

Tavistock

BUSINESS IMPROVEMENT DISTRICT

Tavistock BID Ltd

C/O Wings Accountants
 Unit 1, Pearl Assurance House,
 Elbow Lane, Tavistock, PL19 0BG.
 07970 795195

Contact: janna@tavistockbid.co.uk

MINUTES OF THE BOARD OF DIRECTORS 'MEETING

DATE: 18th August, 2021

LOCATION: Bedford Hotel 6.00pm.

ATTENDEES:

Janna Sanders - BID Manager (JS)

Chris Palmer – Hansford Bell (CP)

Katherine Wing – Wings Accountants (KW)

Paul Williamson – TTC Representative (PW)

John Taylor – Grenville Estates (JT)

Valerie Davenport – Kaleidoscope Toys (VD)

Mel Richardson – BID Renewal (MR)

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Colin Kirk-Potter. Nigel Eadie. Brett Kinsman-Dawe	
2	MINUTES OF THE LAST MEETING	
	It was proposed by VD and seconded by PW that the minutes from the Board meetings 26 th May and 16 th June, 2021 were accepted as a true and accurate record – all Directors agreed.	
3	BALLOT 2021	
3.1	The Chairman thanked Mel Richardson and Janna Sanders for all they had done toward a very successful vote for BID to serve a third term. They were presented with flowers and cards courtesy of the Board of Directors.	None
3.2	BALLOT 2021 – debrief <ul style="list-style-type: none"> • Mel reported that the turnout of 56% in Tavistock was 20% better than in other BID areas • Communication as good throughout - all Directors knew what was happening – comprehensive canvassing gave a good sense of where support lay • No problems reported with papers not turning up / no replacements requested • Really good job – Civica • 85% approval in rateable value and by number – meaning we have a good approval from all sectors and size of business • We now have a very clear database that will stand us in good stead moving forward - WDBC has the list and 301 bills going out • Charity exemption decisions made • MR has offered ongoing support where needed • Thank you to Board Members who talked to people, VD and JT who spoke to so many 	

	<ul style="list-style-type: none"> We can be proud that the positive response in Tavistock has gone from one of the lowest to the highest PW agreed that Tavistock is held in high regard by visitors – need to convince people that the town is thriving compared with some 	
4	CORONAVIRUS AND OTHER BUSINESS SUPPORT	
	<p>Current Grant opportunities – WDBC Grant for specific initiatives is only new grant going out, awaiting details</p> <p>Funding - a number of High Street projects secured ERDF funding</p> <ul style="list-style-type: none"> Window vinyls put up Shoe King Hoardings will go up on 24th August Town Trail this Summer, based on the Windows in Time trail, local characters with a real story to tell Funding still available for seating and marketing <p>Re-opening the High Street Safely Update - Nothing further to report</p> <p>Use of Churchyard - Nothing further to report</p> <p>Marketing - Nothing further to report</p>	JS
5	FINANCIAL REPORT	
	<ul style="list-style-type: none"> KW circulated an upcoming transaction breakdown report up to 13th August, 2021 showing recent spending and items that were in the pipeline currently - current bank balance £30,290 - KW also circulated the proposed budget from 1.9.21 to 31.8.22 Discussion regarding Hanging baskets for next year – couple of suggestions made - look at in more detail at September meeting Jo Macaskie (BID Admin) should send invoice personally and not Miss Ivy Events Tavistock Guide money discussed - JS and KW to look at this – sponsorship? VAT already reclaimed on over £1,200 New Directors? – Mel Bosacki, Mime Café, interested. JS also speaking to Qasim Al Haq, Black Sheep Brew. CP asked KW to come on as a Board Director now Wings Accountants are levy payers. KW will send accounts via dropbox to Directors in future so that they can be looked at before the meeting 	JS/KW KW
6	GETTING THE WORK DONE	
	JS advised Directors that Jo Macaskie was doing the Social Media and website admin – outsourcing to others where appropriate	
7	AROUND TOWN	
7.1	Empty units/Store closures and openings <ul style="list-style-type: none"> Witches Lair successful in Pannier Market – hoping to move into shop in the Town (formerly Abode) Valenti’s Ice Creams in former Active Co shop – shop / deli Dartmoor Deli on Pannier Market periphery 	
7.2	Concern expressed by levy payers regarding new tenants opening shops in direct competition with existing businesses – some selling goods from the same supplier – what is TTC’s policy re: this, do they have any conversation with prospective businesses re: what they are proposing to sell? JS to write to Town Clerk and request wider conversation to enable the BID to work with TTC on shaping policy and nature of businesses in the town centre. Concern also raised re: florist on Bedford Square re: existing flower shops.	JS

8	MARKETING/PROMOTIONS	
	<ul style="list-style-type: none"> • 'Be safe, Escape & Explore' campaign – slogan for the summer – launched in local press; on social media; on vinyls • Tavistock Gift card – JS will speak to Miconex to try to extend the card expiry (December 2021) until Easter or December next year – get the extension first and then do more marketing 	JS
9	DICKENSIAN EVENING	
	JS asked Directors for opinion on Dickensian and whether it should go ahead – discussion – all agreed that as Goose Fair and other bigger events elsewhere are going ahead, this could be done but would need careful managing – discuss further at the next meeting (September). JS to communicate to TTC.	JS
10	EVENTS	
	<ul style="list-style-type: none"> • Summer Trail – continuing – flag up again to revive interest • Tour of Britain – 6th September – 'Sprint' on Plymouth Rd will bring footfall to town – event planned on Bedford Square • Heritage Open Days – from 10th September • Cream Tea Festival – 12th September – launch the 'Tavy Tuff' with a Tuff Trail around businesses – VD to speak to Peter Gorton, JT to Mount Kelly to see if they can make a large one for the centrepiece 	JS JS VD/JT
11	PARKING/COACHES	
11	JS advised that coaches were now returning to Tavistock – Coach Drive incentive continues and leaflets being redesigned	JS/BKD
11	COLLABORATIONS	
	THT: Open days and Guildhall opening – JS talking regularly to Geri Parlbly Lions of Tavistock: BID funded bunting installation for summer 2021	JS
12	MANAGER UPDATE	
	<ul style="list-style-type: none"> • JS reported that she had a number of queries from WDBC re: 2020-21 levy invoices – Directors agreed no exemptions • Names on Town Directory Signage need to be updated 	
14	CHAIR UPDATE	
	Nothing further to report	
15	AOB	
	JT raised a number of items for Directors to be addressed in more detail <ul style="list-style-type: none"> • Governance needs improving - better liaison needed • WDBC Rep on BID meeting • More Directors needed • Neighbourhood Plan needs to be looked at • 'A' boards in the Town 	
16	DATE OF NEXT MEETING – 15 th September, 2021 at the Bedford Hotel at 6.00pm. Meeting closed at 20:35	