



Weymouth BID Ltd
Minutes of Full Board Meeting

Date: **Friday 6th July 2018**

Time: **08.30**

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

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 Dennis Spurr (DS) The Fantastic Sausage Factory Chris Truscott (CT) McDonalds Stephen Bassett (SB) Londis Julia Cohen (JC) Weymouth College Tamsin Mutton-McKnight (TM-M) Sealife Centre, Merlin</p> <p><u>Present: Non Board Members:</u></p> <p>Claudia Moore (CM) BID Chief Operating Officer Helen Toft, (HT) BID Admin Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer Cllr Richard Nickinson (RN) W&PBC Rhea Robinson, (RH), Coversure Insurance Edward Warr (EW) Town Centre Manger Graham Perry (GP) Fairbridge Trust</p> <p><u>Apologies:</u></p> <p>Martin Weaver (MW) Richmoor Hotel Keith Treggiden (KT), Stonegate Pubs Cllr Richard Kosior (RK) W&PBC</p>	

Item	Details	Action
1.0	Welcome	
2.0	Apologies for Absence Apologies had been received from RK, MW and KT	
3.0	Minutes of last Meeting 8th June 2018 The minutes were agreed as a true record and were signed by RL	
4.0	Actions from the previous meeting 3.0 Job Descriptions on Website – CM will action 8.0 EW to attend all meetings – Agreed 9.0 Punch and Judy Man was asked for more funding info – Requested and nothing received. 10.0 Wessex Folk Festival Feedback – received and really positive.	CM
50	Chairman's Report 5.1. The Chairman confirmed that the result of the 2018 Ballot was a Yes for BID2 by a small margin of 7 votes. Thanks were given to TH for his invaluable support to Claudia throughout the process. 5.2 TH outlined the new conditions of the W&PBC Operating Agreement and these were agreed by the Board. Invoice issued with 28 days to pay – double the minimum time required in the BID Regulations Final demand issued with 7 days to pay Proceed to debt recovery through magistrates court 5.3 RL outlined the key areas that he wants to concentrate on. a) Break down the areas of the Business Plan and come up with specifics. b) Divide up specific responsibilities within the board. c) Recruit new board members. d) Get more levy payer contact emails. Action: CM/HT to contact levy payers for missing info After discussion about developing the Business Plan it was agreed that a half day strategy meeting would take place in the next couple of weeks to come up with some firm proposals. Action: CM/Admin to send out date options and set up fb group.	

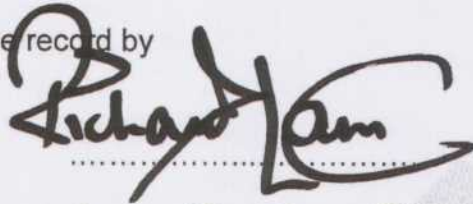
Item	Details	Action
	<p>5.4 Approval of Graham Perry as Board Member. (GP left the room). The Board voted unanimously for his membership.</p> <p>Action: HT to sort paperwork</p> <p>5.5 Heritage Trail. Discussion took place about how much heritage Weymouth has that is not widely shared and capitalised on. GP stated that Weymouth & Portland are in the top 10 in the country for heritage ahead of Cambridge but little is known. TK-M meeting with Dorset Tourism Assoc and they are looking will be looking at a report on what type of people visit Dorset and for what. Mark Vine and the Museum would be good sources of information on history. CM to look into what other BIDs are doing to promote their heritage and share with Board.</p> <p>Action: CM enquiry to other towns about heritage provision.</p> <p>5.6 Annual Report to W&PBC – a report consisting of no more than 4 sides that the Board submits to W&PBC in September on what has been done in last 12 months and what is planned for the next 12 months. CM and RL to compile.</p> <p>Action: Report to be prepared for W&PBC CM/RL</p>	<p>CM/HT</p> <p>CM</p> <p>HT</p> <p>CM</p> <p>CM/RL</p>
6.0	<p>Town Centre Managers Report</p> <p>6.1 The repainting of the town centre bollards is well underway, all received a coat of black and gold inlays currently being done.</p> <p>6.2 Purple Flag application submitted on 29th June. Assessment of the town and stakeholders will take place in August.</p> <p>6.3 Hanging baskets are up and receiving good feedback. Weymouth Greenfingers volunteer group are watering twice a week. EW is canvassing for new businesses to sign up in September and CM will mention in a newsletter. It was suggested that EW should look for local suppliers to stress test for new brackets if possible.</p> <p>Action : CM to mention in newsletter.</p> <p>6.4 The finger posts order is with the manufacturer.</p> <p>6.5 ED confirmed that his patch covered the town centre up to the railway and across to the south harbour.</p>	<p>CM</p>

Item	Details	Action
	<p>6.6 Discussion took place about BID branding for the Greenfingers team either on the bowser they use or Hi-vis jackets.</p> <p>Action: CM getting quotes for branded hi-vis jackets.</p> <p>6.7 The Board requested at ED provide them with a presentation of what his goals and targets were for the next 12 months.</p> <p>Action: EW to bring to next meeting</p>	
7.0	<p>Financial Report</p> <p>This month's financial report is showing a current surplus of £6,895.00. Footfall cameras paid for until end August. Noggins still in place but not paid anything since March, they will be removed soon.</p> <p>Action : Financial Report to go on Website</p>	HT
8.0	<p>BID Operations Officer Items</p> <p>8.1 TIC – discussion took place about the role of the BID in providing TIC provision in Weymouth. In the long term the Town Council in 2019 may wish to take responsibility for this but in the short term the BID is the only provision and is clearly shown on the town map. In addition searches for Weymouth Tourist Information come up with We Are Weymouth as the first listing and telephone enquiries come to the BID office as well as letters requesting information. It was felt that it was not the role of the BID to provide this service. Suggestions were made for a Travel and Tourism apprentice from the College to assist as part of their training.</p> <p>It was agreed to consult businesses about what TIC provision they want.</p> <p>Action: CM to send out survey</p> <p>8.3 Events and Operations Consultant – currently working 2 days a week and assisted with the Ballot work. Board agreed to terminate contract from end of this month.</p> <p>Action: CM to talk to PM. RL to write to PM.</p> <p>8.4 Office Move – space has been offered at the Starfish Enterprise on the Peninsular but a more central location is more favourable. There is no spare space at the College shop on St Mary Street. A request to be sent to levy payers asking for any available premises. Current office rented through Hull Gregson and on a monthly roll over.</p> <p>Action: CM to send out accommodation enquiry to levy payers</p>	<p>CM</p> <p>CM</p>

Item	Details	Action
		CM
9.0	<p>Funding Applications</p> <p>There were no new applications. Discussion took place about the current funding application form and the requirement for requests for more than £500 to be accompanied with a presentation to the Board. Applications to be received at the latest 3 months before the event or they will not be considered.</p> <p>GP offered to look at the document and make amendments which will be circulated in the closed fb group for comment before agreement at the next Board Meeting.</p> <p>Action: GP to amend Funding Application Form and circulate</p>	GP
10.0	<p>Projects</p> <p>Feast was discussed and it was agreed CM would send out a survey to ascertain the views of last year's participants on what they liked/disliked if they would participate again and if there was interest for a Feast and Host combination event.</p> <p>There is nothing planned for Halloween and Christmas at this point and CM will ask levy payers for their suggestions.</p> <p>Action: CM to send out questions to Levy Payers</p>	CM
11.00	<p>Marketing and Promotions</p> <p>The website is doing well and CM is writing blogs to keep the input up though this is time consuming with Tom no longer employed.</p> <p>The Carnival page on WAW gets more hits than the actual Carnival page.</p>	
12.00	<p>A.O.B.</p> <p>Bad Debt - TH reported that for the year 2015/16 £12,000 was written off. For 2016/17 £4,500 written off and £2,800 still outstanding and for 2017/18 £7,000 still outstanding.</p>	
13.00	<p>Agenda Items for next meeting</p>	

Item	Action	Who	When
6.7	EW to outline future plans at next meeting	EW	
8.1	CM to send out TIC survey	CM	asap
8.4	CM to send out accommodation enquiry to levy payers	CM	asap
9.1	GP to amend Funding Application Form and circulate	GP	asap
10.0	CM to send out Halloween and Christmas questions to Levy Payers	CM	Asap

Signed as a true record by



Richard Lamb
Chairman

1 - 8 - 2018

Date

DRAFT