllr Huckle to see if there can be any flexibility on the free parking times at Christmas.</p> <p>6.8 Storage Action: KT to visit storage unit with CM to ascertain how much space is required</p> <p>6.9 Exploring Apprenticeship Opportunities – To be deferred until next Board meeting but agreed in principle Action: Put on next Board agenda</p> <p>6.10 Bookkeeping Contract - MH to submit job description for next Board agenda to review Action: Put on next Board agenda</p> <p>6.11 HR - Deferred until next Board meeting Action: Put on next Board agenda</p>	<p>CM</p> <p>KT/CM</p> <p>JC/CM</p> <p>MH/CM</p> <p>CM</p>
7.0	<p>Town Centre Manager Updates CM covered under Item 4.1</p>	
8.0	<p>Funding Applications</p> <p>8.1 Horror Pictures Funding Application The Board agreed to defer this proposal until the next Board meeting as they did not have the correct documents. Action: Put on next Board agenda</p> <p>8.2 Paramedic Cycle Response Unit The Board have requested a short presentation from the applicant at the next Board meeting Action: CM to contact applicant</p> <p>8.3 – 8.5 Deferred until proposals submitted by JC</p>	<p>CM</p> <p>CM</p>
9.0	<p>Projects/Events update</p>	

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	<p>9.1 FEAST – The Board agreed that a new promotion would be created in-house for 7th January-10th February 2019 with the support of ‘Love Weymouth’.</p> <p>The costs involved & the lack of time to deliver the FEAST initiative to create maximum value for more levy payers, meant that we couldn’t engage with enough levy payers including coffee shops.</p> <p>Action: CM to contact Andy Cooke and In the Bag PR</p> <p>9.2 Christmas – A revised proposal with a cost of £7000 max has been sent to the Weymouth Lions and BID Board for their comments</p> <p>Action: CM to chase response</p> <p>9.3 Halloween - £3000 maximum budget agreed for Halloween Half-term Hunt.</p> <p>Action: DS and CM to launch promo video and start planning</p>	<p>CM</p> <p>CM</p> <p>DS/C M</p>
10.00	<p>Marketing and Promotion</p> <p>10.1 A draft marketing brief has been sent to Board Directors.</p>	
11.00	<p>AOB</p> <p>11.1 RK has requested that the documents for the next Board meeting be more aligned with the agenda items. CM to check all Board papers before they are sent out.</p> <p>11.2 Agenda items and funding applications to be submitted 7 days in advance of Board meetings.</p> <p>11.3 WeyForward have requested financial support for their peninsula project – The Board agreed instead to support a crowdfunding scheme and to remain involved.</p> <p>11.4 On 28th September the BID will be receiving visitors from Weymouth, Massachusetts at the Nothe Fort in support of their 400th anniversary.</p>	<p>CM</p>
12.00	<p>Agenda Items for next meeting</p> <ul style="list-style-type: none"> - BID Foundation - NTE Delivery Plan - Zone Maps - Board roles - Approval of Procurement and Tendering Policy - Marketing Brief approval - Horror Pictures Funding Application - Wessex FM Proposal - Apprenticeship Opportunities - Bookkeeping Contract 	

Item	Details	Action
	- HR	
14.00	Date of next Meeting The next Board Meeting will take place on 12 th October at 10am To be held at “Dao” above Rendezvous.	

Summary of agreed actions

Item	Action	Who	When

Signed as a true record by

Richard Lamb
Chairman

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Date

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DRAFT