**RTWT Minutes of Board Meeting**

**8.30am on Monday 20th June, 2022 via Teams**

**Attendees**

Sarah-Jane Adams (BID Director)

Alex Greig (Acting Chair)

Pam Loch

Alex Green

Justine Rutland

Peter Allinson

Richard Simm

Hilary Smith (TWBC Observer)

**Welcome and Apologies**

Apologies received from Gavin Tyler.

**Actions from last meeting**

No actions

**Minutes of last meeting**

The Board agreed the minutes of the previous meeting on 10 May 2022.

**Board update**

Justine Rutland has now been appointed the TWBC representative board member, and added to Companies House.

The board is awaiting the appointment of a new Chair, hopefully at the AGM meeting. Alex Greig is acting as Chair in the interim.

* **BID update**

**Staffing:** Kirsty Stigle, Events Manager, starting June 20

**Street scene:**

BHS hoarding refresh project does not now need to go ahead, as the hoardings are being removed for a temporary tenant.

After a meeting with Gala Lights, it was advised that festoon lighting in other areas of the town centre is not possible. The festoon lighting along the Pantiles can be replaced, as need updating.

A working group for planning larger street scene elements will be put into place, inviting key stakeholders and levy payers.

Progress on the footfall monitors as they are moving towards install, with end of June given as date.

**BID School** will be progressing over the summer with Kirsty onboard, Alex Grieg has identified funding and First Aid training opportunities, and Sarah-Louise of TWBC has offered to run digital marketing courses, which we will roll out to levy payers.

Summer issue of the town centre magazine is nearly complete, Alex Greig has suggested an increased print run so that the issues can be distributed directly to local homes as well as the previous methods to add value and widen promotion for levy payers.

Sarah-Jane has begun looking for new office premises for the BID.

* **Event update**

The events working group have proposed to re-open and increase to the event grant funding budget from 35k to 40k, to accommodate a request from Local & Live for 5K, as it is felt this is a worthwhile event that benefits the town centre.

Cake Off 2022 took place on June 4th for the Jubilee weekend, and was popular, with lots of members of the public attending.

Dates for Art Week have been specified as August 22-29

* **Christmas lights**

Sarah-Jane met with Target Follow, who are happy to fund the required infrastructure works for the Pantiles, and to match fund the Christmas lights scheme (5k TF, 5K BID) Gala will incorporate the infrastructure works into the install process in October.

A small switch on is looking to be arranged at the end of the Pantiles Big Reveal, along with an event in Chapel Place (Carols in Chapel Place?) and a soft town centre switch on Nov 18. Ideas for other areas of the town centre were discussed – the Pantiles Traders don’t wish for the original idea of replicating the Big Reveal around the town centre to go ahead now, so Sarah-Jane will look at putting together a programme of events in Christmas Lights Week, such as Rock Around the Clock (Tower) in the precinct. Alex Green highlighted that Trinity are looking to do more Christmas activity beyond the regular show, and suggested Trinity Gardens as a potential location. Pam suggested smaller events to combat Covid fears, and Alex Greig suggested a Christmas window display competition – Peter commented that Chichester do this well. Hilary mentioned it had been done previously but hadn’t been much take up, although this could be worked better.

Pam mentioned that Christmas engagement could be increased for corporate businesses so that they are also included.

Justine asked if the reindeer lights sculpture will be returning to the precinct for 2022, and it was confirmed that he will, having been repaired at an affordable cost by Gala. If it is damaged this year, he will be removed immediately, and we will look at whether it returns for 2023.

* **Governance update**

Levy collection for year 4 is 82.68%

Another proposed move for the AGM is August 8th – Justine is away and can’t attend. The board meeting planned for the 1st of August won’t take place.

Application received from Claudia Wiegand of Glass by Claudia, Monson Rd, who was voted onto the board unanimously.

* **Financial update**

Sarah-Jane presented the budget and explained any spend since the last board meeting. Peter asked where funds for Kirsty’s employment had been placed, with her being under the Better Town for Business column.

**Any Other Business**

Alex Greig discussed the need to look at office space, and the presence of TWBC and the BID at Pub in the Park, with Sarah-Louise having arranged a stall.

Justine asked about the situation with Local and Live, as to whether it would go ahead – Rich talked about Crow Fest and its Council funding.

Alex Greig asked about David Scott’s presentation to the Town Forum about OuR ToWn, responded to by Sarah-Jane and Justine.

Hilary asked if the BID were in touch with the Amelia Scott team regarding Art Week, which was confirmed.

**Future Meetings**

The next meeting will be the AGM on August 8th.