

Tavistock

BUSINESS IMPROVEMENT DISTRICT

Tavistock BID Ltd

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MINUTES OF THE BOARD OF DIRECTORS 'MEETING

DATE: 17th February, 2021
beginning at 18.00.

LOCATION: In our own homes via Zoom conferences

ATTENDEES:

Janna Sanders - BID Manager (JS)
Katherine Wing – Wings Accountants (KW)
John Taylor – Grenville Estates (JT)
Nigel Eadie – Original Pasty House (NE)

Chris Palmer – Hansford Bell (CP)
Brett Kinsman-Dawe – ABC Services (BKD)
Valerie Davenport – Kaleidoscope Toys (VD)

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Colin Kirk-Potter. Paul Williamson not present	
2	MINUTES OF THE LAST MEETING	
	Minutes of the December, 2020 meeting, and January, 2021 were accepted as a true and accurate record of those meetings, proposed by JT and seconded by VD – all Directors agreed	
3	BALLOT 2021 Mel Richardson had not received much response from Plymouth Road, but there had been 35 responses from present Members, positive regarding support through Covid - link on the facebook group – JS will send again to JT and CP. JS waiting for resume for welcome pack from JT – Simon Luke (Undertakers) really positive, Steve Parr (joiner) not focused	JT

4	<p>CORONAVIRUS SUPPORT WDBC Grant queries - Reviewing scenario whilst in lockdown – not all had first Grant yet Re-opening the High Street safety updates - JS waiting to walk through this with Wayne – not happened yet City dressing ideas for seating/eating areas – JS has spoken to this Company who provide various seating/shelter options for meeting outside providing protection – lack of facilities at present – need to address this if we are expecting more Visitors in the Summer – she shared examples on the screen – some good ideas to work on – could be funded by ERDF – Wayne wants to include this in the re-opening of the town after lockdown Bank Square car park/Plantation walk – These two possibilities discussed – Plantation walk a bit away from the central area of the Town, felt that Bank Square was better – Bank Square owned by WDBC – good relationship – is vandalism at night an issue? Further suggestion that Taylor Square car park may be good for this – had been used for a few tables/chairs under canopy in earlier lockdown – JT would speak to Pets Emporium who it was felt may not be happy with this suggestion – also remind about levy payment Window vinyl's – JS had been approached by the Head of Tavistock College with a view to producing these for empty shops – need to speak to Estate Agents – meeting with Becky at TTC and Neil so that we can claim funding – JS requested tender from 3 different companies – already heard back from Tim at Fat Calf – further suggestions – JS will circulate Directors when she has any details</p>	<p>JS JS JT JS</p>
5	<p>FINANCIAL REPORT – JS shared her screen for the latest update of the accounts – KW talked Directors through these – they (JS and KW) needed to look at the mobile phone again to check the best deal – Giffgaff? – 2 advertisers still to pay for Tavistock Guide – VAT quarter end of February – should be repayment from little income – levy £64238 less 5% - WDBC withhold until next year – Wetherspoons not paid in Tavistock, JS reported South West BID meeting others have paid – JS and KW need to be working from the same budget which is proving difficult – dropbox – is it secure for both to work from this – discussion – BKW checked – OK to use the normal system without investing in Business system as it is encrypted anyway and just needed password. Directors thanked KW for the financial report</p>	<p>JS/KW JS/KW</p>
6	<p>GETTING THE WORK DONE – JS advised that Annie is covering Social media and website –</p>	
7	<p>AROUND TOWN – Empty Units/Store Closures and Openings – Gift shop opening in old John James premises – Karen No4 Brook Street Café– information from survey that 8 businesses are in peril Rent updates – Follow up on our previous letter to TTC– no further discussions on it – JS will try to request a further meeting with Karl and CP – ask them why they are not giving any help with the rent – how many on the possible closing list are TTC tenants? Harry White ref. 8 Brook Street – prepared to reduce rent? – Dartmoor Country Clothes These areas are not our remit</p>	<p>JS JS</p>
8	<p>MARKETING AND PROMOTIONS. Ideas for 'Tavistock is Open (again)' campaign – Any suggestions – to do this we need to wait until after 22nd February when the Government are</p>	

	making a 'going forward' announcement – after this we can perhaps formulate a plan	
9	EVENTS Paint the town (with light) – in shop windows with WestDart workshops – involving other community groups Moor Otters – starting 1 st April, 2021	
10	PARKING/COACHES – JT spoke about proposals to stop Abbey Rise being all day parking and try to encourage WDBC and public to use Riverside – JS will send a letter to WDBC along these lines – she will circulate a copy of this to Directors	
11	COLLABORATIONS – Visit Tavistock Marketing Strategy Working Group – JS meeting with Gerri Parlby last week – struggles with collaboration - meeting tomorrow with various groups – TTC, WDBC (Neil Jory and Sarah Gibson) and Heritage Trust – should be opening up end of July, 2021	JS
12	MANAGER UPDATE – Advertising – JS contacted by Tavistock Times advising of a special offer at the moment – also Dartmoor magazine every 2/3 months – Tavy Links and Devon Life (next issue has whole page on Tavistock) – Tavistock Times - £600 to be used before August - discussion regarding where we should advertise in our present circumstances – who are we trying to attract back – locals or from further afield? Tavistock Times present catchment is wider, including South Hams etc. - could ask them to help with BID renewal and do an editorial too – need to make decision	
13	CHAIR UPDATE - Nothing further to report	
14	ANY OTHER BUSINESS - there was none	
15	DATE OF NEXT MEETING – 24 th February, 2021 – BID Term 3 meeting with Mel Richardson	
16	Thank you to all who attended this meeting - Meeting closed 19.17	