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MINUTES OF THE BOARD OF DIRECTORS 'MEETING

DATE: 18th January, 2023.

ATTENDEES:

Janna Sanders - BID Manager (JS) Katherine Wing – Wings Accountants (KW) Nigel Eadie – OPH (NE) John Taylor - Grenville Estates (JT) LOCATION: Bedford Hotel, Tavistock. 6.00pm.

Chris Palmer – Hansford Bell (CP) Clare Simmons – Millers Estate Agents – (CS) Paul Williamson – TTC – (PW)

JS welcomed Neil Jory from WDBC regarding Car Parking

Item ref	Agenda Item	Decision /Action
1	APOLOGIES	
	Steve Lewington. Colin Kirk-Potter.	
2	MINUTES OF THE LAST MEETING	·
	It was proposed by CP and seconded by NE that the minutes from the Board meeting 16 th November, 2022 were accepted as a true and accurate record. All agreed. It was proposed by JT, seconded by CP that the EGM minutes 6 th December, 2022 were accepted as a true and accurate record. All agreed. It was proposed by NE and seconded by JT that the AGM minutes 19 th October, 2022, were approved –agreed by all Directors – they would still be produced at next AGM to be 'officially' approved.	
3	FINANCIAL REPORT	
	 KW reported that there was a deficit of £1,100 – this would be covered by: additional Town Guide monies to come in (from last year) further levy payments and Town Guide this year Over budget with Dickensian this year - TTC charged more for stewarding etc. £2,500 more than budget, also Raynet £250/£275 more than budgeted Dickensian very good - getting better year by year 	
4	GETTING THE WORK DONE	l
	No update	
5	ON STREET PARKING – BUSINESS SUPPORT	1
	 JS in contact with Meg Booth author of DCC report who takes instructions from embers, regarding data to support their proposal and studies from other locations – no information to hand JS and Town Clerk have, as suggested by him, requested data from Chris Rook (lead Officer from DCC) but no response 	

	• Paignton CofC replied to request for information, their situation is different	
	vis-à-vis pedestrianisation and parking	
	David Conn abroad but will make contact on his return	
	 No SW BID has had a similar issue regarding parking 	
	 Through SW BID's JS has made contact with 2 Consultants who will quote for a 	
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	'NO' campaign – Karen Morledge (Minehead BID) and Anna Pascoe (Camborne	
	BID) – Mel R knows both of these and would happily recommend them. Board	
	agreed Anna may have more campaign experience having worked on a	
	successful 'NO' campaign for out-of-town shopping planning application for	
	Camborne BID, and a successful 'YES' campaign involving complex stakeholder	
	relations for a wellbeing centre planning application in Hayle	
	 Sidmouth to welcome parking proposals 	
	Discussion:-	
	• JS suggests Leader of the Council (John Hart) is invited to the next BID meeting	
	NJ to discuss during his meeting with Geoffrey Cox	
	 Business petition at present 170 signature out of 300 – need more – JS still 	
	sitting on this until consultation – Business voice separate from a public voice	
	– perhaps need 2 petitions	
	 PW willing to do something towards the campaign from his Customer base at 	
	Harford Bridge	PW
	 Could we set up 'Go Fund me' to get people to contribute? – JS contact – 	JS
	google – there may be some charge	
	 Decision made to get Anna (Pascoe) to start asap – Board will meet her later - 	JS
	JS will contact	
	 BID to continue pressure for date of consultation and release of data 	JS
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6	CHRISTMAS DEBRIEF	
	 Lights:- Sponsorship was achieved to the tune of £4,100 – more than expected - £1,600 from WDBC (Councillors – localities budget). £500 OPH. £500 – Wesssex Heritage. £500 – Flapjackery. £500 Tavistock Times Gazette. £500 – Mole Valley Farmers. Our grateful thanks to all those who supported lights this year - they looked fantastic in the Churchyard and help BID to achieve more for the Town. Thank you letters will be distributed. JT Greaves experienced multiple problems with lights this year – meeting to be held soon with TTC to discuss ways around this for 2023 JS meet with Becky and Wayne to discuss problems with lights on Brook Street and Duke Street Awaiting utility costs from TTC Distribution Boards cost £1,069 Lights for West Street - £627 Dickensian evening:- Vicar was a no-show for the initial blessing Some school choirs had a lot of children which caused delays as they left the stage - Consider on/off stage from different sides plus holding area for those waiting to perform Some AA signs not delivered 	
	 Bin collections did not take place throughout the evening as requested Electricity supply on the square was not enough for the stalls – consider a 20kva silent generator for 2023 	

7	 Boutique Gin Shack and pop-up shop alongside were not happy about Eversfield BBQ outside their shop – despite it being enclosed King Street Bakery had issues with their gazebo – resolved by bringing one from Bedford Square (not to be repeated) Lawsons and Brook Street businesses very happy with the Steel Band Awaiting feedback from Rotary regarding Bank Square Guildhall Car Park has capacity for more stalls/entertainment
	SW Bottle shop now open and reported a great December
	No13 Ladies Fashion opening soon (Duke Street)
	 Boutique Gin Shack expanding into next door Werxzovart Studio Gallery opening in 7 Pepper Street
	 Rumours that Lazy Jacks may be closing down soon
8	LEVY QUERIES
	Levy now paid by Abbey Surgery
9	MARKETING/PROMOTIONS
	 Advertisements designed for annual Visit Devon and Enjoy Dartmoor publications Ongoing advertisement to Surrey/Wales/South Devon through Tindle Newspapers (until April 2023) February promotion – No FiverFest – suggested by Totally Locally that it is 'Tasty Tenner' Overall visits to the website for the month of December very slightly up on previous period – peak of 895 on Dickensian evening. Direct visits up 11% - Google referrals up 5% to just shy of of 4,000 and Facebook referrals up 11% - Duration of use for site increased 40% to average of 6m – blog content clearly helping with this. WDBC about to launch www.visitwestdevon.co.uk - information website - JS met Nita – link with our website
10	EVENTS
	 February ½ term pancake flip cancel to save money Fairtrade fortnight – 27th Feb-12th March JS to update the Fairtrade leaflet and create simple trail for people to learn more about Fairtrade and how Tavistock supports it Paint the Town – Saturday 25th March – encouraging response from schools and groups – propose Miss Ivy in Butcher's Hall – crafts in Guildhall with Volunteers – Dartmoor Rangers on the Square – costs £250/£300 Cream Tea, 2023 – meeting – discuss whether we need to re-think this for 2023 due to Coronation Miss Ivy Festival – 24th/25th June – Meadows Miss Ivy Caribbean Rum and Pirates day – 29th July – Bedford Square Miss Ivy Lazy Sunday Markets – running through August – can we contribute to music? Encourage shops to open
11	CORONATION
	 Current budget £2,000 – awaiting word from TTC on how they can support Stage for performers to include swing band from 1m plus school choirs Cream teas and Pimms Bar on Bedford Square

	 Guildhall – Children's entertainment – Punch and Judy, bubbles, games etc. Any additional traders will pay TTC directly (rather than BID controlling Square) Guildhall crafts plus screening of Broadcast Maypole dance
12	HANGING BASKETS
	JS needs to meet with Becky Hadfield (Works Dept) regarding provision for 2023 – no news on whether initial enquiries have been made for not – JS has approached • Rising Sun, Harrowbarrow – they cannot help • Ambius – Wetherspoons provider with a base in Exeter • West Country Baskets, Pillaton • Jacqui Orange – Liskeard TC
13	COLLABORATIONS - No update
14	GIFT CARD – Awaiting Christmas sales figures
15	MANAGER UPDATE – Nothing further to report
16	CHAIR UPDATE – Nothing further to report
17	 AOB Town Planter still to be resolved VD retired from BID – get flowers/card to show appreciation for all her work for BID CP step back temporarily as Chair of BID – will continue as Director – KW KW willing to cover as Chair for the interim KW put in hand for CS to become signatory KW
18	Date of next meeting – 7th February 2023
19	Meeting closed at 7.32pm.