

## MINUTES OF THE BOARD OF DIRECTORS 'MEETING

**DATE:** 18<sup>th</sup> January, 2023.

**LOCATION:** Bedford Hotel, Tavistock. 6.00pm.

**ATTENDEES:**

Janna Sanders - BID Manager (JS)

Chris Palmer – Hansford Bell (CP)

Katherine Wing – Wings Accountants (KW)

Clare Simmons – Millers Estate Agents – (CS)

Nigel Eadie – OPH (NE)

Paul Williamson – TTC – (PW)

John Taylor - Grenville Estates (JT)

JS welcomed Neil Jory from WDBC regarding Car Parking

Item ref	Agenda Item	Decision /Action
<b>1</b>	<b>APOLOGIES</b>	
	Steve Lewington. Colin Kirk-Potter.	
<b>2</b>	<b>MINUTES OF THE LAST MEETING</b>	
	It was proposed by CP and seconded by NE that the minutes from the Board meeting 16 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> October, 2022, were approved –agreed by all Directors – they would still be produced at next AGM to be 'officially' approved.	
<b>3</b>	<b>FINANCIAL REPORT</b>	
	KW reported that there was a deficit of £1,100 – this would be covered by:- <ul style="list-style-type: none"> <li>• additional Town Guide monies to come in (from last year)</li> <li>• further levy payments and</li> <li>• Town Guide this year</li> </ul> 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	
<b>4</b>	<b>GETTING THE WORK DONE</b>	
	No update	
<b>5</b>	<b>ON STREET PARKING – BUSINESS SUPPORT</b>	
	<ul style="list-style-type: none"> <li>• 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</li> <li>• JS and Town Clerk have, as suggested by him, requested data from Chris Rook (lead Officer from DCC) but no response</li> </ul>	



	<ul style="list-style-type: none"> <li>Boutique Gin Shack and pop-up shop alongside were not happy about Eversfield BBQ outside their shop – despite it being enclosed</li> <li>King Street Bakery had issues with their gazebo – resolved by bringing one from Bedford Square (not to be repeated)</li> <li>Lawsons and Brook Street businesses very happy with the Steel Band</li> <li>Awaiting feedback from Rotary regarding Bank Square</li> <li>Guildhall Car Park has capacity for more stalls/entertainment</li> </ul>	
<b>7</b>	<b>AROUND TOWN (empty units/store closures and openings)</b>	
	<ul style="list-style-type: none"> <li>SW Bottle shop now open and reported a great December</li> <li>No13 Ladies Fashion opening soon (Duke Street)</li> <li>Boutique Gin Shack expanding into next door</li> <li>Werxzoart Studio Gallery opening in 7 Pepper Street</li> <li>Rumours that Lazy Jacks may be closing down soon</li> </ul>	
<b>8</b>	<b>LEVY QUERIES</b>	
	Levy now paid by Abbey Surgery	
<b>9</b>	<b>MARKETING/PROMOTIONS</b>	
	<ul style="list-style-type: none"> <li>Advertisements designed for annual Visit Devon and Enjoy Dartmoor publications</li> <li>Ongoing advertisement to Surrey/Wales/South Devon through Tindle Newspapers (until April 2023)</li> <li>February promotion – No FiverFest – suggested by Totally Locally that it is ‘Tasty Tenner’</li> <li>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 4,000 and Facebook referrals up 11% - Duration of use for site increased 40% to average of 6m – blog content clearly helping with this.</li> <li>WDBC about to launch <a href="http://www.visitwestdevon.co.uk">www.visitwestdevon.co.uk</a> - information website - JS met Nita – link with our website</li> </ul>	
<b>10</b>	<b>EVENTS</b>	
	<ul style="list-style-type: none"> <li>February ½ term pancake flip cancel to save money</li> <li>Fairtrade fortnight – 27<sup>th</sup> Feb-12<sup>th</sup> March JS to update the Fairtrade leaflet and create simple trail for people to learn more about Fairtrade and how Tavistock supports it</li> <li>Paint the Town – Saturday 25<sup>th</sup> 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</li> <li>Cream Tea, 2023 – meeting – discuss whether we need to re-think this for 2023 due to Coronation</li> <li>Miss Ivy Festival – 24<sup>th</sup>/25<sup>th</sup> June – Meadows</li> <li>Miss Ivy Caribbean Rum and Pirates day – 29<sup>th</sup> July – Bedford Square</li> <li>Miss Ivy Lazy Sunday Markets – running through August – can we contribute to music? Encourage shops to open</li> </ul>	
<b>11</b>	<b>CORONATION</b>	
	<p>Current budget £2,000 – awaiting word from TTC on how they can support</p> <ul style="list-style-type: none"> <li>Stage for performers to include swing band from 1m plus school choirs</li> <li>Cream teas and Pimms Bar on Bedford Square</li> </ul>	

	<ul style="list-style-type: none"> <li>• Guildhall – Children’s entertainment – Punch and Judy, bubbles, games etc.</li> <li>• Any additional traders will pay TTC directly (rather than BID controlling Square)</li> <li>• Guildhall crafts plus screening of Broadcast</li> <li>• Maypole dance</li> </ul>	
<b>12</b>	<b>HANGING BASKETS</b>	
	<p>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</p> <ul style="list-style-type: none"> <li>• Rising Sun, Harrowbarrow – they cannot help</li> <li>• Ambius – Wetherspoons provider with a base in Exeter</li> <li>• West Country Baskets, Pillaton</li> <li>• Jacqui Orange – Liskeard TC</li> </ul>	
<b>13</b>	<b>COLLABORATIONS</b> - No update	
<b>14</b>	<b>GIFT CARD</b> – Awaiting Christmas sales figures	
<b>15</b>	<b>MANAGER UPDATE</b> – Nothing further to report	
<b>16</b>	<b>CHAIR UPDATE</b> – Nothing further to report	
<b>17</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Town Planter still to be resolved</li> <li>• VD retired from BID – get flowers/card to show appreciation for all her work for BID</li> <li>• CP step back temporarily as Chair of BID – will continue as Director – KW willing to cover as Chair for the interim</li> <li>• KW put in hand for CS to become signatory</li> </ul>	<p>KW</p> <p>KW</p>
<b>18</b>	<b>Date of next meeting – 7th February 2023</b>	
<b>19</b>	Meeting closed at 7.32pm.	