**Minutes of RTWT AGM**

**8.30am on Monday 25th July 2022, via Teams**

**Attendees**

Sarah-Jane Adams (BID Director)

Alex Greig (Acting Chair)

Pam Loch

Justine Rutland

Peter Allinson

Richard Simm

Gavin Tyler

Claudia Wiegand

**Welcome and Apologies**

Apologies received from Hilary Smith and Alex Green

Sarah-Jane noted that this meeting is a closed AGM as per the BID’s setup, which does not currently allow for levy payers to become members of the BID and vote in the AGM unless they are Directors. The Board plans to discuss changing the constitution and company setup during the second term consultation, potentially allowing levy payers to ‘opt in’ to become members going forward.

**Actions from last meeting**

No actions

**Minutes of last meeting**

The Board agreed the minutes of the previous meeting on 20th June 2022.

**Board update**

Pam Loch was unanimously appointed as the new Chair of Royal Tunbridge Wells Together. Alex Grieg will continue as Vice Chair following his tenure as Acting Chair, in a unamimous vote.

**BID update**

The Annual Meeting proposed for August has been moved to February 2023, with the aim of engaging levy payers in the upcoming ballot campaign and business plan for 2024-2029. The business plan will be completed in the autumn and baseline agreements agreed with TWBC early next year.

Sarah-Jane to prepare ideas for the BID’s priorities, and any potential changes to the geographical BID area, going into the second term for the next Board meeting for discussion.

**Annual Report 2021-22**

Sarah-Jane presented the Annual Report 2021-22, which was signed off by The Board. Peter Allinson suggested that including some anecdotal information on return on investment for levy payers would be beneficial.

Pam Loch suggested including more content on what the BID is doing to improve recruitment and retention of staff, tying this in with the professional services businesses that operate in the town.

**New office space**

Richard Simm has signed the lease for the new office and RTWT has made a deposit. RTWT will start paying rent on the 1st August 2022.

There may be some dilapidations required prior to vacating the Market Square Office in Royal Victoria Place. Alex Grieg and Sarah-Jane are liaising with Royal Victoria Place to arrange this.

**Staffing**

Sarah-Jane noted that Kirsty Stigle, previously employed as Events Manager, will not be continuing with her employment with RTWT. The BID will instead look to engage freelance consultants and experts to provide support on a project-by-project basis, with a view to extending the permanent BID team following the second ballot.

**Financial update**

Sarah-Jane presented the budget and explained where funds will be allocated up until the end of the current financial year in April 2023. Alex Grieg asked about the financial allocation for Christmas lights. Sarah-Jane is waiting on a full costing from Gala Lights before finalising the budget for this year. Peter Allinson asked for clarification on the budget for Street Scene Improvements. Sarah-Jane noted that the funds will be used to install long-lasting town centre improvements, such as floral planters and large-scale installations, and tidying and repairing parts of the town. The BID is currently in a consultancy period with a number of placemaking consultants who will advise on what can be achieved here.

Sarah-Jane also noted that the end of year accounts for 2021-22 have been completed and signed off by the previous Chair. The Board also signed the accounts off during the AGM.

The Board signed off the budget as presented.

**Any Other Business**

No AOB

**Future Meetings**

The next Board meeting will be on Monday 19th September via Teams.