



Weymouth BID Ltd

Minutes of Board Meeting

Date: **Friday 18th January 2019**

Time: **10.00**

Location: **Pilgrim House**

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, Streetcars Stephen Bassett (SB) Londis Julia Cohen (JC) Weymouth College Chris Truscott (CT) McDonalds Dennis Spurr (DS) The Fantastic Sausage Factory John M Sutton (JMS) Redcliff Guest House</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&PBC Edward Warr (EW) Town Centre Manager Trevor Hedger (TH) WPBC Senior Economic Regeneration Officer Nick Rhodes, Chief Executive Market Place Limited</p>	
1.0	<p>Welcome</p> <p>RL welcomed the members and introduced the visitor.</p>	
2.0	<p>Apologies:</p> <p>Tamsin Mutton-McKnight (TM-M) Sealife Centre, Merlin</p>	

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	<p>Jonathon Oldroyd (JO) Gloucester House Hotel</p> <p>Keith Treggiden (KT) Stonegate Pubs</p> <p>Cllr Richard Kosior (RK) W&PBC</p>	
<p>3.0</p>	<p>Guest Presentations</p> <p>Nick Rhodes of Market Place Limited attended the meeting to talk to the Board about the continental markets that his company runs across the UK.</p> <p>Market Place are looking to put on a continental market in Weymouth from a Wednesday to a Sunday, 9.00 – 5.00. They would provide the stalls and the genuine continental stall holders (60% food 40% crafts), setting up and taking down, generators, overnight security and a daytime manager to deal with any problems arising.</p> <p>There was no cost involved for the BID only advice required about the town and suitable locations, local contacts and assistance in promoting the event.</p> <p>Discussion took place about suitable venues and possible dates. A couple of dates proposed in the Easter holidays were deemed to be likely to take trade from local businesses and were not approved. The date of 23rd – 27th October were agreed.</p> <p>Mr Rhodes was encouraged to get in touch at the earliest opportunity with W&PBC about licences and permissions in view of the changes to the council commencing on 1st April.</p> <p>10.40 Mr Rhodes left the meeting.</p>	
<p>4.0</p>	<p>Minutes of last Meeting 19th December 2018</p> <p>The minutes were agreed as a true record and signed by RL.</p>	
<p>4.1</p>	<p>ACTIONS FROM LAST MEETING</p> <p>RL and CT to arrange to meet Lynne Fisher – see later</p> <p>CM to speak to Tracy at the Echo about advertising deal - completed</p> <p>CM to consult with JC's P.A. re suitable dates in early January and work with TH/EW to produce 4/5 questions – meeting to take place instead with Matthew Piles at Colliton Club on 31st January.</p> <p>CM to send out invitations to tender to local marketing companies. - completed</p> <p>CM to put together a financial forecast for the board – completed</p> <p>CM Invite Market Place Ltd (World of Markets) to visit Weymouth – see above</p> <p>CM to ask Steve Davies for figures for wider circulation – completed</p>	

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	<p>RL/SB to meet Pride organisers as soon as possible. – completed</p> <p>CM to contact Chamber for more information about training events - completed</p> <p>CM to notify Just Racing of the result regarding funding application – completed</p> <p>HT to arrange for hanging basket survey – coming up in agenda</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>Chairman’s Report</p> <p>New Board Member Application – Lynne Fisher who was proposed as a board member at the last meeting met with CT who endorsed the proposal Board voted unanimously for Lynne to join the Board.</p> <p>Action: CM to notify Lynne Fisher</p> <p>Pride Update</p> <p>RL met with J Cragge and JC – item coming up under funding applications.</p> <p>Carnival Update</p> <p>IF has met with the Rotary Club. They are will be putting on the 2020 Carnival, but do not feel there is time to do justice to an event this year.</p> <p>There was discussion of the BID partnering for 4 years on a sliding scale. Not decision was made at this stage about financing. There was full board approval for continued conversations with the Rotary.</p> <p>Closer working with Chamber of Commerce</p> <p>RL and JC will be meeting with Matt Prosser, the Port and the Chamber to share plans and ideas and look at how they can all work more closely together in the future bearing in mind that there are 2 or 3 areas of commonality that they all share.</p> <p>Night Time Economy</p> <p>RL has met with KT regarding the ownership of the Purple Flag initiative. ED stated that he is the lead on co-ordination with all of the night time economy stakeholder.</p> <p>There is to be a meeting on 13th February with licensees to explain the Purple Flag, Best Bar None and the N.T.E. so that everyone understand their roles and any potential role of the BID. Directors are invited to attend if they are able.</p> <p>Levy Payers Forum</p> <p>The next Levy Payers Forum will be held on Thursday 7th February from 6.00 – 8.00 and all directors are asked to attend if possible.</p> <p>Following the recent criticisms about the parking concessions in December a questionnaire will available at the forum for levy payers to complete.</p> <p>Action: CM/HT to compile a questionnaire about Parking</p>	<p>CM</p> <p>CM/HT</p>

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5.7	<p>Christmas Parking</p> <p>Despite there being free parking across W&PBC car parks on 1st December, the council took £3,800 in parking fees on that date. CM has been in touch with the parking department who stated that they had no authority to give the money back or pass it on to charity.</p>	
6.0	<p>Sub-Committee Updates</p> <p>None at this time.</p>	
7.0	<p>Financial Report</p> <p>The monthly financial reports were circulated and there were no concerns raised. There is a carry forward from last year and it was agreed this will be spread across the budget headings.</p> <p>It was requested by RL that the monthly financial report should be listed against the headings as outlined in the overall budget. Improve, Marketing etc.</p> <p>Action: CM to contact Mel about amendments to financial report</p> <p>There were no comments regarding the budget report.</p>	CM
8.0	<p>BID Operations Officer Items</p> <p>8.1 December visitor survey has had 529 responses so far negatives were about the cost of parking, the dirty streets, homeless and empty units.</p> <p>Positives were, the beach and the beautiful location. 4 Churches would be offering safe sleeping from this month onwards for the homeless in the town.</p> <p>8.2 Lobbying for Vacancy Tax in the UK – this is something that came up at the British BIDS conference as it is not currently done in the UK. CM will be attending the first British BIDs member’s council meeting next week and will update the next meeting.</p> <p>Loyalty Free Partnership App – moved to next meeting.</p> <p>8.3 Viestra – a magazine group based in Chiswick in London offering to do a piece about Weymouth for their magazine which is circulated to hotels, airports and Sainsbury’s stores as well as having an online presence. They are looking for accommodation and dining in the town. J Sutton offered accommodation and RL offered dining.</p> <p>Action : CM to contact Viestra and provide contact details.</p>	CM

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8.4	<p>Neighbourhood Plan – there is currently not one in place for Weymouth. This would tie in with EDs desire to have a whole town survey carried out to provide a Weymouth Vision with clear directions for all stakeholders in the town.</p>	
8.5	<p>Recommendations from the National BID Conference – moved to next meeting.</p>	
8.5	<p>Accommodation Booklet to send out to Tourists – historically a Word document in the form of a booklet has been created by the BID to address the need for an accommodation brochure as requested by many visitors who do not have computer access. Approval was given by the Board to the proposal made by the Echo to produce a 48 page booklet with advertising to cover some of the cost. Cost for 800 copies - £500 plus VAT.</p> <p>Action: HT to contact Tracy at the Echo.</p>	
8.6	<p>Heritage Trail – a draft brief for a Heritage Trail has been sent out – comments by next meeting.</p>	
8.7	<p>Night Time Economy Strategy document – moved to next meeting.</p>	
8.8	<p>First Busses Passenger Number – these are being circulated to the BID regularly. After unitary that the Car Park numbers will also be available to the BID.</p>	
8.9	<p>St Valentines Promotions – Kelly is collecting the details of the promotions across town and will do a WAW bog.</p>	
8.10	<p>GDPR – the annual audit was carried out last week and there were no problems.</p>	
8.11	<p>BID Accreditation - has been applied for and should be through soon.</p>	
8.12	<p>Yomp and Chomp – are a company who provide walking/tasting tours in other locations and who are planning to start one in Weymouth. They have spoken to CM about their ideas. More details will be shared when they are known.</p>	
8.13	<p>Lobbying for North Quay – A request has been made by Graham Perry that the BID lobby on behalf of the Levy Payers about the proposed development of the old council offices into MAGNA housing. Discussion took place and it was agreed that it was inappropriate in this instance for the BID to make representation on behalf of Levy Payers. It was suggested that GP should send any ideas that he has to the BID to be circulated on his behalf to other Levy Payers.</p> <p>Action : CM to contact GP</p>	

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8.14	<p>Just Racing Funding Application – the application approved at the last meeting has been queried by Roger Stockley. RS to be invited to attend the next board meeting with his concerns.</p>	
9.0	<p>Town Centre Manager Updates</p> <p>EW stated that the high ways resurfacing works that were to have been carried out this month had been pulled and that the £100,000 budget has been combined with a much larger budget that was under the control of Matthew Piles and was going towards improvements across Dorset. It was hoped that the resurfacing would commence later in the year.</p> <p>A Traffic Control Order was being put in place for a trial period of 6 months (being extended to 12) in St Alban Street. St Alban Street is currently open to traffic although it is paved. The TRO will prevent traffic from using the road for the same period as St Mary and St Thomas Streets. 10.00 – 5.00.</p> <p>New barriers at the Tesco end of St Thomas Street are being installed to prevent people entering before the barriers at the beach end are put up and then staying for much of the rest of day. All vehicles will have to exit the street before 10.00.</p> <p>Installation of the new town centre signage would commence in the 2nd week of March.</p> <p>The 2nd round of grotto spots identified in the town are now beginning to be rectified.</p> <p>EW is keen for the BID and other stakeholders in the town to participate in creating a Vision Document for Weymouth. This will be discussed with the New Town Council.</p>	
10.0 10.1	<p>Funding Applications</p> <p>Weymouth Pride Event</p> <p>JC confirmed that the event would move forward with/without support of the BID & that after discussions with the council all necessary agreements had been reached.</p> <p>The Board voted on 3 areas; support for the event overall, support for providing funding based on that & the level of funding.</p> <p>The vote for supporting was unanimous.</p> <p>There was concern expressed about the timing of the event, however as stated JC confirmed that the event would be happening on those dates & for the planned 3 days. The most important factor to consider was that Weymouth and Portland Pride had committed to aligning with the</p>	

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	<p>National Pride Calendar to generate as much footfall for the event as possible. (for one of their specific target audiences)</p> <p>Additionally Pride had already booked the 30 foot rainbow flag for the Parade that travels to all national events and was not available for other dates.</p> <p>Based on that, the Board voted unanimously to support the event.</p> <p>The level of investment was agreed to be capped at £10,000 & the Board voted unanimously.</p> <p>The Board agreed that at some point the Pride committee could come back to request greater funding to a maximum of £20,000, however there would need to be clear guidance as to the purpose of the increased investment.</p> <p>The Board questioned J Cohen about whether permissions for road closures etc had been sorted. It was explained that Jamie Cragge has met with Mark Cutler and Charlie Shepard from Highways/ Council</p> <p>The suggested Parade route has been fully discussed. The council have no objections and are fully supportive of the proposal and the event itself.</p> <p>The next stage is that a Traffic Management company needs to be secured. (Pride are aware of the cost for this) This is in process.</p> <p>Action: CM would notify Weymouth Pride</p>	<p>RL/SB /JC</p> <p>CM</p> <p>CM</p>
10.2	<p>W&PBC Events Calendar – following on from further discussion with Steve Davies about a wider circulation of the events calendar.</p> <p>It was unanimously agreed not to support the amended request for £2,700 for Dorset distribution</p> <p>Action: CM to notify Steve Davies</p>	<p>CT</p>
10.3	<p>St Alban Street Lighting – Funding was requested towards a permanent lighting scheme in St Alban Street. Discussion took place about whether the town should be paying for this and not the BID. EW stated there was no money for such lighting. It was agreed that CT would meet with the funding application to better understand the finances and report to the next meeting.</p> <p>Action: CT to speak to St Alban Street Funding Applicant</p>	
11.0	<p>Projects/Events update</p> <p>Christmas – there was good feedback from the grotto and £494.00 was taken in admission fees. A debrief meeting is being held next week.</p>	

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	The Christmas in the Square as considered a success by its organisers who are planning an improved event for next year.	
12.00	<p>Marketing and Promotion</p> <p>5 tenders have been received so far.</p>	
13.00	<p>AOB</p> <p>Hanging Basket Legacy – WindowFlowers are visiting Weymouth on 22nd January to carry out a survey of potential sites. At least 200 baskets would be needed to make the project viable for the company.</p> <p>CM and HT have done a survey of streets that would benefit considerably from the addition of flowering baskets. These are King Street, Park Street, Great George Street and Westham Road. The board did not feel that Park Street was had enough footfall to qualify this year.</p> <p>Sub Committees – these are not being as productive as envisaged and the matter will be discussed at the next meeting.</p> <p>Levy Payer Forum – All directors are invited to attend the forum on 7th Feb in particular to explain about the BID Zones as well as answering other questions.</p> <p>Dine For Less – the promotion with the Echo is being advertised from next week with vouchers being printed in the paper. Levy Payers have until 8th February to sign up to take part and benefit from the BID supplement.</p> <p>WAW Ltd – a suggestion has been made again, that all Weymouth BID directors should be directors of the We Are Weymouth company. It was stated that this is a dormant, non trading company with no value which is solely owned by Weymouth BID and advice from Companies House is that only two directors should to be listed.</p> <p>Bad Debt – TH reported that this year there is only £350 of bad debt compared with £6,000 last year.</p>	
14.00	Agenda Items for next meeting	
15.00	<p>Date of next Meeting</p> <p>The next meeting will be on February 15th from 10.00 – 13.30 at Pilgrim House</p>	
	Meeting ended 13.00	

ACTIONS FROM THIS MEETING

Item	What	When
5.1	CM to notify Lynne Fisher	asap
5.6	CM/HT to compile a questionnaire about Parking	By 7/02
7.0	CM to contact Mel about amendments to financial report	Nxt mth
8.4	CM to contact Viestra and provide contact details.	asap
8.5	HT to contact Tracy at the Echo re accommodation booklet	asap
8.13	Lobby for North Quay – CM to contact GP	asap
10.1	JC would notify Weymouth Pride	asap
10.2	Events Calendar - CM to notify Steve Davies	asap
10.3	St Alban Street Lighting – CT to contact funding applicant	Nxt mtg

Signed as a true record by

Richard Lamb
Chairman

..... Date

DRAFT