

	<ul style="list-style-type: none"> • Steve Hipsey from Tavistock Locals help have volunteers who could help <p>WDBC Grant queries –</p> <ul style="list-style-type: none"> • Some businesses not received grants from the last lockdown period – JS in touch with Neil Jory – still working through a lot of the applications – what help is available now we are in tier 2? • Jack Chams , HQ and another????cannot have people on their premises – can grant be applied for again? Jack Chams requested their BID levy back – would we consider this? Discussion - a lot of businesses would be wanting re-funds – suggestion that JS check with other BID’s – Directors consider alternatives <p>Extended opening hours campaign post-lockdown –</p> <ul style="list-style-type: none"> • 55 Businesses are going to stay open until late – Thursdays, Fridays or all 3 days • Pushing this on social media and TV – JS asked WS if he had spoken to the Pannier Market stall holders about opening late – they were doing this coming Friday (4th December) – look at the foot-fall in the town – Friday seemed the best possibility – think about 11th December. • Steam Engine would be around on Friday and Saturday this week, but that is all – JS needs to notify DCC Highways about the Steam Engine and where it will be sited – make sure there are not too many pinch points <p>Re-opening the High Street safety updates –</p> <ul style="list-style-type: none"> • JS has more roundels or posters if any are needed • WDBC funding for looking into safety aspects of re-opening – another tower with sanitiser • WS said they were looking to employ 3 Street Ambassadors – funding applied for. When Market is open it can get quite busy, need someone to move people on – suggest 1 Ambassador to cover the Market, 1 West Street and 1 Duke/Brook Street – WS has an ex Member of Staff who could cover the Market – these Ambassadors may be subject to confrontation – need to be the right people 	<p>JS</p> <p>JS/All Directors</p> <p>JS</p> <p>JS</p>
4	PANNIER MARKET, TOWN HALL AND TOWN COUNCIL REPORT –	
4.1	PW report of TTC position regarding Town re-opening – Nothing further to add to WS comments 3 above	
4.2	<p>Wayne Southall TTC Operations Manager – TTC Operations update –</p> <ul style="list-style-type: none"> • Market trading some days good, some bad – Market and Butchers Hall open as much as possible • Up until Christmas Eve the Market will be open every day – maximise as much as possible what has been lost during lockdowns • Mid January time possibly another lockdown – another 4 weeks of trading lost – majority of people buying into extra hours • Town Hall will be closed until the end of March – lost a lot of money because it has been closed – if it had been open there would be greater losses – concept around Town Hall not changing in the short term – unknown post Christmas • Pannier Market operating if able Tuesday-Saturdays 9.00am.- 4.00pm. 	

	<ul style="list-style-type: none"> • Maximise Butchers Hall and Bedford Square – clear strategy 3-4 days 1/3 to ¼ down with wider aisles etc. probably not change in the next 9 months, need to build into budget considerations <p>JT thanked Wayne for opening so many days for Christmas</p> <ul style="list-style-type: none"> • PW supplemented what Wayne had said – the Town Hall was being maintained even though it was not open – a new lift had been fitted and the roof had been attended to – it will be ready to use when it is back <p>CP thanked Wayne for all that he has been doing</p> <ul style="list-style-type: none"> • Guildhall car park completion third week of December, back in use first week of January • Core of main build complete prior to Christmas • Practical completion by the end of January • ???? March/April • Gateway Centre end of May • THT and Council should know exactly what the financial situation is through Covid etc. • JT, BKD, VD all agreed that the Guildhall car park looked good
5	<p>FINANCIAL REPORT</p> <p>KW talked through the finances –</p> <ul style="list-style-type: none"> • VAT returns for the quarter ended 30th November - £5,438-38 to pay to HMRC – approval given – CP proposed, VD seconded KW will submit this KW • Little over £52,000 in the bank - £1,300 to go out for cheques etc. just over £51,000 available (£46,166.89 27th November) - receipts now really dropped off, looks a bit bleak- need caution with the budget • Christmas lights - £2,500 to Festive lighting • JS will check budget – need to reign it in – CP need to work to a lower budget – delayed sending out reminders during lockdown – put personal touches in place and call on people – KW and JS talk it through KW/JS • KW stated that our AGM was not quorate – need to give 21 days notice and decide the way forward – takes to 22nd December - 15 persons entitled to vote need to be present – CP/JS contact British BID’s – find out if we can get an exemption need - approval of last years minutes and the re-appointment of Directors required CP/JS
6	<p>GETTING THE WORK DONE –</p> <p>BID Admin update – Annie doing great job with social media – her other employer has increased her hours and she works for Tim Randall at Links – JS will see how that impacts. Jo would help with Around Town. JS meeting with Sarah Gibson (WDBC),– she is going to ask WDBC for some funds to help BID going into renewal, she is also willing to do some Admin – 5 hours – she will do anything she can to help JS</p>
7	<p>AROUND TOWN – Active Co has gone. Rachel’s Hairdressers has shut down and she is working partly from home. Dartmoor Country Clothes has gone. Vintage ???? open in the next few weeks – J– quite a few will be moving in the New Year – make the most of Christmas – Ice Cream Company in old Abode premises – another vacancy on Duke Street – second Baldwin’s unit free</p>

	<ul style="list-style-type: none"> • Need to look further at personal Businesses of the Board of Directors' to encourage Businesses to support BID term 3 – check last campaign with NE • JS will check with a couple of other BID's that have had a 'stonking result' • Set Action Plans for the New Year 	
16	ANY OTHER BUSINESS - there was none	
17	DATE OF NEXT MEETING – To be confirmed if additional meeting required before Christmas BID Term 3 meeting	
18	Meeting closed 19.36	

Tavistock

BUSINESS IMPROVEMENT DISTRICT

Tavistock BID Ltd
 C/O Wings Accountants
 Unit 1, Pearl Assurance House,
 Elbow Lane, Tavistock, PL19 0BG,
 Devon.
 07818 161623
 Contact: admin@tavistockbid.co.uk

MINUTES OF THE BOARD OF DIRECTORS 'MEETING

DATE: 21st January, 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)
 Paul Williamson – TTC Representative (PW)
 Valerie Davenport – Kaleidoscope Toys (VD)

JS welcomed Mel Richardson – Consultant - BID 3

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Colin Kirk-Potter. Brett Kinsman-Dawe not present	
2	MINUTES OF THE LAST MEETING	
	Minutes of the meeting 2 nd December had been circulated late so not read by Board of Directors – they would be approved at the next meeting	
3	RENEWAL	
	<p>Mel Richardson gave an update on BID 3 – notes to work with her report Survey – to be sent out from 25th January to 8th February</p> <ul style="list-style-type: none"> To be sent to those businesses we have email addresses for (about 50%) levy payers with two-week deadline – Directors' asked to view and give feedback This is to go alongside what JS is doing to update the web-site Suss out what people think of BID – their expectations of BID 3 and how vote Businesses click website to check BID achievements Concentrate on those paying £50 and over (those under £50 come out of BID 3 – already agreed – notify Businesses later) Phone calls to encourage Businesses to fill in survey <p>Website - JS screen-shared what she has done on the website and the various categories of BID achievements – lot of work – hope people use it!</p>	<p>JS</p> <p>JS</p>

	<p>Written pdf of all things that has been achieved – especially important that BID is working with the local Councils (another category heading)</p> <p>LAUNCH SURVEY ON MONDAY AT THE LATEST</p> <p>Boundary – JS and Mel had walked around areas of proposed changes</p> <ul style="list-style-type: none"> • Industrial areas – tricky - different investment – jeopardise present BID if we try to extend it – JT appreciated the way it has been dealt with by JS/Mel • Plymouth Road area – relates more to the Town Centre – mainly Guest Houses, Offices, Library, Nursery etc. with more Offices on the Quay – will consult with the 22 Businesses identified here – how do we contact? – mail merge letter and pdf attachment – CP to do letter to them • Lakeside – Undertakers/Garage not easy to include, Simon has offered to contribute independently <p>INCLUDE PLYMOUTH ROAD – ALL IN AGREEMENT – CP write letter to relevant businesses</p> <p>Timetable – Laid out in Mel’s report month by month – report back to BOD Board Meeting on or around 17th February.</p>	
4	<p>CORONAVIRUS SUPPORT</p> <p>WDBC Grant queries – Concern expressed regarding slow payments to businesses</p> <ul style="list-style-type: none"> • LRSG can get another grant • JS would ask Steve if they could do the same as Bournemouth – Businesses like Jack Chams and Tavy Inn are in a very bad situation at present – haven’t been able to open at all – JS would speak to Neil Jory tomorrow • Comparing 2 lists looking at BID 3 and find that there are some businesses that have never paid the levy- missed off that list – Lisa Buckle <p>Re-opening the High Street safety updates –</p> <ul style="list-style-type: none"> • JS meeting with Wayne – what spaces will be allowed when shops re-open? • Will barriers be re-instated – yes – not so many – Wayne wants to walk through the Town next week with JS and CP • JT commented that it is OK as it is – people have become used to distancing – Wayne approaches things from Health and Safety point of view – BID is looking at Business interests • Could be suicidal for the new BID if barriers go back • End February/beginning of March – Town re-open? How? Who would pay if barriers were needed? • Wait for Government guidance – comes under DCC and WDBC, last time it was TTC and BID - step back from it – PW said we don’t need to do anything – leave to DCC – leave Market to TTC • 	<p>JS</p> <p>JS/CP</p>
5	<p>FINANCIAL REPORT – KW advised Directors’ that she was moving house – at present Gift Card is registered to her home address – really important to change – she will do this.</p> <p>KW had sent a revised budget to JS – not seen yet – will check asap – number of payments due – Christmas lights, watering baskets (last year) – sponsorship from Mount Kelly for the Gift card not yet received – budget quite tight.</p> <p>JS and KW will look at the budget again as goal posts have moved – should know more by the next meeting</p>	<p>JS/KW</p>

6	GETTING THE WORK DONE – BID Admin update – nothing further to report	
7	AROUND TOWN – Empty Units/Store Closures and Openings – Nothing further to report Hanging baskets – JS had conversation with Wayne on Tuesday – not sure how to proceed with this. Pay for watering in arrears – need to pay for last years’ watering, and this year would be due in October/November – would be requested early incase there is no BID 3. Discussion as to whether Hanging baskets should be done this year – various opinions/options not do any? – do half of them? Businesses look for hanging baskets – something positive. Letter to TTC to ask if they would water if BID go ahead this year? – Perhaps TTC could find a space in their budget for watering this year? DECISION TO GO AHEAD WITH HANGING BASKETS	
8	BUSINESS SUPPORT – See Coronavirus support 4	
9	MARKETING AND PROMOTIONS.	
9.1	Ideas for ‘Tavistock is Open (again)’ campaign	
10	EVENTS – Paint the Town Customer Excellence Awards – Looking to do this again – Town needs something to focus on – what do Directors think? Would be from May through to October – good take up last time. JS needs to speak to Rhiannon – some businesses have suffered because they have not been able to open – advantage for those who have been open rather than closed. NE not in favour – other Directors’ felt the same	
11	PARKING/COACHES – No update	
12	COLLABORATIONS – No update	
13	BALLOT 2021 – Covered under item 3 – Renewal – Mel Richardson	
14	Manager update – Nothing further to report	
15	CHAIR UPDATE - Nothing further to report	
16	ANY OTHER BUSINESS - there was none	
17	DATE OF NEXT MEETING – 17TH February, 2021	
18	Meeting closed 19.28	

