

MINUTES OF THE BOARD OF DIRECTORS' MEETING

DATE: 16th November, 2016, AT 6.00PM

LOCATION: THE BEDFORD HOTEL, TAVISTOCK

ATTENDEES:

Lisa Piper – BID Manager (LP)

Nigel Eadie – The Original Pasty House (NE)

Andrew Baker – Potter Baker (AB)

Giles Newby– Abode (GN)

Martin Hawkins – Art Gallery (MH)

Robin Rich – I Love Candy (RR)

Mandy Ewings – Original Barber Shop (ME)

Cllr. Harry Smith – TTC (HS)

Penny Samuels – Brocante (PS)

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Kate Royston – Tamar Energy Community. Ruth Kelly – Boots (Stacey came to represent her)	
2	MINUTES	
	AB stated that the Registered address on the first page of the September minutes now needed to be changed – with this alteration it was proposed by NE and seconded by RR that the minutes be accepted as a true and accurate record of that meeting	
3	GETTING THE WORK DONE	
3.1	Elect new Chair It was proposed by NE and seconded by GN that Robin Rich be elected to serve as Chairman – 3 in favour and 2 against – RR elected as Chair	
3.2	Co-opting Directors – AB had been notified that Kate Royston would find it difficult to attend a meeting on a Wednesday –after discussion, Members felt that Wednesday was the best evening for them and LP had childcare in place which was worked in with other commitments (it had been moved from Thursday previously to Wednesday, as this was convenient to all). Discussion regarding whether Directors should send a representative from their Company when they are unable to attend. This would not be the practice in future. It was proposed by PS and seconded by RR that Martin Hawkins be co-opted on to the Board of Directors, all in favour. LP would get necessary details for Ruth ??? from Boots, name, date of birth etc. – it was proposed by RR and seconded by GN that she should be co-opted on to the Board of Directors, all in favour.	
3.3	BID Managers report – LP submitted her report:- <ul style="list-style-type: none"> • 2 monthly newsletters had now gone out, just over 150 by e-mail - John from SW Crafts had hand delivered - had been on the facebook page – all up and running • web page for levy payers is up and running – awaiting 2 further quotes for the other site - LP and RR will sort this out without 	LP/RR

	<p>waiting for the next meeting</p> <ul style="list-style-type: none"> e-newsletter had 50% opening rate, 62 for the next one – response to polls for Christmas trees – good, Sunday opening – not good Sunday opening - 18th December - LP has arranged for Miss Ivy Events and Jo to do a Christmas fair – activities in the Square – music (LP will know if she can get this by Friday this week) – ride - children will be able to make their own decoration – Fayre in the Pannier Market – discussion with Stacey from Boots regarding what they as a National would be able to do – they could do an extra event in Store – suggestions of doing hampers, coupons for 10% or whatever, poster in windows of shops that will be open on that Sunday (come in to find their special offer), list to be circulated of those participating so that others hopefully will want to join in so as not to be left out – Christmas trail – music in the streets - discount cards ‘love Tavistock’ – Father Christmas in the Square (Rotary) Christmas lights – last year of present contract – looking for alternative quotes – few problems with the lights this year – contractor notified on Monday morning that they were unable to do what they had agreed – LP has got someone from Okehampton to test the lights next week – TTC has been asked whether they have any of the old lighting left – LP waiting for Wayne to get back to her – LP wondered about renting a string, she will contact Torbay who have cancelled their lights – replace board in Paddons Row – Christmas trees should be delivered on Monday afternoon, so will be circulated on Tuesday – lights for these £13.99 Dickensian – increased cost of road closures – photo booth at bottom of Brook Street – reindeer in West Street – advertising on the back of the photo ‘come and see Sunday opening’ – some complaints about the shop window competition biased towards the Charity shops – created new entry in competition, now one class for Charity shop and one for normal shop – advertising on facebook, banners , posters up and corrugated signs on all routes into Tavistock – park and ride running from Morrison’s – children singing – Glowshow – Magician – Stilt walkers – Round Table stall – LP to liaise - storage for various bits offered by Boots, Brocante and Abode Car parking – discussion from Assets team regarding loss of car parking – Abbey – housing (starter units?) – LP against this - those requiring parking to be diverted to Riverside? – research building on top of the car park? – increase the charges? – opposed – managed to get agreement not to do this for this year – Cathy Auberton and LP wanted to encourage people to park at Riverside – permit parking to be reduced from £195 to £100? – Riverside to be by permit per Number Plate – NE said that proposals from BID should be put forward – LP stated that our time would be better spent on getting people in the town to use Riverside car park so that parking is up – Tesco 106 – need to put forward a wish list – suggestion that perhaps a bus could go around the car parks to take people into the centre 	LP
4	MARKETING/PROMOTIONS	
4.1	Totally Locally – This would be looked at in more detail at the next meeting	
4.2	Sunday opening - dealt with under 3.3	

5	AROUND TOWN	
5.1	Signage – directional and TIC – dealt with under 3.3	
5.2	Christmas trees – dealt with under 3.3	
5.3	CCTV – package has been put together for BID with Chubb, trying to do this before Christmas, will now be the middle of January, individual businesses arrange how much etc.	
5.4	Dickensian – dealt with under 3.3	
6	BUSINESS SUPPORT AND LOBBYING	
6.1	Pets at Home – This planning application has been rejected	
6.2	Feedback from meeting with Geoffrey Cox – LP will be meeting with Geoffrey Cox on a bi-monthly basis to keep abreast of local issues – LP will put on facebook what he will look	LP
7	PARKING	
	Signage - dealt with under 3.3	
8	FINANCIAL REPORT	
	AB reported that Darren from WDBC had informed him that there would be no benchmarking this year as they were too committed. AB passed around the accounts for Directors to look at and talked them through. At present there were only two signatories for the account – AB and RR, it was agreed that ME and GN should also be signatories. Tavistock Subscription Library were now exempt from the levy.	
9	ANY OTHER BUSINESS	
9.1	PS suggested that there should be bunting around the town as this gave a ‘feel good’ factor – LP will get some quotes	LP
9.2	PS also suggested that a Motor home sticker should be put on the signage around the town	
9.3	AB said that the agreement between WDBC and BID regarding the levy collection charge needed to be changed as there will be an increase. This is a 5 year agreement, but this years payment won’t be requested until this time next year. We have to sign the new agreement. It was proposed by ME and seconded by GN that AB should sign this. All Directors were in agreement.	
10.	Wednesday 18th January, 2017 at 6.00pm. at the Bedford Hotel – please note no meeting in December	
	The meeting closed at 8.16pm.	