**RTWT Minutes of Board Meeting**

**8.30am on Monday 9th May, 2022 via Teams**

**Attendees**

Sarah-Jane Adams (BID Director)

Alex Greig (Vice Chair – acting as Chair)

Pam Loch

Peter Allinson

Richard Simm

Hilary Smith (TWBC Observer)

**Welcome and Apologies**

Apologies received from Nicky Blanchard (Chair) The Chair provided her votes and comments on the agenda in advance of being absent from this meeting.

Not in attendance:

David Scott (Not relected in local election, awaiting resignation from board.)

Alex Green

**Actions from last meeting**

No actions

**Minutes of last meeting**

The Board agreed the minutes of the previous meeting on 28 March 2022.

* **BID update**

**Spring promotional film:** April Showers short film launched and doing better than anticipated, reaching same viewing figures as Christmas video

**Street scene:** BHS hoarding is being refreshed with di-board panels, with some repair and painting required. Currently negotiating with agent and landlord as to whether the photography featured on the new design is of town centre traders, or landscape scenes. Process for wayfinding flags project has begun.

* **Event update**

Since the previous board meeting, an application for 5k for the Puppetry Festival was received, and approved.

Royal Tunbridge Wells Cake Off is in the midst of planning, going ahead on Sat 4th June. Art Week will take place at the end of August, preparation to begin soon.

* **Christmas lights**

Sarah-Jane presented new additions to the scheme, including trees for Calverley Road and precinct, cross road sign and frontage of RVP, and Castle Street. Costings were shown, totalling the revised Christmas lights budget of 75k.

To confirm with Gala the cost of repair for Reindeer Bear light statue.

Sarah-Jane put forward to a vote the proposal of bringing the Pantiles into the main Christmas lights scheme, with the provision that TargetFollow fund the necessary infrastructure work to bring the area up to the correct standard – costing to be confirmed. Rich able to give background as to lights over previous years on the Pantiles – has made approach to Paul Burnett, portfolio holder. Consensus that although private land, the Pantiles is public realm, and a public right of way, populated by levy payers and should be incorporated into the BID Christmas display. A vote was taken and the board unanimously agreed to bring the Pantiles into the BID’s scheme if TargetFollow (or external sponsor) fund necessary improvements.

* **CCTV**

Sarah-Jane has been approached by Safe Town Partnership, who feel they are not able to fund their annual commitment of 10k to CCTV operations, asking the BID to fund 5k of this cost. A discussion was had around providing the money directly to TWBC rather than to Safe Town, and reviewing the position after one year. This was voted through unanimously by board members.

* **Governance update**

Year 4 collection rate at 56% since bills were issued in March.

Court dates for non-payers confirmed with TWBC for September 2022.

Mid-term review with British BIDs confirmed, Sarah-Jane now collating information for assessment.

Date for AGM set for June 27, SJA has started preparing the Annual Report.

Board director application received from Sedat Zorba from Zorba Meze Grill. It was felt that hospitality, leisure and tourism are already overrepresented, as are the upper half of town, and the application was declined on that basis. The board is looking to actively address this imbalance by recruiting from other sectors, geographical locations, women and look at issues of diversity. The vote was 5 votes against, with one abstention due to not feeling informed enough about the candidate.

Alex Greig suggested applying a new ‘fit and proper persons’ test to the BID’s board application process – Gavin felt there were no additional standards that could be added, from the Companies Act perspective of ensuring someone is suitable to be a board director, although Pam said her company is undertaking more extensive screening for clients looking for board members.

* **Financial update**

Sarah-Jane presented the budget and explained any spend since the last board meeting. An additional 40k of funds have been found to be available, placed into street scene improvements.

**Any Other Business**

Peter asked how recruitment was going – a position was offered to a candidate for Project Officer, but withdrawn after multiple non-acceptance. Recruitment process to begin again, with varying job titles – agreement that all sectors are struggling to recruit staff.

Alex Greig asked Hilary if she was aware of timescales for when a new TWBC board representative might be appointed. David Scott will be asked to formally resign as a Director and removed from Companies House.

The group positively discussed the opening of the Amelia Scott.

**Future Meetings**

The next meeting will be on 20 June 2022 at 8.30am.