**RTWT Minutes of Board Meeting**

**8.30am on Monday 28th March, 2022 via Teams**

**Attendees**

Nicky Blanchard (Chair)

Sarah-Jane Adams (BID Director)

Alex Greig (Vice Chair)

Cllr David Scott

Alex Green

Pam Loch

Peter Allinson

Richard Simm

Hilary Smith (TWBC Observer)

**Welcome and Apologies**

Apologies received from Gavin Tyler

**Actions from last meeting**

Brochure has been produced and included with the Year 4 postal levy bills

Recruitment for Project Officer role has taken place

SJA has provided list of outstanding levy payments to the board for Yrs 2 and 3

Campaign to explain difference between members and levy payers to take place ahead of the AGM in June

**Minutes of last meeting**

The Board agreed the minutes of the previous meeting on 14 February 2022.

* **BID update**

**Project Officer:** Jack Rogers to be interviewed for second stage after the board meeting on 28th March

**Town centre magazine:** Spring issue to be collected from printers last week in March, and distributed to businesses and stockists thereafter – will go out in 15k copies of the Times of Tunbridge Wells newspaper on April 16

**Promotional film:** Spring film promoting town centre filming on April 4th

**Monthly online meetings for levy payers** commenced, with 2 taking place since the last board meeting. Good attendance noted, with the March meeting including a guest briefing from the Amelia Scott team

**Event grant applications:** Board were advised of the latest applications since Feb meeting - Winter Lantern Parade (declined, although offered operational and promotional support), Ely Court relaunch (approved), Pantiles Christmas Markets (approved), Unfest (approved) - interest registered by Tunbridge Wells Mela, although not yet returned form. Total stands at £24,700 awarded, £10,300 remains

* **Governance update**

**Year 4 bills have been sent out** with explanatory brochure about the BID’s work

**Outstanding levy payments** – List of no-payers for Yrs 2 and 3 has been compiled, and enquiries resolved as to potential for court action. Awaiting confirmation that court dates for Sept would be available, with summons letters sent out in August. This provides time for SJA to approach those on the list to explain finality of situation and offer chance for payment.

**Collection rate as if March 1st:** 90.86%

**Mid-term review** – SJA approached British BIDs for information on mid-term review process, which assesses the health and status of the BID, and its likelihood for success at a second term ballot. This auditing counts towards the accreditation. The board approved this. SJA to find out if review offers any benchmarks as to how the BID is performing in comparison to others.

**Second term ballot** – SJA confirmed ballot schedule for second term, being Sept / Oct 2023 (6 months ahead of end of first term.) Draft business plan and governance documents to be created 9 to 12 months ahead of this. Confirmed ballot work to start in 2022. SJA to begin getting quotes for British BIDs ballot consultancy.

**Board members –** none of the potential candidates that requested application forms have returned them. Board members encouraged to recommend persons of interest for approach.

* **Proposed projects update**

SJA presented document of proposed projects for 22/23, including new items such as Art Week, the Royal Tunbridge Wells Cake Off, dog friendly campaigns, Remembrance display, Purple Flag accreditation, Safe Town collaborations, extended Christmas lights scheme and street scene improvement fund, approved by board.

* **Budget update**

Budget has been revised to account for additional carry forward funds available from 20/21 underspend, and the budget amount has been increased from 80% to 85% to reflect the high levy collection rate anticipates.

SJA presented budget for 22/23, approved by board.

SJA noted large amount set aside for as yet unfinalised street scene improvement projects, working group will be formed and suggestions welcome from board. NB raised point that the BID is part of the TWBC Town Centre Plan steering group, so some BID projects can be aligned with those aims. PA noted it is good idea to focus on street scene improvement projects this year.

DS outlined ideas regarding data collection as to occupancy and premises usage etc. NB explained the company did produce this type of intelligence pre-BID, and that RTWT will receive benchmarking info from footfall counters when installed. PA noted that Canterbury BID collect turnover comparisons. HS stated that town forum members have volunteered to conduct unit survey.

PA pleased with content of spring town centre magazine

SJA mentioned potential production of Welcome Pack for new businesses to introduce them to the work and concept of the BID

PA requested more information on potential TN Card collaboration – SJA has met with, and provided column in the magazine, Jess will be guest speaker at April levy payer meeting, ideas for subsidising a TN Card offer etc in place of the previous BID loyalty card idea.

SJA and NB explained that Winchester BID have become the first in the country to take their levy collection process in-house – to keep on radar and monitor their progress.

**Any Other Business**

RS asked whether horticultural projects could be considered under street scene improvements – DS responded with details of circular benches.

NB asked if board are happy to continue board meetings in online format, or meet in person, and preference was for Teams.

**Future Meetings**

The next meeting will be on 9th May 2022 at 8.30am.