

MINUTES OF THE BOARD OF DIRECTORS' MEETING

DATE: 19th July, 2017 AT 6.00PM

LOCATION: THE BEDFORD HOTEL, TAVISTOCK

ATTENDEES:

Lisa Piper – BID Manager (LP)
Nigel Eadie – Original Pasty House (NE)
Penny Samuels – Brocante (PS)
Mandy Ewings (Original Barbershop) ME
Cllr. Harry Smith – TTC (HS)

Robin Rich – I Love Candy (RR)
Andrew Baker - Potter Baker (AB)
Giles Newby – Abode (GN)
Martin Hawkins – Art Gallery (MH)
Valerie Davenport – Kaleidoscope (VD)

RR welcomed Valerie Davenport on to the Board of Directors. She had served in the past, and felt she would like to be involved again.

LP will speak to Ruth Kelly from Boots – she is often unable to attend the meetings, she had asked about sending a deputy.

AB will send a letter to Kate Royston who is not able to attend meetings.

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Nigel Eadie	
2	MINUTES	
	It was proposed by PS and seconded by ME that the minutes from the June 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 and is being put on facebook weekly – Totally Locally survey results, only 2 businesses reported people using the offers – most agreed to try something different – newsletter sent out and on the BID site • Website – Now live - all businesses uploaded – images still being ironed out – some too large – LP and Becky having further training next Wednesday – schedule of campaigns set up to run on facebook to drive traffic to the site – also inviting bloggers to submit for the site • Events – Summer activities – posters out today/tomorrow – 5,000 circulated to schools, hotels, B&B, campsites etc. – advert appeared in Tavistock Times Summer holiday feature – posters given out – facebook events being run –MH suggested big posters in empty shops, GN willing to have one in Abode – also in/around Town Hall - Proposed Winter Festival to start with Woolly Tavistock in September/early October – ‘all you can do with wool’ - (ladies who run this very keen to share) – big marquee in Square – pumpkin carving in the Square in October – Make lanterns in Schools in 	

	<p>November and have Parade – Dickensian – first Friday in December – possible Christmas Market and various Christmas crafts also suggested – meeting advised that Lions/Rotary were arranging a fixed Christmas grotto in Butchers Hall – impact on BID budget – some more – some less - budget required for each thing – LP to get quotes for various items</p> <ul style="list-style-type: none"> • Bloom – judging took place 5th July, went well, advised that we were of National standard – results due at event in September in Torquay – discussion regarding this – can’t keep increasing numbers – tubs not dead-headed/weeded etc. - look at some alternative options • Empty Units – update – Tavistock Audio is re-locating to North Devon – Scruples have moved into what was Past and Present – Dry cleaners moving in near Dartmoor Cycles – some confusion regarding ‘Pets are Us’ and whether those businesses it will ‘affect’ will be ‘affected or not’! – mixed messages – ‘Shoe King’ extending building – 18 empty units at present - Simon Powell says there is a lot of interest – Screwfix? • Business Support – Scaffolding on Pepper Street (Venus Beauty and Hair) has applied for a further 10 week extension now works have started – LP has ordered a 6ft. x 6ft. banner to promote the businesses – ‘Businesses open as usual’ • Business Rates – WDBC informed LP that they did not receive letters from BID (3 separate letters sent) – copy of their proposals sent (circulated to Directors) – will be ratified by Hub meeting on 18th July – only the shops for local charities would now be exempt – (St. Luke’s - Air Ambulance etc.) – LP will be given further details after further meetings • Christmas lights – Festive Lighting have sent pricing for purchase of existing lights £3,005 plus VAT (sold as seen) – she will ask J.T. Greaves to accompany her to Somerset when these are picked up – just to ‘look at’ (not allowed to test) – awaiting installation and dismantling prices from J.T. Greaves, also compare with Mike Harding in Okehampton • LP reported that Oxfam had run a ‘Books ‘til bedtime’ late opening – quiet 5-7.00pm. She asked whether businesses would open late to support this – she would do a poll and get reaction – until midnight?? • GN proposed a vote of thanks for LP for all that she has been doing – all Directors agreed 	<p>LP</p> <p>LP</p> <p>LP</p> <p>LP</p>
4	MARKETING/PROMOTIONS	
4.1	Summer holiday plans – dealt with under 3 above	
4.2	Website update - dealt with under 3 above	
4.3	Winter Festival - dealt with under 3	
5	AROUND TOWN	
5.1	Bloom - dealt with under 3 above	
6	BUSINESS SUPPORT AND LOBBYING	
6.1	Empty Unit update – dealt with under 3 above	
6.2	Business rate relief – dealt with under 3 above	
6.3	Scaffolding issues – dealt with under 3 above	
7	PARKING – Toy Cupboard suggested that once a month there should be ‘free parking’ (paid for by BID) on a Saturday – suggestions that perhaps this could	

	be on a Sunday instead – could prove expensive for BID – LP ask Cathy Auberten to look at costings – point made that shops around the Market were prohibited to open on a Sunday – further information would be sought	LP
8	FINANCIAL REPORT	
	AB talked through the present financial situation with Directors, having paid a number of invoices, only £2,500 from WDBC at present, but more to come. He asked about the Tavistock Guide income – NE and Martin Legg were going to do a ‘walk about’ to pick up advertising money that was due in. He confirmed with Directors that the AGM would be on Wednesday 18 th October	NE
9	ANY OTHER BUSINESS	
9.1	RR reported that as far as ‘shop watch’ is concerned, he will run with what he has got – taking a long time to get some details – will be up-and-running before the 6 week holiday	RR
9.2	GN – had now had a further conversation with David Parkin from St. Eustachius – they are planning a Flower Festival next year	
9.3	PS said that Committees she had served on before, normally assigned a role to the various Members, she had expected this to happen with the Board of Directors – she was concerned that LP seems to be doing so much – more than her allocated amount – is there not a case for assigning roles to other people? – need to muck in and help each other – LP will offload anything if it is getting too much	
9.4	VD suggested that BID should use year 9, 10, 11 students and train for Tavistock Volunteers/Ambassadors – YP are sometimes at a loss to know what to do during the Summer break - training could include a day with Simon Dell or other historians etc. and this could be up and running for Dickensian and go on for next Summer – this will be looked into	VD
9.5	MH asked about the Neighbourhood plan, NE and ME attended meetings for BID, also represented were Heritage, various voluntary groups, Chamber, Energy etc. RR will email details to MH	RR
9.6	ME said that the next Teenage Market would take place in the Autumn 21 st October?	
10	Wednesday 20 th September, 2017 at 6.00pm. at the Bedford Hotel – please note – no meeting in August.	
11	The meeting closed at 7.55pm.	