



**Weymouth BID Ltd**

**Minutes of Board Meeting**

Date: **Friday 12<sup>th</sup> April 2019**

Time: **10.00**

Location: **Pilgrim House**

| Item | Details   | Action |
|------|---|--------|
|      | <p><b>Attendees and Apologies</b></p> <p><u>Present: Board Members :</u></p> <p>Chairman, Richard Lamb (RL) Kings Arms, Nothe Tavern, Boot Inn</p> <p>Chris Truscott (CT) McDonalds</p> <p>Stephen Bassett (SB) Londis</p> <p>Dennis Spurr (DS) The Fantastic Sausage Factory</p> <p>Julia Cohen (JC) Weymouth College</p> <p>Lynne Fisher (LF) St John’s Guesthouse</p> <p>Jonathon Oldroyd (JO) Gloucester House Hotel</p> <p><u>Present: Non Board Members:</u></p> <p>Claudia Moore (CM) BID Chief Operating Officer</p> <p>Helen Toft (HT) BID Executive Assistant</p> <p>Edward Warr (EW) Town Centre Manager</p> <p>Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer</p> <p><u>Present for Part of the Meeting</u></p> <p>Mike Donovan– Weymouth Folk Festival</p> |        |
| 1.0  | <b>Welcome</b>  |        |
| 2.0  | <p><b>Apologies:</b></p> <p>Vice Chair, Ian Ferguson (IF) Weyline Taxis, Bee Cars, Streetcars</p> <p>Tamsin Mutton-McKnight (TM-M) Sealife Centre, Merlin</p>   |        |

| Item | Details  | Action |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
|------|--|--------|-----------------------------------|------|-----|--|--|-----|---------------------------------|--|-----|---|------|-----|---|------|-----|---|------|-----|--|------|-----|---|------|--|
|      | <p>The John M Sutton (JMS) Redcliff Guest House</p> <p>The Chairman shared the news that John M Sutton had resigned from the board. This resignation was accepted, and JMS was thanked for all his work and support.</p>   |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 3.0  | <p><b>Guest Presentations</b></p> <p><b>Julia Cohen</b> in her role as co-organiser of the 2019 Pride Festival, updated the board with the progress and planning for the festival to support an application for additional funding. Questions followed.</p> <p>11.00 JC left the meeting</p> <p><b>Mike Donovan</b> - Weymouth Folk Festival talked to the board, to support his funding application. He discussed the festival history and the continuing steady growth of the event which brings more people to the town but is incurring increasing costs. Questions followed.</p> <p>11.20 MD left the meeting.</p>  |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 4.0  | <p><b>Minutes of last Meeting</b></p> <p>Minutes were agreed as a true record and signed by RL.</p>  |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 4.1  | <p>Matters arising from the last meeting</p> <table border="1" data-bbox="272 1205 1321 1547"> <tbody> <tr> <td data-bbox="272 1205 384 1240">4.0</td> <td data-bbox="384 1205 1171 1240">Include Parking on Future agendas</td> <td data-bbox="1171 1205 1321 1240">Done</td> </tr> <tr> <td data-bbox="272 1240 384 1317">4.0</td> <td data-bbox="384 1240 1171 1317">Invite Parking Briefholder of new council along to meeting May</td> <td data-bbox="1171 1240 1321 1317"></td> </tr> <tr> <td data-bbox="272 1317 384 1352">6.0</td> <td data-bbox="384 1317 1171 1352">NTE meetings with KT, CM and RL</td> <td data-bbox="1171 1317 1321 1352"></td> </tr> <tr> <td data-bbox="272 1352 384 1388">7.0</td> <td data-bbox="384 1352 1171 1388">CM to inform successful marketing company</td> <td data-bbox="1171 1352 1321 1388">Done</td> </tr> <tr> <td data-bbox="272 1388 384 1424">8.0</td> <td data-bbox="384 1388 1171 1424">Election forms to be signed by all and returned to HT</td> <td data-bbox="1171 1388 1321 1424">Done</td> </tr> <tr> <td data-bbox="272 1424 384 1460">9.0</td> <td data-bbox="384 1424 1171 1460">CM to inform funding applicants of outcomes</td> <td data-bbox="1171 1424 1321 1460">Done</td> </tr> <tr> <td data-bbox="272 1460 384 1496">9.0</td> <td data-bbox="384 1460 1171 1496">CT to meet with P Davies about CSAS officers</td> <td data-bbox="1171 1460 1321 1496">Done</td> </tr> <tr> <td data-bbox="272 1496 384 1532">9.0</td> <td data-bbox="384 1496 1171 1532">RL to speak to all directors regarding Carnival</td> <td data-bbox="1171 1496 1321 1532">Done</td> </tr> </tbody> </table> | 4.0    | Include Parking on Future agendas | Done | 4.0 | Invite Parking Briefholder of new council along to meeting May |  | 6.0 | NTE meetings with KT, CM and RL |  | 7.0 | CM to inform successful marketing company | Done | 8.0 | Election forms to be signed by all and returned to HT | Done | 9.0 | CM to inform funding applicants of outcomes | Done | 9.0 | CT to meet with P Davies about CSAS officers | Done | 9.0 | RL to speak to all directors regarding Carnival | Done |  |
| 4.0  | Include Parking on Future agendas  | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 4.0  | Invite Parking Briefholder of new council along to meeting May   |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 6.0  | NTE meetings with KT, CM and RL  |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 7.0  | CM to inform successful marketing company  | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 8.0  | Election forms to be signed by all and returned to HT  | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 9.0  | CM to inform funding applicants of outcomes  | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 9.0  | CT to meet with P Davies about CSAS officers   | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 9.0  | RL to speak to all directors regarding Carnival  | Done   |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 5.0  | <p><b>Financial Report</b></p> <p>There were no matter arising from the Financial Report.</p>  |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |
| 6.0  | <p><b>Improve</b></p> <p><b>Night Time Economy</b> – no update currently.</p> <p><b>Day Time Economy</b> – Shop Watch is waiting for the CCTV to be set up in Dorchester which is nearly ready. Hotel Watch - JO attended a</p>  |        |                                   |      |     |  |  |     |                                 |  |     |   |      |     |   |      |     |   |      |     |  |      |     |   |      |  |

| Item | Details   | Action |
|------|---|--------|
|      | <p>meeting which although it was poorly attended was positive. Hotel Watch will be working closely with the Police.</p> <p>A meeting took place with Barry Gosling who reported that the work on the seafront had been making a difference but two additional CSAS officers are still needed.</p> <p>Regarding the funding application for town centre lighting (From a previous meeting) CT and JO are to meet with Bob Savage and Ed Warr to discuss this and report back to the next meeting.</p> <p><b>Action: CT and JO to meet with Bob Savage and Ed Warr regarding lighting in the town</b></p>   | CT/JO  |
| 7.0  | <p><b>Market</b></p> <p>The initial meeting between the BID and the new marketing company Digital Storm took place this week and they have produced an outline of the plan for the first 100 days with some KPIs. The We Are Weymouth website will be updated and all levy payers listed. The events section will be made more user friendly. New images and videos will be created. The BID website will be moved over to a Word-Press platform in line in the WAW site. It will also be updated and streamlined.</p>  |        |
| 8.0  | <p><b>Governance and Engagement</b></p> <p><b>Lobbying Policy</b> – will be reviewed at the next meeting</p>  |        |
| 9.0  | <p><b>Funding Applications</b></p> <p><b>Weymouth Heritage Group</b> – Match funding towards a history video, event and leaflet to promote the history of the town. Discussion took place and the board unanimously <b>approved funding of £1,760</b></p> <p><b>Weymouth Volley Ball</b> – funding of £13,000 was requested towards barriers, sports clothing and a grandstand. Discussion took place and it was felt that the board could not support the request for the full amount but only some elements of it. More information was needed. RL to have discussion with organisers.</p> <p><b>Action: RL to report back to next meeting following discussion with Volley Ball organisers.</b></p> <p><b>Weymouth Carnival</b> – funding of £40,000 was requested by the Rotary Club to put on the 2020 Carnival. A lot of discussion took place and it was decided that £40,000 is an extremely large amount of money for 1 day in the middle of summer when the town will be full anyway and it would be impossible to agree to an amount of this magnitude without very clear visibility of how the levy payers' money would be spent.</p> |        |

| Item  | Details  | Action                            |
|-------|--|-----------------------------------|
|       | <p><b>Action: CM to contact Weymouth Rotary for further information.</b></p> <p><b>Weymouth Pride</b> – funding of £24,000 was requested to support the original application as it was found that booking headline acts for the music festival day was costing more than originally budgeted for.</p> <ul style="list-style-type: none"> <li>• Due to the decision made at the board meeting when the previous Pride application was agreed, The BID would only be able to support Pride with a maximum of another £10,000.</li> <li>• The Board have requested that they receive some clarity around bar costs and get some general P&amp;L visibility before making any decision. They are of the view that bars could be used to generate substantial event income.</li> <li>• The Board have requested that our logo be uploaded to the Pride website and social media as soon as possible to demonstrate the support that has already been given.</li> </ul> <p><b>Weymouth Folk Festival</b> – Funding of £2,000 requested towards permanent advertising in the form of flags and employment of a professional company to do security and marshalling as the event was steadily increasing in size. Discussion took place and it was unanimously <b>approved funding of £2,000.</b></p> <p><b>Action: CM to notify funding applicants of Board decisions</b></p> | <p><b>CM</b></p> <p><b>CM</b></p> |
| 10.00 | <p><b>AOB</b></p> <p><b>Weymouth Continental Market</b> – The market which began in the town centre on Thursday for 5 days has received good feedback overall. When conducting surveys for BID 2, 57% of levy payers wanted to see town centre markets.</p> <p>There were concerns expressed that some of the items did not fit the continental theme and were cheap general market items. There was also concern that there were no stalls in St Mary Street due to unexpected BT works and this was impacting on the footfall to certain businesses. PR locally had been poor and will be improved.</p> <p><b>Action: CM will talk to the market organisation about the concerns.</b></p> <p>EW stated that the new Town Council will have an Events team going forward and they should be the ones to co-ordinate the information to all stakeholders. Highways the BID and Levy Payers.</p> <p><b>Action: BID to actively market the next event in October and send surveys to businesses and locals.</b></p> <p><b>Town Centre Scaffolding</b> – CT raised a query about the scaffolding up on many buildings and asked that the new Town Council inform businesses of rules and times of year.</p>   | <p><b>CM</b></p>                  |

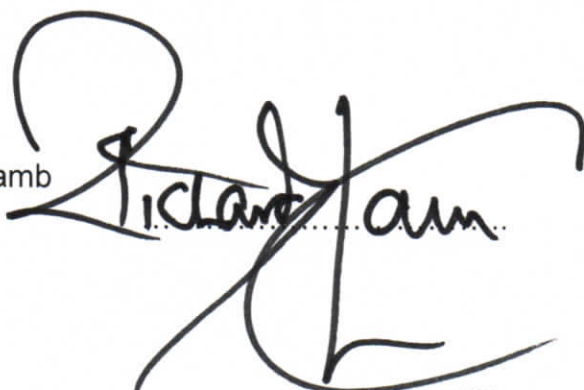
| Item  | Details   | Action |
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|       | <p>Council representation on the Board – TH suggested that the Board should invite a council from the new Town Council to attend the meetings as well as a councillor from the Dorset Council.</p> <p><b>Action: CM to send invitations to both Town and County Councils.</b></p>   | CM     |
| 11.00 | <p><b>Agenda Items for next meeting</b></p> <ul style="list-style-type: none"> <li>-NTE Delivery strategy approval</li> <li>-BID Code of Conduct approval</li> <li>-Bunting for seafront</li> <li>-Lobbying Policy</li> <li>-AGM</li> <li>-Weymouth Beach Volleyball</li> <li>-Hanging baskets update</li> <li>-Feedback on Continental Market</li> </ul> |        |
| 12.00 | <p><b>Date of next Meeting</b></p> <p>The next meeting will be on 17<sup>th</sup> May 10.00 – 13.30 at Weymouth College</p> <p>Following meetings:<br/>7<sup>th</sup> June, 28<sup>th</sup> June, 23<sup>rd</sup> August, 20<sup>th</sup> September</p>   |        |
|       | <b>Meeting ended – 13.45</b>  |        |

### ACTIONS FROM THIS MEETING

|      |  |              |
|------|--|--------------|
| 6.0  | CT and JO to meet with Bob Savage and Ed Warr regarding lighting in the town                                 | Next Meeting |
| 9.0  | CM to notify funding applicants of Board decisions<br>CM to contact Weymouth Rotary for further information. | ASAP<br>ASAP |
| 10.0 | BID to actively market the next marketing event in October.  |              |
| 10.0 | CM to send invitations to both Town and County Councils  | ASAP         |

Signed as a true record by

Richard Lamb  
Chairman



Date

May 17<sup>th</sup> 2019