



Weymouth BID Ltd

Minutes of Full Board Meeting

Date: **Wednesday 9th May 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 Dennis Spurr (DS), Fantastic Sausage Factory Chris Truscott (CT), McDonalds Stephen Bassett (SB), Londis Julia Cohen (JC), Weymouth College Martin Weaver (MW), Richmoor Hotel Trevor Hedger (TH), WPBC Senior Economic Regeneration Officer</p> <p><u>Present: Non Board Members:</u></p> <p>Claudia Moore (CM), BID Chief Operating Officer Helen Toft, BID Admin Lucy Ball (LC), BID Consultant Graham Perry (GP), Trustee, Weymouth Museum</p> <p><u>Apologies:</u></p> <p>Vice Chair, Ian Ferguson (IF) Weyline Taxis James Winchester (JW), Coversure Insurance Tamzin Mutton-McKnight (TM-M), Sealife Centre, Merlin Keith Treggiden (KT), Stonegate Pubs Cllr Richard Kosior (RK) Edward Warr (EW), Town Centre Manger Julie Cleaver (JCI), Popcorn Marketing Cllr James Farquharson (JF)</p>	

Item	Details	Action
1.0	<p>Welcome and introductions</p> <p>RL welcomed everyone and introduced Lucy Ball who has been assisting with preparing the Business Plan and Graham Perry who has been reviewing the Articles of Association.</p>	
2.0	<p>Minutes of last Meeting 4th April 2018</p> <p>The minutes were agreed as a true record and were signed by RL</p>	
3.0	<p>Actions from the previous meeting</p> <p>6.0 The 5 yr P&L report is now on the website.</p> <p>7.0 JC has shared artwork for posters.</p> <p>8.0 Team discussion taken place about positive campaign.</p> <p>9.0 Result of Funding application passed on.</p>	
	<p>GP asking if he could mention a few things not on the agenda concerning the Governance</p> <p>1.0 The new director Keith Treggiden has not been listed on Companies House</p> <p>2.0 Martin Weaver was not included in the approval of directors at the AGM.</p> <p>Action: the Board agreed to co-opt Martin Weaver until the next AGM</p> <p>Action: all items highlighted will be dealt with by 18th May</p>	Admin
5.0	<p>Chairman's Report</p> <p>5.1 Resignation of a Director – Jennifer Owen, Manager of M&S has been relocated and has submitted her resignation to the Board. The Board approved the resignation.</p> <p>5.2 Discussion took place about the circulation, to levy payers, of a detailed list of which companies or individuals, received money from the BID for work provided, over the last 5 years.</p> <p>It was stated that a limited company had no right to privacy but an individual did. More discussion to take place with suppliers who are objecting but the Board voted to go ahead with publishing the list.</p> <p>Action: RL and CM to discuss publication with suppliers</p> <p>5.3 Articles of Association – GP gave a summary of how the existing Articles have been used and amended.</p> <p>Articles have been circulated to the board for comments but none received.</p> <p>Amendments to the articles include:</p>	RL/CM

Item	Details	Action
	<ul style="list-style-type: none"> • Removing the clauses about alternate directors. • Removing the right for the board to approve member applications • Membership to be by written consent from the levy payer and proof of levy payment • 50% of directors only can be voted off by members at the AGM to allow for 50% continuity. • 16 directors maximum for a board. 5 directors a quorate number <p>The amended Articles are for BID 2 and will be agreed at a general meeting.</p> <p>Action: RL/CM to organise a general meeting.</p> <p>5.4 Business Plan – Launch on the websites at 17.00 on 9th. Echo front page report on 10th.</p> <p>Levy Payers to be invited to attend meetings with the board members in local business premises at various locations and times.</p> <p>Action: CM/RL to divide up business for directors to visit and talk to</p> <p>Action: CM to produce a crib sheet of key points for directors to convey</p> <p>Action: a spreadsheet of visits and outcomes to be created</p>	<p>RL/CM</p> <p>ALL</p> <p>CM/RL</p> <p>CM</p> <p>CM</p>
6.0	<p>Financial Report</p> <p>There are a couple of amendments to the monthly report that MH will be making then the report will go on the website.</p> <p>At present there is an end of year deficit of £5000. The town centre trade stand bill for £9,000 is being challenged and it is hoped this figure will drop.</p> <p>Action : Financial Report to go on Website</p>	<p>CM/A dmin</p>
7.0	<p>BID Operations Officer Items</p> <p>7.1 Full Audit</p> <p>Albert Goodman had been asked to quote for a full audit this came in at £4,000. However, as stated at the AGM, there is no necessity for companies with accounts below £10,000,000 to be audited. A full audit will not be carried out at this time.</p> <p>7.2 Staff Job Descriptions</p> <p>It was agreed that job descriptions of the Chief Operating Officer and Executive Support Officer would be published on the website once the COO JD has been shortened.</p> <p>Action: CM to work with CT on COO JD.</p>	<p>CM/CT</p>

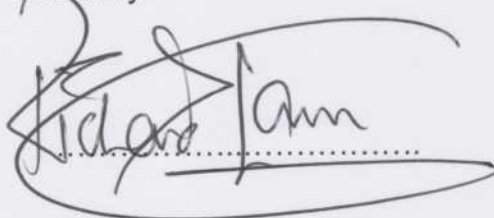
Item	Details	Action
	<p>Action: Admin to put JDs on website</p> <p>7.3 GDPR – Data Management</p> <p>GDPR basic visit has been carried out and was mostly satisfactory but it was agreed that a full GDPR audit at the cost of £300 would be of benefit.</p> <p>Action: CM to organise</p> <p>Key Multi-media has sent out notification to We are Weymouth followers that their consent is required.</p> <p>7.4 Treasurer</p> <p>The Manager of HSBC has been approached to fulfil this role but feels he would like to first become a board member.</p>	<p>Admin</p> <p>CM</p>
8.0	<p>Funding Applications</p> <p>There were no funding applications presented to the meeting.</p>	
9.0	<p>Marketing and Promotion</p> <p>Fayre in the Square – Support is being given to this event and in return the We Are Weymouth banner will be clearly visible at the event and in the programme.</p> <p>Weymouth Carnival – the event will be promoted on WAW website and facebook page and the WAW banners will be put up on the day.</p> <p>Discussion took place about window stickers to go in shops and businesses who support the BID with a positive message 'Vote YES' and the website details.</p> <p>Action: CM to investigate cost</p>	<p>CM</p>
10.00	<p>Any Other Business</p> <p>TH confirmed that JF had made a request to Jeff Cant, Council Leader for a loan in the event of a yes vote, to enable BID2 to trade until the September levy collection money is collected.</p> <p>Various options for alternative office accommodation have been considered, nothing suitable at present. JC suggested sharing the space used by Weymouth College on St Thomas Street.</p>	
12.00	<p>Date of next Meeting</p> <p>No dates were agreed during the meeting but the suggested dates for the next three meetings are Friday 8th June, Friday 6th July and Friday 10th August. There will be a new meeting time of 14.00 – 16.00.</p>	

Summary of agreed actions

Item	Action	Who	When
3.0	Update and checking of Members Register and Directors Register	Admin	18/05
5.2	Detailed list of suppliers on website	CM	ASAP
5.3	Arrange General Meeting	RL/CM	ASAP
5.4	Spreadsheet and crib sheet for Campaigning	CM	ASAP
7.2	JDs on website	Admin	ASAP
7.3	GDRP Audit	CM	ASAP

Signed as a true record by

Richard Lamb
Chairman

A handwritten signature in black ink, appearing to read "Richard Lamb", is written over a dotted line. The signature is enclosed within a large, hand-drawn oval.

Date

8th June 2018