



**Weymouth BID Ltd**

**Minutes of Full Board Meeting**

Date: **Friday 8<sup>th</sup> June 2018**

Time: **08.30**

Location: **Nothe Tavern Function Room, 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</p> <p>Vice Chair, Ian Ferguson (IF) Weyline Taxis</p> <p>Dennis Spurr (DS) The Fantastic Sausage Factory</p> <p>Chris Truscott (CT) McDonalds</p> <p>Stephen Bassett (SB) Londis</p> <p>Julia Cohen (JC) Weymouth College</p> <p>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</p> <p>Helen Toft, (HT) BID Admin</p> <p>Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer</p> <p>Cllr Richard Nickinson (RN) W&amp;PBC</p> <p>Rhea Robinson, (RH), Coversure Insurance</p> <p><u>Apologies:</u></p> <p>Martin Weaver (MW) Richmoor Hotel</p> <p>Keith Treggiden (KT), Stonegate Pubs</p> <p>Cllr Richard Kosior (RK) W&amp;PBC</p> <p>Edward Warr (EW) Town Centre Manger</p>	

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1.0	<p><b>Welcome and introductions</b></p> <p>RL welcomed everyone and introduced Rhea Robinson from Coversure who was attending the meeting with a view to becoming a Director and Cllr Richard Nickinson who replaces James Farquharson as a Council observer.</p>	
2.0	<p><b>Minutes of last Meeting 9<sup>th</sup> May 2018</b></p> <p>The minutes were agreed as a true record and were signed by RL</p>	
3.0	<p><b>Actions from the previous meeting</b></p> <p>3.0 Update and checking of Members Register and Directors Register is now done</p> <p>5.2 Detailed list of suppliers is now on the website</p> <p>5.3 A General Meeting of members took place on May 29<sup>th</sup></p> <p>5.4 A Spreadsheet and Campaigning grab sheet has been created and circulated and 'Yes' Stickers printed and handed out.</p> <p>7.2 JDs on website – being working on and will be uploaded soon</p> <p>7.3 The GDPR Audit was carried out and no major items highlighted</p>	CM
5.0	<p><b>Chairman's Report</b></p> <p>5.1 Cllr James Farquharson is no longer the brief holder for Economic Development and his role is taken by Cllr Richard Nickinson</p> <p>5.2 James Winchester has tendered his resignation to the Board as he has left Coversure and is setting up his own business. The resignation was accepted by the Board. Rhea Robinson from Coversure will be applying to join the Board.</p> <p>5.3 The amended Articles of Association were approved by members at the General Meeting on 29<sup>th</sup> May. These have been sent to Companies House.</p> <p>5.4 Weymouth BID Ltd is now the legal entity that owns We Are Weymouth Ltd. RL and IF are the only Directors of WAW.</p>	
6.0	<p><b>Financial Report</b></p> <p>This month's financial report is showing an improving picture as several savings have been achieved. The outstanding WPBC charge for the Town Centre Trade Stand, was negotiated down from £9040 to £1740.</p> <p>Outside Edge project management contract was reduced – Operations Manager has dropped down from 3 days to 2 days per week.</p>	

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	<p>Changing the venue for Board meetings is saving £50/mth Currently there will be no deficit going forward.</p> <p><b>Action : Financial Report to go on Website</b></p>	<p><b>CM/A dmin</b></p>
<p><b>7.0</b></p>	<p><b>BID Operations Officer Items</b></p> <p>7.1 BID 2. 557 Ballot papers have been sent out and TH will be giving CM a twice weekly update on how many votes have been received. There is a ballot box in the Commercial Road Council Offices if people prefer to drop their ballot paper off rather than posting. Any ballot papers posted there will be sent by courier up to London on the morning of Wednesday 27<sup>th</sup>. After the count the result will be sent to Matt Prosser on Friday 29<sup>th</sup> June. TH stated that nationally the return for BID Ballots was 49%.</p> <p>It was reiterated that the Board members need to be out canvassing for votes and meeting the levy payers as many levy payers still have no perception of what the BID does and others lost faith in BID 1 and are not engaging with anything to do with BID 2.</p> <p>It was agreed that each director would try to meet between 10 and 15 levy payers and keep CM updated with any positive yeses. An update on progress meeting to take place on Friday 15<sup>th</sup> at 08.30 in McDonalds.</p> <p><b>Action: CM to circulate to each director 10 names to visit.</b></p> <p>7.2 The BID is a finalist in the Dorset Echo Industry Awards and the Awards dinner is to take place on Friday 15<sup>th</sup> at the College.</p> <p>7.3 There have been 112 tourist information enquires to the BID offices since the beginning of May. The majority of these from people dropping in. A proposal was put forward to man the down stairs office for the weekends of June on a trial basis to see how much weekend demand there is. It was decided to look at this item at the next meeting.</p> <p><b>Action: Carry Item forward to next meeting</b></p>	
<p><b>8.0</b></p>	<p><b>Town Centre Manage Update</b></p> <p>Items on the report from the Town Manager were discussed and there was concern that some of the project that the BID is supporting seemed to be slow to mature. It was requested that EW should attend each meeting to give a verbal update.</p> <p><b>Action: CM to contact EW</b></p>	<p><b>CM</b></p>
<p><b>9.0</b></p>	<p><b>Funding Applications</b></p> <p>9.1 Beach Volleyball – it was agreed that because of the healthy nature of the event and the many visitors that attended that the Board approved</p>	

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	<p>£1,000 toward staging the event with the caveat that the BID receives social media recognition for the support.</p> <p>9.2 Punch and Judy – discussion took place about this application and it was decided that more information was needed and though the Board wish to offer support, some of the items the support was requested for were not considered within the remit of funding applications. Item to be discussed further next time.</p> <p><b>Action: CM to notify applicants of Board decisions</b></p>	CM
10.0	<p><b>Projects</b></p> <p>10.1 Fayre in the Square – have completed a feedback sheet and confirm that they were very happy with how the event went.</p> <p>10.2 Wessex Folk Festival – to be asked to complete a feedback form</p> <p>10.3 Purple Flag – CM attended the Nighttime Economy meeting and has contributed to the Accreditation Forms that have now been submitted.</p> <p>10.4 Community Toilet Scheme – stickers will be given to those businesses who wish to participate.</p> <p>10.5 Painting St Mary's Church – CM assisted the team of 20 from Argos that worked on sprucing up both inside and out at St Mary's Church.</p> <p>10.5 Weyprograss Activity – the area outside the Clipper has been thoroughly tidied and the doors and railings painted. Approval from landlords has been received for painting the walls and various local groups have shown an interest in using the space for community and arts activity.</p> <p><b>Action: CM to Ask Wessex FF for a feedback form</b></p>	CM
11.00	<p><b>Marketing and Promotions</b></p> <p>A meeting has taken place with Key Media to discuss the figures and ideas for blog content over the summer.</p> <p>Visits to the WAW website are up <b>21.1%</b> over the past year.</p> <p>Likes on the WAW face book page will hit <b>20,000</b> in the next week.</p> <p>Tom who has worked as a media intern from Bournemouth university will be leaving at the end of June and the next meeting will need to consider his replacement.</p>	
12.00	<p><b>A.O.B.</b></p> <p>TH informed the meeting that the levy collection department has been looking at the terms of the BID levy collection.</p>	

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	<p>Terms have been quite generous compared to other organisations and have allowed some levy payers the opportunity to delay paying for almost 6 months.</p> <p>There are considerable costs involved in attempting collection and some levy payers leave or change their business names during the period to avoid paying. In the past 3 years write offs have amounted to £11,000.</p> <p>The new terms will form part of the Operating Agreement with the Council for the BID 2.</p>	
<b>13.00</b>	<p><b>Agenda Items for next meeting</b></p> <p>13.1 Punch and Judy Funding Request</p> <p>13.2 Opening BID office at weekends for T.I.P.</p> <p>13.3 Replacement for Tom Dalkins</p> <p>13.4 Operating Agreement</p>	
<b>14.00</b>	<p><b>Date of next Meeting</b></p> <p>An canvassing update meeting will be held on Friday 15<sup>th</sup> June at 08.30</p> <p>The next Board meetings will take place on Friday 6<sup>th</sup> July and Friday 10<sup>th</sup> August at 08.00 at the Nothe Tavern</p>	

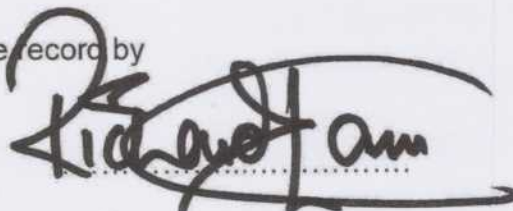
### Summary of agreed actions

Item	Action	Who	When
3.0	JD's on website	CM	asap
6.0	Financial Report on website	Admin	asap
8.0	CM to speak to EW about attending meetings	CM	asap
9.0	Approach P&J man for more info	CM	
10.0	Feedback form from Wessex Folk Festival	CM	asap

Signed as a true record by

Richard Lamb  
Chairman

Date

  
9.7.2018