

MINUTES OF THE BOARD OF DIRECTORS' MEETING

DATE: 20th September, 2017 AT 6.00PM

LOCATION: THE BEDFORD HOTEL, TAVISTOCK

ATTENDEES:

Lisa Piper – BID Manager (LP)

Andrew Baker - Potter Baker (AB)

Cllr. Harry Smith – TTC (HS)

Nigel Eadie – Original Pasty House (NE)

Mandy Ewings (Original Barbershop) ME

Valerie Davenport – Kaleidoscope (VD)

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Juliet Doolan. Penny Samuels. Robin Rich. Martin Hawkins (late apology)	
2	MINUTES	
	It was proposed by VD and seconded by HS that the minutes from the July meeting are accepted as a true and accurate record – all Members agreed	
3	GETTING THE WORK DONE	
	<p>BID Managers report – LP submitted her report:-</p> <ul style="list-style-type: none"> • Communication and BID Team organisation – LP reported that the blog on the website is updated weekly www.tavistockbid.co.uk • Marketing - Website – www.visit-tavistock.co.uk Becky has updated listings and taken new pictures for thumb nail entries – events updated and daily posts have been scheduled on facebook – businesses have been surveyed on facebook and email to ascertain whether they would open on Sundays 17th and 24th December – 19 responses, 13 yes to both, 2 yes to 17th and 4 not opening – Pannier Market willing to open if enough other shops are opening – Tavy Links – article submitted – Tavistock Times – 2 editorials including front page(Summer festival information) – Visit Tavistock – facebook page currently 310 followers - Blog – by keen cyclist • Events – Summer activities review – Craft tents had 300 people through with a lot of repeat custom - people spent 2 hours on average. Feedback from parents – liked wrist band all day play – allowed them to leave to shop, have lunch and come back – natural crafts was the most popular – most successful event was Alice in Wonderland day which drew people from outside the Town – wizarding workshop had good attendance – Characters had less success, LP felt this was due to it being a photo opportunity, not interactive – 281 children took part in the treasure hunt • Winter Festival – (costings £3,500 ish?) – to include - • Goose Fair – give out leaflet (joint TTC/Chamber/BID) inviting back for further events 	

	<ul style="list-style-type: none"> • Half-term – ‘spot the odd thing in the window’ competition; perhaps jousting/archery? LP look at logistics and feedback – Wednesday 28th October – Potion and wand-making with pumpkin carving (get about 250 - £1 each – LP speaking to Roger Terry at Stokes) – promote Lions Fireworks, Dickensian and 2 Sundays opening in December - promote adult crafts (Beehive in King Street or U3A type activities) weekday? – • Winter wonderland with elves workshop 2 Sundays in December. NE said something was needed in the Square, end November/early December at Tavistock was missing out to Plymouth who were doing their lights mid November – perhaps bands/choirs etc. – advertising on radio, leaflets, local press etc. • 2018 – LP has been looking at Roald Dahl week – covering story telling from the different characters from the books – Horrible histories type event bring Tavistock history alive in conjunction with Tavistock Heritage Trust - May ½ term? ME advised that the Man Engine was coming back over the Easter period (Good Friday?) – suggested that we should try to get short videos for social media of activities put on – LP will look at some photo’s that have been taken of summer activities to see what can be done • Dickensian – crowd safety issue with stage – LP will shop around to see what is available, and consider siting stage differently in the Square – increase cost – spoken with Duane and Ross and waiting for Fire Brigade to respond liaise with SAG (Safety Advisory Group) – reindeers booked • Bloom – 5th October, 2017 Awards Ceremony in Torquay – discussion regarding next year – suggest getting sponsors for some of the ‘approaches’ to Tavistock – roundabouts etc. – LP will speak to John Dodswell from Highways and Debo Sellis regarding this • Empty Units – update 16 empty units at present – work being done to the Pillars building, now up for sale – 2 new license applications for wine bar venues – no food - opposed by TTC • Business Support – Banners sponsored by Chamber, TTC and BID are in place on the scaffolding in Duke Street – further joint venture with 25,000 A4 leaflets to encourage people to come back for further events – to be circulated at Park and Ride at Goose Fair – also educate about the changes to the Pannier Market – BID co-ordinating – Town Guide to be produced for beginning of November – BID input to promote future events - £1,600 total, each pay £600 – LP attended the objection hearing for ‘Pets at Home’ – this would adversely affect the 3 Pet related businesses in the Town, causing their closure • Christmas lights - some discussion regarding Christmas lights – looked at various options – JT Greeves willing to look after maintenance – Insurance cover could be difficult – borrow cherry picker and charge hourly rate? – LP to look into this 	<p>LP</p> <p>LP</p> <p>LP</p> <p>LP</p>
4	MARKETING/PROMOTIONS	
4.1	Summer holiday review – dealt with under 3 above	
4.2	Website update - dealt with under 3 above	
4.3	Winter Festival plans- dealt with under 3 above	
4.4	Goose Fair – dealt with under 3 above	

4.5	Town Guide – dealt with under 3 above	
4.6	Dickensian – dealt with under 3 above	
5	AROUND TOWN	
5.1	Bloom - dealt with under 3 above	
5.2	Next year – dealt with under 3 above	
5.3	Christmas lights – dealt with under 3 above	
6	BUSINESS SUPPORT AND LOBBYING	
6.1	Empty Unit update – dealt with under 3 above	
6.2	Pets at Home objection update – dealt with under 3 above	
7	PARKING – Cathy Auberton suggested that there should be free parking for 17 th and 24 th December, 2017.	
8	FINANCIAL REPORT	
	AB talked through the present financial situation with Directors which would be a bit tight for about a month until more of the BID levy money came in. AB would check how much levy money was expected from WDBC (Carol) which would give a clearer picture. AB presented the unaudited Financial statements for year end 31 st August, 2017, there were a couple of alterations that needed to be made – with these alterations, it was proposed by ME and seconded by NE that the financial statement be presented to the AGM.	
9	ANY OTHER BUSINESS	
9.1	X1 bus via Plymouth train station has been discontinued and only 1 which goes via Derriford Hospital is now running – concern that this will affect the Business community in Tavistock for anyone wanting to access Tavistock having travelled on the train - Graham Parker had expressed great concern – LP will ask Graham Parker to write a letter that would be supported by BID	LP
9.2	Tavistock Heritage Trust were looking to re-instate the Information Centre in the refurbished premises on the Square	
9.3	Directors were advised that Giles Newby from Abode had stood down – Kevin from Abode wished to stand for election at the AGM. AB had sent an email to Kate Royston in August regarding attendance at the monthly meetings. As she has not been to a meeting since January (7 consecutive months), according to BID rules she is not eligible to serve – Proposed by AB and seconded by VD that she stands down. AB will notify	AB
10	AGM - Wednesday 18 th October, 2017 at 6.00pm. at the Bedford Hotel – Portrait room	
11	The meeting closed at 8.30pm.	