



Weymouth BID Ltd

Minutes of Board Meeting

Date: **Friday 19th October 2018**

Time: **09.00**

Location: **Weymouth College**

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

Item	Details	Action
1.0	<p>Welcome</p> <p>The newest member John Sutton was welcomed and introductions were made around the table.</p>	
2.0	<p>Apologies for Absence</p> <p>Apologies received as above. JC popped in briefly for item 4.2.</p>	
3.0	<p>Minutes of last Meeting 4th October 2018</p> <p>The minutes were agreed as a true record and signed by RL.</p>	
	<p>Actions from the previous meetings – 4th October</p> <p>4.1 Item coming up</p> <p>4.2 New board member listed on Companies House</p> <p>4.4 Application to BID Foundation made</p> <p>4.6 Zone maps and business spreadsheet circulated to board</p> <p>4.7 A concessionary spend of £500 for the CCO has been agreed. RL and IF to be kept appraised.</p> <p>6.1 Item coming up.</p> <p>6.2 Job Share Office Admin role advertised.</p> <p>6.5 Equality and Diversity Policy and Sustainability Policy– on website.</p>	
4.00	<p>Chairman’s Report</p> <p>4.1 Bookkeeping Contract – IF met with Mel Hart and discussed her role as bookkeeper. Discussion took place and it was agreed that her role has changed and increased since her initial appointment and for the hours and responsibility she now worked, £400 a month was unanimously agreed.</p> <p>ACTION : A formal contract to reflect the new terms will be sent to MH by CM</p> <p>4.2 Night Time Economy Delivery Plan – At the last board meeting PC Sam Goom gave a presentation about how the BID could be involved with the NTE. The report that followed gave responsibility under 3 of the 6 sections to the BID. According to JC this information was also shared with the Melcombe Regis Board despite not having been agreed by BID board.</p>	CM

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	<p>RL has met with KT as one of the NTE representatives and made it clear that more discussions need to take place.</p> <p>It was agreed that a Sub Committee would meet and look at the report and contact other stakeholders and work on a plan for what the BID can and cannot do to offer support.</p> <p>ACTION : Police Sub-committee to meet under NTE and feedback to next Board Meeting</p> <p>4.3 Zone Maps – these have been circulated to board members and it was agreed that detail would be shared with levy payers. A director will be the point of contact for each zone:</p> <p>Village – DS Gaumont – SB Seaside – TK-M Esplanade – JO&JMS South Harbour – RL Royal – IF Bowleaze – DS</p> <p>Individual emails to be set up as point of contact for each zone.</p> <p>ACTION : CM/HT to set up emails by beginning of December.</p> <p>Item for Dec Board Meeting – feedback on zones.</p> <p>ACTION : CM to notify levy payers of Zone details in newsletter.</p> <p>4.4 Sub Committee roles will have to be reallocated following the resignation of Graham Perry at the last meeting.</p> <p>ACTION : RL/CM/JMS to meet, discuss and recirculate the list of sub-committee roles and upload to website</p>	<p>IT,KT, JO</p> <p>CM</p> <p>CM</p> <p>RL,CM JMS</p>
5.0	<p>Financial Report</p> <p>5.1 There were no concerns raised with the Financial Report to date.</p> <p>5.2 It was requested that from now on, the report includes the carry forward balance from BID 1 and also lists the current BID debtors.</p> <p>ACTION : CM to request changes and upload amended to report to BID website.</p>	<p>CM</p>

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	<p>10.51am – TH joined the meeting and was able to answer a query about whether BID Levy Payment debtor’s details should be shared with the board. After discussion it was agreed that this information was sensitive and would continue to only be shared with the Chair and COO in regular meetings with TH and the W&PBC debt collection department.</p>	
<p>6.0</p>	<p>BID Operations Officer Items</p> <p>6.1 BID Staff Christmas Holiday Arrangements – the BID office would not be open for Christmas Day, Boxing Day and New Years Day and staff would use annual leave for any additional time off.</p> <p>6.2 Date of AGM – This was agreed as Thursday 25th April.</p> <p>ACTION : CM/HT to make necessary bookings and put details on website</p> <p>6.3 – Geocast TV. To be looked at with figures by Marketing Sub-committee and brought back to the Board.</p> <p>ACTION : Marketing Sub-committee to consider</p> <p>6.4 Apprentices – discussion took place about the need for and benefit of having an apprentice. As JC was absent from the meeting further discussion is needed with her. It was agreed that a detailed Job Description for the role was required before discussing further.</p> <p>ACTION : CM to draw up Job Description</p> <p>6.5 Pubwatch/Hotelwatch/Shopwatch – Discussion took place and it was agreed that the BID should take the lead on this and be the facilitator that brought the interested parties together and provide a venue for meetings and some admin support. More detail on marketing, invoicing, radio licences etc needed. It was suggested that Pubwatch would be a good start. Shopwatch meeting is being organised by CM and Dave Hiscott.</p> <p>ACTION : CM to feedback on Shopwatch meeting.</p> <p>6.6 Voluntary Levy Contributors – JMS stated that a non levy paying business near to his was very interested in being involved with supporting the BID as are other non levy payers. After discussion it was agreed that any business within the BID levy area could make a voluntary contribution equivalent to 1.5% of their rateable value to become a Member and benefit from that membership.</p> <p>ACTION : CM to include in newsletter and upload to website.</p>	<p>CM/HT</p> <p>JC/TK-M</p> <p>CM</p>

Item	Details	Action
	<p>6.7 Advertising Christmas with Western Gazette – This was not supported.</p> <p>6.8 Advertising Christmas with Dorset Life – This was not supported.</p> <p>6.9 Father Christmas for the Grotto – CM confirmed that Cineworld are happy for the Christmas Grotto to be in their foyer. The cost of Father Christmas for grotto cover for the weekends of December is £270.00. The figure was approved.</p> <p>ACTION : CM to confirm with Father Christmas and order Grotto presents.</p> <p>6.10 External Christmas Trees for Shops – Feedback needed from last year’s 33 participants before deciding to proceed.</p> <p>ACTION : HT to contact last year’s participants.</p> <p>A query was made about static trees to go inside shops.</p> <p>ACTION : CM to enquire and feedback.</p> <p>It was confirmed that the main Christmas Lights which are white will remain on in the town in the evenings after Christmas.</p> <p>6.11 Town Centre Map with Dorset Echo – approval was not given to support the Echo with the cost of these maps. Discussion in the summer about marketing was about the BID producing its own leaflet/map.</p> <p>ACTION : Marketing Sub-committee to look at content and cost of leaflets.</p> <p>6.12 Wikipedia Listing for Weymouth – Following JMS’s highlighting of the negative listing for Weymouth on Wikki, CM has amended and updated the listing and the BID will keep this monitored in future.</p>	<p>CM</p> <p>HT</p> <p>CM</p> <p>JC,TK -M</p>
7.0	<p>Town Centre Manager Updates</p> <p>7.1 Nothing this time.</p>	
8.0	<p>Funding Applications</p> <p>8.1 Horror Pictures – It was decided that the communication sub-committee should meet with the applicant to get more details.</p> <p>8.2 Sand Barriers – It was decided not to support this application as it was not thought to bring direct benefit to levy payers. It was considered to be something that the new Town Council could finance.</p>	

Item	Details	Action
	ACTION : CM to notify applicants	CM
9.0	<p>Projects/Events update</p> <p>9.1 24 Days Christmas – HT outlined the premise for a Facebook competition for the 24 days up to Christmas with a prize, donated by a levy payer to be randomly awarded to someone who had ‘liked’ the WAW page and the prize givers page. It had been very popular for the 12 days between Christmas and New Year 2017. Approval was given.</p> <p>ACTION : CM/HT to organise 24 days</p> <p>9.2 Christmas lights switch on – 1st December. The event being organised by the Lions with support from the BID is well underway, with all the key parts in place, Santa, Sleigh, Donkeys, Choirs, Snow Dome.</p> <p>ACTION : Press Release to be issued ASAP</p> <p>Councillor RN felt that there was a good possibility of free parking for the Saturdays in December.</p> <p>ACTION : RN to feedback to CM.</p> <p>A hunt the elf competition for children has been suggested with 30 named Elves to be placed in shop windows. The BID will draw a winner for a prize. Agreement was given</p> <p>ACTION : CM to organise.</p> <p>9.3 Halloween – all of the preparation for Hunt the Witch organised by DS is now done.</p> <p>ACTION : DS to feedback to next board meeting on outcomes of the competition. Overall costs, feedback etc.</p>	<p>CM/H T</p> <p>RN</p> <p>CM</p> <p>DS</p>
10.00	<p>Marketing and Promotion</p> <p>10.1 The Marketing Sub-committee meeting to be arranged shortly.</p> <p>ACTION : Marketing to feedback to next board meeting.</p>	CM, JC,
11.00	<p>AOB</p> <p>Alex Hobbs enquired about the board making contact with Asda.</p> <p>ACTION : RL to contact Asda</p>	RL

Item	Details	Action
12.00	Agenda Items for next meeting <ul style="list-style-type: none"> - ADI.TV Weymouth BID LED Screen - Land Train - Radio Advertising Proposal from Wessex FM - Board Succession Planning & JD for Directors – Governance Sub-Committee - Outline Events Calendar for 2019 (for printed Whats On Guide) - Weymouth as a Conference Destination – Marketing Sub-Committee - Invitation to Martin Hamilton – Unitary Council - Resort Magazine 2019 – WAW - Legacy for BID term 	
14.00	Date of next Meeting The next Board Meeting will take place on 2 nd November at 09.30 To be held at Pilgrim House, Hope Square	

ACTIONS FROM THIS MEETING

Item	What	When
4.1	Bookkeeper - A formal contract to reflect the new terms will be sent to MH by CM	ASAP
4.2	NTE - Police Sub-committee to meet and feedback to next Board Meeting	
4.3	CM/HT to set up zone contact emails by beginning December. CM to notify levy payers of Zone details in next newsletter	
4.4	RL/CM/JMS to meet, discuss and recirculate the list of sub-committee roles and upload to website	ASAP
5.2	CM to request changes and upload amended to report to BID website.	
6.2	AGM - CM/HT to make necessary bookings and put details on website	ASAP
6.3	Geocast TC Marketing Sub-committee to consider	Nxt Mtg
6.4	CM to draw up Apprentice Job description	ASAP
6.5	Pubwatch/Shopwatch – CM to organise meetings	
6.6	Voluntary Levy Contributions - CM to include in newsletter and upload to website.	ASAP
6.9	CM to confirm with F.C. and order Grotto presents.	ASAP
6.10	HT to contact last years Christmas tree takers for feedback	ASAP

6.11	Marketing Sub-committee to look at content and cost of leaflets.	Next mtg
8.1	Funding Applications CM to notify unsuccessful applicants	ASAP
9.1	HT to start 24 Days of Christmas facebook competition	ASAP
9.2	Press Release to be issued as soon as possible. RN to feedback re parking to CM	ASAP
9.2	CM to organise Christmas Hunt the Elf	ASAP
9.6	Halloween - DS to feedback to next board meeting on outcomes of the competition. Overall costs, feedback etc.	
10.00	Marketing to feedback to next board meeting.	
11.00	RL to make contact with Asda	Nxt mtg

Signed as a true record by

Richard Lamb
Chairman

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Date

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