



## Weymouth BID Ltd

### Minutes of Full Board Meeting

Date: **Monday 30th July 2018**

Time: **08.00**

Location: **Nothe Tavern, Barrack Road**

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            Vice Chair, Ian Ferguson (IF) Weyline Taxis, Bee Cars            Chris Truscott (CT) McDonalds            Stephen Bassett (SB) Londis            Julia Cohen (JC) Weymouth College            Keith Treggiden (KT), Stonegate Pubs            Tamsin Mutton-McKnight (TM-M) Sealife Centre, Merlin            Graham Perry (GP) Fairbridge Trust</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&amp;PBC            Cllr Richard Kosior (RK) W&amp;PBC</p> <p><u>Apologies:</u></p> <p>Dennis Spurr (DS) The Fantastic Sausage Factory            Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer</p>	
<b>1.0</b>	<b>Welcome</b>	

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2.0	<p><b>Apologies for Absence</b></p> <p>Apologies had been received from DS and TH</p>	
3.0	<p><b>Minutes of last Meeting 6<sup>th</sup> July 2018</b></p> <p>The minutes were agreed as a true record and were signed by RL</p>	
4.0	<p><b>Actions from the previous meeting</b></p> <p>3.0 Job Descriptions are now on website.</p> <p>5.3 CM/HT to contact levy payers for missing info - ongoing CM has set up Board fb group.</p> <p>5.4 GP Membership paperwork complete</p> <p>5.6 Report to W&amp;PBC started.</p> <p>6.6 Quotes for hi-vis waistcoats for Greenfingers members sought</p> <p>6.7 EW Report not submitted</p> <p>8.1 TIC Survey sent out CM to circulate results</p> <p>9.1 Amended Funding Application now on website.</p> <p>10.0 Request for Halloween and Christmas ideas sent to Levy Payers.</p>	<p><b>CM/HT</b></p> <p><b>CM</b></p>
5.0	<p><b>Chairman's Report</b></p> <p>5.1. Approval of new Board Member. After discussion it was agreed that the application to join the Board from Rhea Robinson of Coversure was declined. RL to notify RR</p> <p><b>Action: CM to notify RR</b></p> <p>5.2 The contract with Key Media to maintain the website has been terminated. Update of the website will be carried out in house until such time as the future of the WAW website has been decided.</p> <p>5.3 RL has met with Mat Prosser the Chief Executive for North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council who is responsible for the leadership, management and development of the council. It was a positive meeting with full support for the aims of the BID. Establishment of the Unitary authority and the new Town Council is not finalised and it is not yet known who will be the Chief Executive and what aspects of local council responsibility will remain with the town council or be taken on my Dorset County Council.</p> <p>5.4 Comments from levy payer R Stockley. It was felt that this levy payer did not understand the role of the board and it was an inappropriate use of time to discuss the operational matters raised in</p>	<p><b>CM</b></p>

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	<p>the comments. RL to respond to R Stockley. It was however, agreed that henceforth, a copy of the agenda would go up on the website before the meeting.</p> <p><b>Action: RL to contact RS</b></p> <p>It was also agreed that a levy payer could raise a question for the board and could then attend the meeting for the period of the discussion of that question.</p> <p>5.5 Board approval of redrafted forms. The following forms have been amended and approval of the revisions was given by all members.</p> <ul style="list-style-type: none"> <li>a) Procurement and Tendering Policy</li> <li>b) Membership Form for Weymouth BID Ltd</li> <li>c) Funding Application Form</li> <li>d) Register of Interests</li> </ul> <p>Where necessary amended versions of these documents will be put on the website a.s.a.p.</p> <p>5.6 Discussion took place about the necessity of requiring Board Members to sign a Confidentiality Agreement as they had in the past. It was agreed to remove this requirement.</p> <p>5.7 Discussion took place about whether voluntary levy payers from outside the area should be accepted as board members. It was agreed that voluntary contributors would no longer be included on the Board.</p> <p>5.8 Following the strategy meeting, 5 zones had been identified and it was agreed that there should be a director as the liaison for each sector. IF to formalise the map of the zones and circulate to members before sharing with levy payers.</p> <p>5.9. Discussion took place about non levy payers who tendered for business being asked to pay a fee. It was agreed that this would not be a requirement of winning business from the BID.</p> <p>5.10 Quay HR will be meeting with RL to evaluate the staff Job Descriptions for BID2.</p> <p>5.11 There was discussion about a concern amongst levy payers that new licences being issued by the Council to business with outside eating areas, including the new requirement to remove all furniture from the street by 17.30.</p> <p>RK informed the meeting that following the feedback form business who had received letters about this, the council were going to review this requirement.</p> <p>5.12 A suggestion has been made that the BID takes over the role of organising street trading licences for the town. This could a source of income. More information is required before full discussion.</p> <p><b>Action: CM to ask for more information</b></p>	<p>RL</p> <p>HT</p> <p>CM</p>

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	5.13. A meeting will be taking place with the Travellers liaison officer to better understand what can be done to deal with problems arising from Travellers camping locally during the summer months.	
6.0	<b>Town Centre Managers Report</b> – no report at this time	
7.0	<p><b>Financial Report</b></p> <p>7.1 In the last 6 months the financial situation of the BID has improved considerable. Savings have been put in place and new savings sought. CM to report these savings in a newsletter to the levy payers.</p> <p><b>Action: CM to share news of savings in newsletter</b></p> <p>7.2 As the meeting took place before the end of the month the report looked at was not the final one but continues to be an improving situation. MH will circulate the final report at the beginning of August.</p> <p><b>Action : Financial Report to go on Website</b></p>	<p><b>CM</b></p> <p><b>HT</b></p>
8.0	<p><b>BID Operations Officer Items</b></p> <p>8.1 Office Move - Four alternative locations for the BID office have been visited by CM. Only 3 of them are possible options.</p> <p>The agents who let the current office to the BID have indicated that they would consider a rent reduction.</p> <p>It was agreed that IF and CT would look at the three options and report back to the board.</p> <p>8.2 Insurance Renewal – three quotes have been sought for the office insurance and it was confirmed that the current supplier is still the cheapest option. Agreement was given to renew with that provider. CM to ask if the cover would be transferable if there is an office move in the next few months.</p> <p><b>Action: CM to speak to insurers</b></p> <p>8.3 Company Secretary – quotes to be sought for a qualified company secretary.</p> <p>8.4 Weyfarers Lunch – the board agreed to increase the lunch allowance for volunteer Wayfarers from £3.00 to £3.50</p>	<b>CM</b>
9.0	<p><b>Funding Applications</b></p> <p>Due to time constraints, three funding applications have been deferred until the September meeting.</p>	

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10.0	<p><b>Projects</b></p> <p>10.1 Feast – No decision about this at this time. Item to go to Sept meeting</p>	
11.00	<p><b>Marketing and Promotions</b></p> <p>11.1 A marketing planning meeting will be arrange in the next few weeks to look at the strategy for BID2.</p> <p><b>Action: CM to arrange</b></p> <p>By September the aim is to have a plan for the ongoing marketing and the function of the website.</p> <p>11.2 TK-M who sits on the Tourism Board has send through a report that has been produced that shows what type of people visit Weymouth and the reasons for their visits. CM to circulate to the Board.</p> <p><b>Action: CM to share Tourism Report.</b></p>	<p>CM</p> <p>CM</p>
12.00	<p><b>A.O.B.</b></p> <p>12.1 Discussion took place about social media and it was agreed that there should be a social media Policy for use by staff and board members. A copy of the council one will be circulated by CM for comment and amendment and adoption at the next meeting.</p> <p><b>Action: CM to circulate Council Policy for consideration</b></p> <p>12.2 A weekly meeting will take place every Friday between the COO/Chairman and Vice Chair to review the week's events. A one page report of progress will be circulated to the board and placed on the website.</p>	<p>CM</p>
13.00	<p><b>Agenda Items for next meeting</b></p> <p>Funding Applications</p> <ul style="list-style-type: none"> <li>- Horror Picture Productions</li> <li>- Levy Payer Event – Tourism Workshop</li> <li>- Louise Cox – Seafront Art Project</li> </ul> <p>Projects</p> <ul style="list-style-type: none"> <li>- Feast</li> <li>- Halloween</li> <li>- Christmas</li> </ul>	
14.00	<p><b>Date of next Meeting</b></p> <p>The next Board Meeting will take place on 14<sup>th</sup> September. Venue to be confirmed.</p>	

Item	Details	Action

**Summary of agreed actions**

Item	Action	Who	When
5.1	Notify RR that she has not been accepted to the Board.	CM	asap
5.4	Contact Roger Stockley and reply on behalf of the board.	RL	asap
5.5	Amended documents to be put on website.	HT	asap
5.12	Get more information about operating trade stand in town	CM	asap
7.1	Share details of savings made with levy payers	CM	Next newltr
8.2	Ask insurers about transfer of cover in event of a move	CM	Sept mtg
11.1	Marketing Planning meeting to be arranged	CM	asap
11.2	Share Tourism Board Report	CM	asap
12.1	Circulate Council Social Media Policy for consideration	CM	Sept mtg

Signed as a true record by

Richard Lamb .....  
Chairman

Date .....