



We Are Weymouth Ltd

Minutes of Board Meeting

Date: **Wednesday 21st July 2021**

Time: **11.00**

Location: **Zoom**

Item	Details	Action
1.0	<p>Attendees & Apologies for Absence</p> <p><u>Present: Board Members</u></p> <p>Chairperson, Chris Truscott (CT) – McDonalds Vice Chair, Ian Ferguson (IF) – Weyline, BeeCars, StreetCars Jonathan Oldroyd (JO) – Gloucester House Hotel Graham Perry (GP) – The Bridge Fair Trade Shop Tamsin Mutton-McKnight (TM-M) – SeaLife Centre, Merlin (joined at 11:19) Lynne Fisher (LF) – St John’s Guest House Keith Treggiden (KT) - Rendezvous, Slug & Lettuce, Royal Oak</p> <p><u>Present: Non-Board Members</u></p> <p>Dawn Rondeau (DR), Chief Operations Officer – We Are Weymouth Zach Williams (ZW), Operations Assistant – We Are Weymouth</p> <p><u>Present: Observers</u></p> <p>Helen Hearnnes (HH) – Dorset Council</p> <p><u>Apologies</u></p> <p>Chris Wells – ITSA group Natalie Merry – Weymouth College Cllr. John Worth (JW) – Dorset Council Cllr. Clare Sutton (CS) – Dorset Council Cllr. Jon Orrell (CJO) – Weymouth Town Council</p>	

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3.0	<p>Declarations of Interest</p> <p>GP declared an interest in the Nothe Fort's funding proposal, as a director of Weymouth Civic Society. GP will abstain from commenting or voting on the agenda item.</p>	
4.0	<p>Observers</p> <p>Helen Heanes, Dorset Council</p> <p>CT to meet with Weymouth College to discuss the position of Natalie Merry's input to the BID</p>	CT
5.0	<p>Matters Arising from Previous Minutes</p> <p>DR advised the Board that the Town Crier position was discussed at the Improve Subcommittee, and that it has become apparent that the Town Crier is an official civic role, which should be managed by Weymouth Town Council.</p> <p>At the June meeting, the Board voted to approve an amended motion regarding the remit of subcommittees. DR confirmed the wording has been amended to reflect the agreed change. DR will distribute to the board.</p>	DR
6.0	<p>Governance and Engagement</p> <p><u>AGM (Annual General Meeting)</u></p> <p>CT advised the 2019-2020 Annual General Meeting will be held at 1:00pm, with a hybrid digital and physical meeting. GP will attend in person, to ensure that two directors are physically present at the meeting.</p> <p>CT advised that there is an item on the agenda to adopt the special resolution to amend the Articles of Association.</p> <p><u>Sub-committees</u></p> <p>CT sought feedback from the board on the effectiveness of subcommittees. JO, LF, GP, IF, KF, TM-M all felt that these groups are positive in making progress.</p> <p>GP reminded the Board that the Board is responsible for all decisions, including those made by subcommittees. CT shared this view and asked that a summary of key decisions is made for each subcommittee meeting, to be circulated to the Board.</p>	DR ZW
7.0	<p>Finance Report</p> <p><u>Levy Collection Update</u></p> <p>Final demands were issued by Dorset Council on 7th July.</p> <p>CT advised that thought needs to be given to how the BID operates with a depressed income.</p> <p>Dorset Council to continue recovery proceedings.</p>	

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	<p><u>June 2021 Financial Report</u></p> <p>CT advised the BID of the surplus in funds, with marketing and improve sectors falling below budget due to the impact of COVID-19.</p> <p>TM-M advised that at a recent Dorset Tourism Association Meeting, Visit Dorset and BCP advised they have reduced spend this year, focusing on visiting safely, carrying funds over to spend on campaigns in 2022.</p> <p>CT advised the Board to think about how a surplus could be used to make a significant difference in the town.</p>	Board
8.0	<p>Visitors (funding applications)</p> <p><u>City Dressing</u></p> <p>DR prefaced the City Dressing presentation, informing the board that the company have worked closely with the BID on their tender and provided detailed financials and plans, City Dressing additionally have experience in working with other BIDs (Business Improvement Districts) on such projects.</p> <p>Connor & Jeremy (City Dressing) joined the meeting and presented their proposal to the Board, which included adaptations for delivering the month-long event in a COVID-secure manner, if required. The Board then asked questions to City Dressing, including the pricing options, security of installation/props and musical elements, which Connor and Jeremy responded to.</p> <p><i>City Dressing left the meeting, and the Board discussed their proposal.</i></p> <p>The Board felt that doing something big and memorable for Christmas would provide something valuable to the town, particularly after the last eighteen months.</p> <p>It was agreed that City Dressing's proposal was well-considered and demonstrated value for money.</p> <p>GP proposed that £40,000 be allocated to the Marketing subcommittee for working with City Dressing on the event. This was unanimously approved by the Board.</p> <p><i>GP left meeting to return after Nothe fort application</i></p> <p><u>Nothe Fort</u></p> <p>Mary-Anne Edwards, General Manager at the Nothe Fort, presented their proposal for a Christmas Lights Experience.</p> <p>CT asked Mary-Anne questions about estimated ticket sales and the business plan for future Christmas events at the Nothe Fort. Mary-Anne advised that ticket sales are estimated to be around 1800, at a cost of £9.50-8.50, and that membership pass will continue to receive free admission to the event.</p> <p>CT asked about the Nothe Fort's funding application to Weymouth Town Council, who had shown appetite in investing £2,000 towards the project. Mary-Anne advised this is yet to be confirmed, with an outcome due in September, but that WTC (Weymouth Town Council) would require the BID to also support the project.</p> <p>IF asked about the supplier of lighting. Mary-Anne confirmed only one supplier had been approached, but additional quotes would be sought if substantiated.</p>	

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	<p>IF asked about VAT, and believed the BID could save funds if invoiced directly, as the Nothe Fort would not be able to reclaim VAT.</p> <p><i>Mary-Anne left the meeting, and the Board discussed the proposal.</i></p> <p>The Board felt that the Nothe Fort's proposal, in its current format, did not offer a significant benefit or demonstrate value for money for levy payers, and the BID cannot effectively underwrite the event. The board however responded positively about supporting the illumination of the exterior of the fort, which could demonstrate better value. The Board also felt that a competitive tendering process needed to be undertaken by the fort, and that capital purchase should also be explored. DR will feed these comments back to Mary-Anne and invite the Nothe Fort back to present a revised proposal to the Board in the September meeting.</p> <p><i>GP returned to meeting</i></p>	DR
9.0	<p>Marketing and Events</p> <p>DR referred to the ITB & LWP reports, and the Marketing Subcommittee minutes. No questions were raised by the Board.</p>	
10.0	<p>Improve</p> <p>JO raised concerns about the general state of the town, in particular bins/litter, graffiti, and toilet provision. GP and CT shared these concerns, and felt the town was in need of attention with regards to general cleanliness.</p> <p>HH advised that the last collection time for waste is 7pm. JO advised this is an issue as people are heading out later and bins are full.</p> <p>HH advised that the mobile toilet block is out of action due to a leak, which has caused a fault with the electrical circuit, and there is currently a national shortage of mobile toilets, but they are working to resolve.</p> <p>JO asked whether the Council could introduce byelaws to prevent shops from leaving rubbish out for lengthy periods, or for not using the anti-seagull bags.</p> <p>DR suggested being a focal point for business complaints in order to pass a weekly report to WTC and DC on this matter.</p> <p>CT gave a steer that it is not the responsibility of the BID to manage refuse collection and litter picking, but that the BID has a duty to represent Levy Payers in such matters.</p> <p>CT asked that Weymouth Town Council are challenged as to what the Town Centre Manager is doing to tackle these concerns.</p> <p>HH advised communicating with DC, with HH copied into correspondence.</p> <p><i>GP departed at 12:45pm</i></p>	DR DR
11.0	<p>A.O.B</p> <p><u>Centre of Excellence</u></p> <p>DR and CT attended a meeting regarding the Centre of Excellence. Progress is being made on two locations – The New Vic (Esplanade) and a modular building in the car park near the Palm House. The money is timebound and must be spent by April 2022.</p>	

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	<u>CSAS</u> Board members to discuss how the BID proceeds with CSAS or equivalent. JO advised this is done in a timely manner, to set budgets for the next year.	Board
12.0	Items for Next Meeting	
13.0	Date of next and subsequent meetings 29th September 2021, 11am 20th October 2021, 11am	

Signed as a true record by

Chris Truscott
 Chair

Date