



ROYAL TUNBRIDGE WELLS  
TOGETHER  
BUSINESS IMPROVEMENT DISTRICT

BOARD INFO PACK

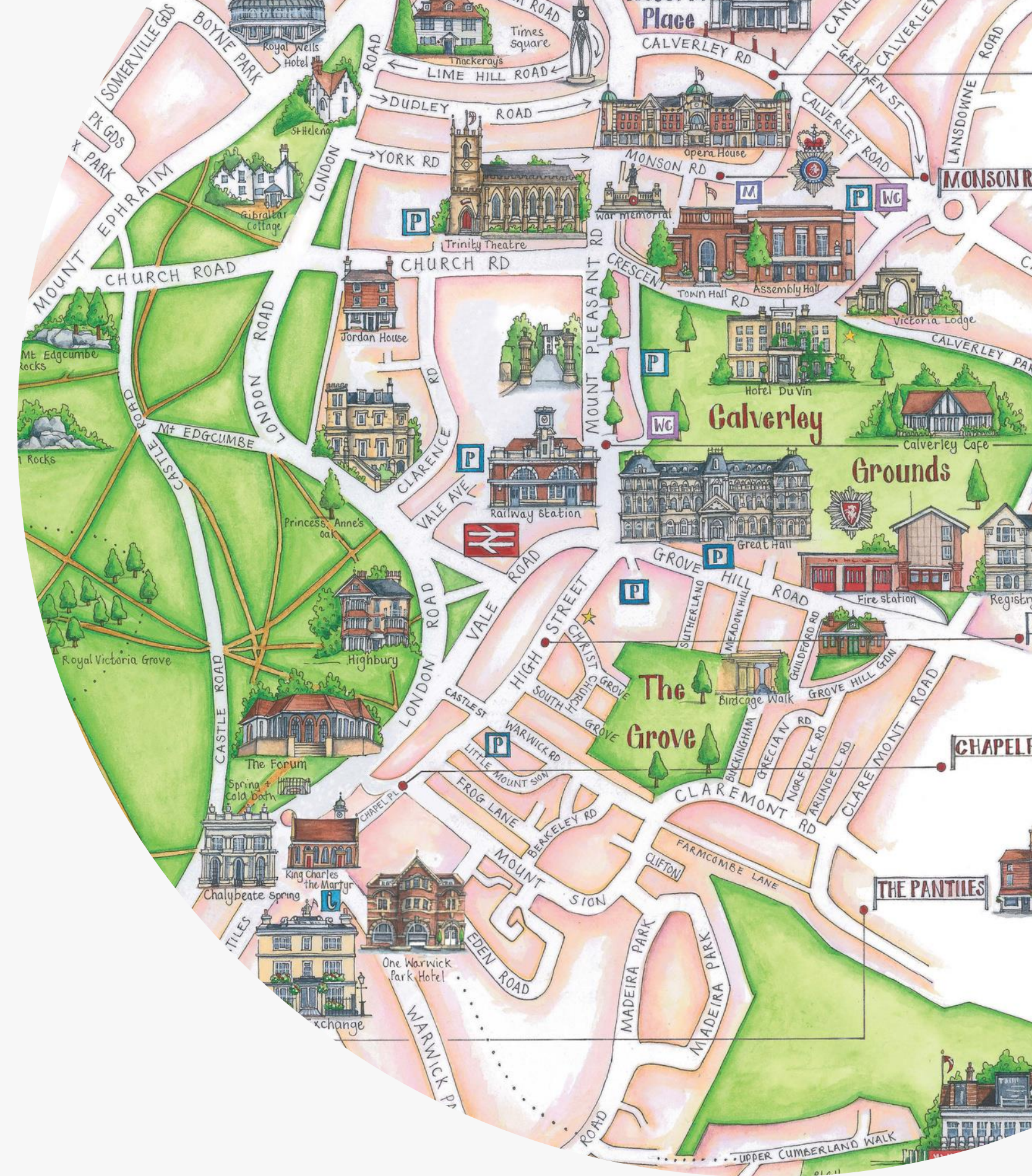


# SUMMARY

Royal Tunbridge Wells Together is a Business Improvement District that launched in 2019 and works to invest the BID levy income it receives to support its BID members.

To support our members we focus on supporting businesses directly through various focussed initiatives e.g. training and free resources, generating potential customers through running promotional campaigns and events and by working to improve the wider environment through street scene projects.

RTW Together, has just renewed for a second 5 year term and with new leadership and a new business plan is poised for an exciting future being supported and overseen by its board of directors.





# BOARD ROLE

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We are looking for new enthusiastic individuals to join the team and take a place on our growing board directors.

This critical non-executive role will help provide the guidance and support to help the CIC achieve its vision whilst ensuring a key oversight and ambassadorial function.

This should be a rewarding role where you can feel part of an enthusiastic team that is helping support and grow the town environment not only for businesses but in turn the entire community.





# WHO WE ARE

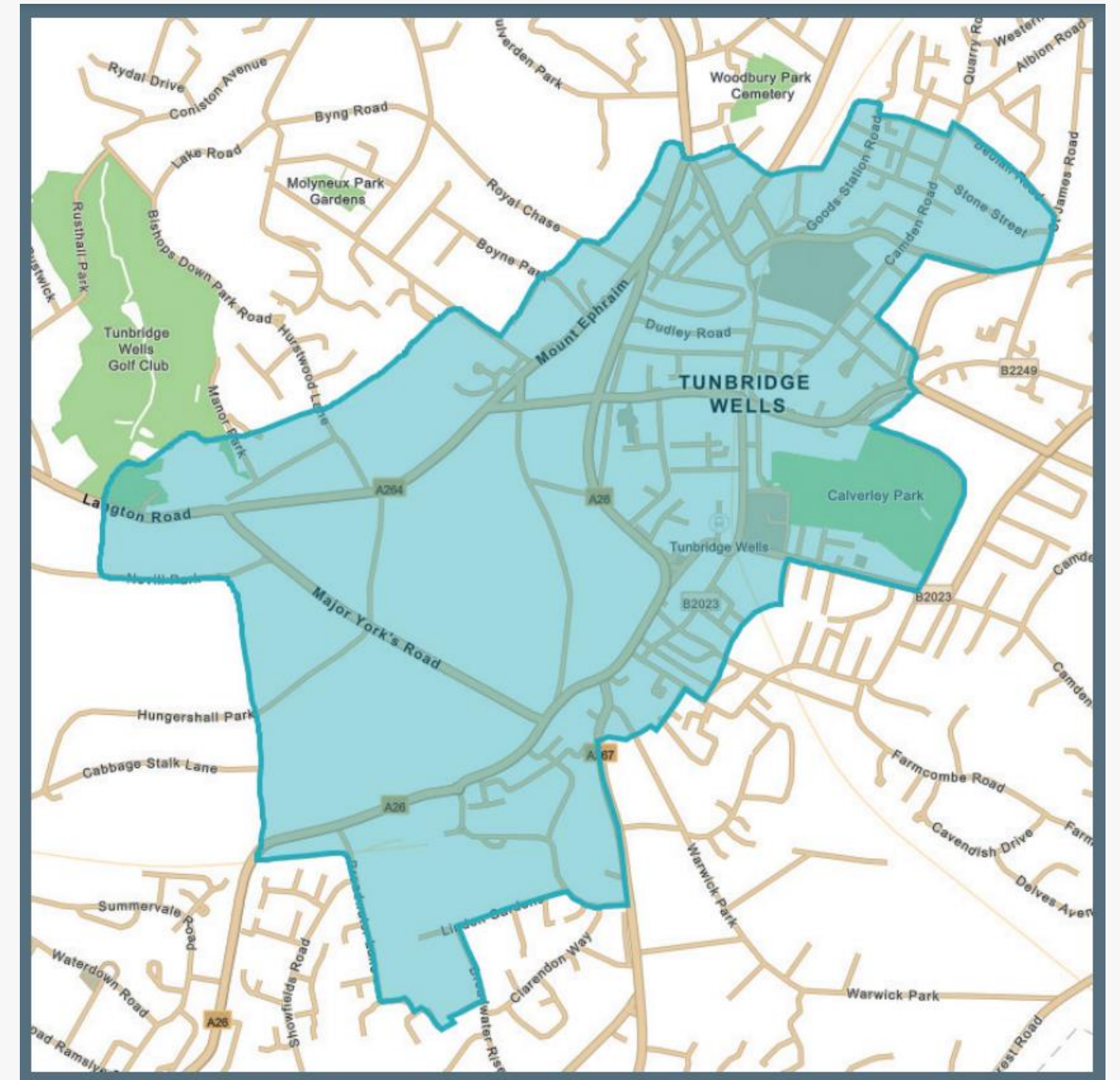
Royal Tunbridge Wells Together is a Community Interest Company that operates the Business Improvement District for the town of Royal Tunbridge Wells. The BID Area incorporates an area including the town's

- retail core of RVP, Calverley Road, Camden Road, Mount Pleasant
- historic areas of the original High Street and Pantiles
- the supermarket area of Linden Park Road
- and many professional services running along Mount Ephraim

Every business premise within this BID area that has a business rateable value of more than £15k will pay into the BID levy and be a BID Member.

RTW Together based at 52 High Street, has a turnover of £600k+, a core team of two and works closely with many partners including TWBC and marketing firms (including Colley Raine) to deliver its activity to support the 640+ members of the BID.

Led by its CEO and overseen by a board of directors made up of local business representatives, the BID will carry on until at least 2029 when it will have the option of renewing for a third term.



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# WHAT WE DO

The BID works to support Business interests through a range of initiatives designed to support them directly and indirectly via promoting and enhancing the town more generally. Below list a number of the key project avenues the BID focusses its energy on.

## SUPPORTING



- Training & Conferences
- Saving businesses money
- Business Security
- Information, Data & Contacts
- Representing Businesses
- Recruitment & Networking

## PROMOTING



- Discover RTW Tourism Campaign
- Support Local Residents Campaign
- Working with Visit TW
- TW Works Investment Campaign
- RTW Together Events
- Event Grants & Support

## ENHANCING



- Town Safety & Crime Prevention
- Lighting, Planting & Street Art
- Public Realm Projects
- Street Cleaning & Maintenance
- Accessibility
- Collaborations

# CURRENT BOARD MEMBERSHIP



Alex Greig  
CHAIR  
Owner, Fuggles Beer Cafe



Alexia Taylor  
VICE CHAIR  
Walsh Bros



Cllr Justine Rutland  
TWBC APPOINTED BOARD  
MEMBER  
Cabinet Member &  
Borough Councillor



Richard Simm  
BOARD MEMBER  
Co-Owner, Fonthill Pubs



Peter Allinson  
BOARD MEMBER  
Owner, Whirligig Toys



Nicola Paffard  
BOARD MEMBER  
Partner, Cripps LLP



Claire Waller  
BOARD MEMBER  
Co-Owner, Jeremy's Home Store



Jenny Kitchen  
BOARD MEMBER  
CEO, Yoyo Design



Joseph Oates / Victoria Sampson  
BOARD MEMBER  
Partners, CooperBurnett LLP



Matthew Newman  
BOARD MEMBER  
Branch Manager, Handlesbanken



Nick Bryant  
BOARD MEMBER  
Owner, Brilliant Businesses



Oliver Butler  
BOARD MEMBER  
Partner, Thomson Snell &  
Passmore LLP



Vacant  
BOARD MEMBER



Vacant  
BOARD MEMBER



# 2023-2024 - THE YEAR TO DATE

**25,000,000**

People reached via Visit  
TW Soon Campaign  
targeting local and  
foreign tourists



Over

**65**



shows and activities  
running across the  
Coronation weekend



**70,000**

Quarterly guides across whole  
year listing 700+ events and  
500+ levypayers



Over

**200**

unlimited free training  
programmes offered to  
levy payers

Over

**£50,000**



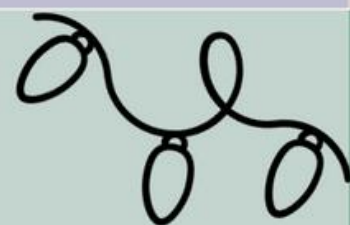
given to 22 local  
events, festivals and  
attractions

**15**



Public realm projects  
delivered or in process  
(including lighting, planting and  
artwork schemes across the town)

**120**



sets of Christmas lights  
planned to decorate  
the town

Over

**230**



hours of security  
patrols across town reducing  
anti-social behaviour

**650,000+**

reached via Support Local  
campaigns with 200+  
businesses listed





# OUR OBJECTS

Legally the Company's purpose is to deliver the commitments of the BID Proposal and to do such things as are required to operate a Business Improvement District in Royal Tunbridge Wells as detailed in the Local Government Act 2003 and the BID Regulations (in so far as their provisions apply to the Company).

Specifically the objects of the Company are to carry on activities which benefit the business community of Royal Tunbridge Wells and in particular (without limitation) to:

1. promote Royal Tunbridge Wells as a thriving regional and national commercial centre and visitor destination;
2. encourage, promote, manage and own assets and services for the benefit of the users of Royal Tunbridge Wells including commercial and industrial users, their customers and visitors to the town;
3. promote co-operation between the various business sectors operating within, and using, the town centre;
4. collect and circulate statistics and information of all kinds;
5. publish, print and distribute such guides, brochures, books, leaflets and advertising literature as may be beneficial or advantageous to any or all of the objects of the Company;
6. provide, encourage and promote facilities and services, including the provision of Christmas lights, public benches, public art, lighting generally, street cleaning, the planning of flowers, bushes and trees and car parking facilities and to organise and operate any such transport policy as may be considered expedient;
7. undertake, sponsor or subsidise any cultural, educational, sporting or promotional events, performances or exhibitions;
8. grant donations ; and
9. undertake any other activity or service which may be considered from time to time beneficial or conducive to all or any of the objects of the Company.





# RTW TOGETHER BOARD

- The board is made up of a minimum of 3 and maximum of 14 directors
- Two of the roles are designated as Chair and Vice Chair (who will lead the meetings and have casting votes).
- There are 3 board subcommittees - Supporting & Enhancing, Promoting, Finance & Governance.
- The board meetings take place every other month (as do each of the committees) where they receive reports from the staff and have the opportunity to ask questions, discuss issues and vote on decisions .
- Directors would be expected to attend most board meetings and join 1 or more committee.
- Directors can be co-opted in during the year by a vote of the directors and will then be appointed permanently at the next AGM.
- There are no term limits but a director is not obligated to remain on the board beyond a set period.







# ROLE OF THE BOARD

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Directors have ultimate responsibility for the good governance of RTW Together, ensuring that the organisation is solvent, legal, safe and well run. They are to represent the interests of BID members on their behalf throughout the year. The directors are to meet regularly, to listen to updates on the BID from the CEO and then after discussion, collectively agree on how the BID should move forward. At the same time they need to ensure that the team deliver the outcomes agreed for the BID's members and beneficiaries.

- The Directors' key focus is on the strategic direction of RTW Together and not on managing day-to-day operational issues
- Clear decisions on strategy and spending should be made through board and committee meetings (or occasionally via email) and then the responsibility for implementing activity delegated to the CEO

## YOUR KEY RESPONSIBILITIES

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- Ensuring compliance with our objects, purposes, values and governing document
- Ensuring RTW Together has the right strategy
- Providing firm direction in order that our overall objectives and impact can be evaluated against goals and targets
- Approving policies and strategies to achieve our objectives
- Ensuring that we comply with all relevant company laws, regulations and requirements of regulators
- Ensuring the organisation has an appropriate and robust approach to identifying and managing risk
- Setting, agreeing and ratifying all policies and decisions on matters which might create significant risk
- Setting and maintaining a framework of delegation and internal controls



# OBLIGATIONS

All directors must:-

- Be bound by an overriding duty, both individually and collectively, to act at all times in the interests of RTW Together and its collective members.
- Be equally responsible in law for the Board's actions and decisions
- Have equal status (excluding the chair having a casting vote)
- Act personally and not as the representative of any group or organisation (this applies regardless of how the person was nominated, elected or selected to become a director)
- Ensure that they remain independent and do not come under the control of any external organisation or individual
- Attend board and committee meetings regularly and read documentation sent out
- Support all decisions once they have been agreed by the board
- Respect the confidentiality of board matters and discussions

# OTHER DUTIES

In addition to the responsibilities and obligations above, each director should use any specific skills, knowledge or experience they have to help the board of directors reach sound decisions. This may involve Directors:-

- Scrutinising board papers
- Asking questions and leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Serving on one-off board working groups
- Advising on other issues in which they have special expertise





# PERSON SPECIFICATION

- Commitment to our mission, vision, values, aims and objectives
- A passion for the work of RTW Together
- Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- Willingness to devote the necessary time and effort
- Strategic vision and sensitivity towards setting strategic direction
- Proven track record of sound judgement, effective decision making and corporate responsibility
- Ability to think creatively
- Maintain Nolan's 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership





# WHAT THE PERSON SPECIFICATION MEANS IN PRACTICE:

- Working for others, not yourself - RTW Together Directors have to act in the best interests of the BID Membership. You should bring the views of firms you are involved with but declare those interests when relevant and make sure the views you advocate are for the wider set of business member interests.
- Taking Legal Responsibility - You are ultimately responsible for safeguarding the organisation - including financial responsibility and employment responsibility. As long as you have made proper, informed decisions, followed the rules of our governing document and taken professional advice when you need to, then you won't run into any serious trouble.
- Giving Time - You will need to be able to commit to regularly attend board and committee meetings along with reading papers and responding to occasional emails - approximately the equivalent of half a day a month. In addition, you may be asked to attend events and activities as time allows.

- Working together - You have joint responsibility with the other directors. It is expected from all directors to respect one another and work together effectively. This means listening to your fellow colleagues and the Executive, saying what you think and accepting the majority decision.
- Keeping up-to-date on the facts - Doing your job properly will involve keeping yourself informed about the town and BID activities by listening to briefings from the team and reading around the issues with which the BID is concerned.
- Making sure you understand your role as a director - RTW Together will ensure that you are given every opportunity to talk through and understand what your role as a director of RTW Together will mean.



# WHAT NEXT

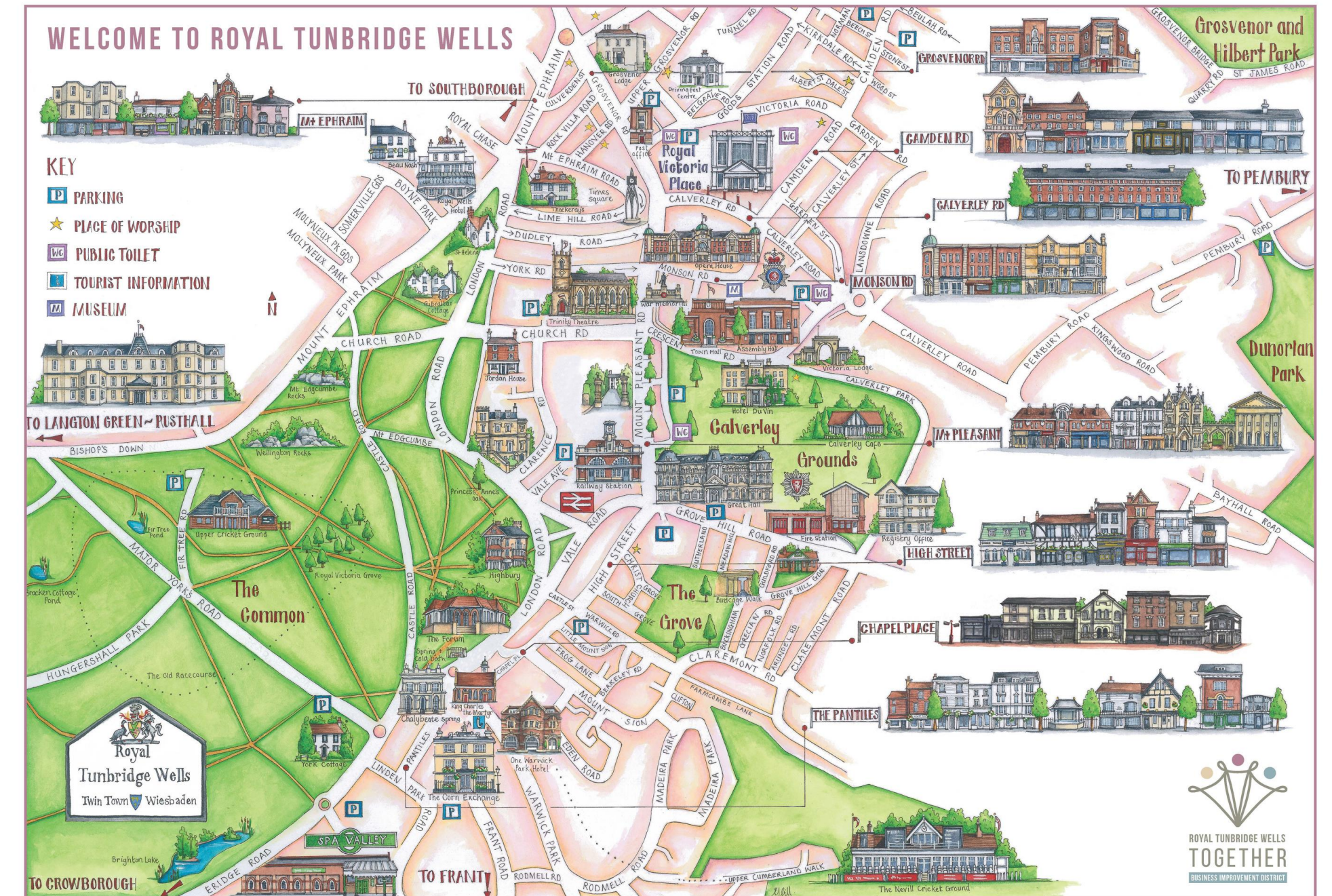
We are delighted you are interested in potentially joining the BID team. If you would like to take it forwards:-

- Contact the BID CEO to confirm your interest
- Sign a declaration form confirming you are eligible

The BID board will then consider your role alongside the current matrix desires for company representation and skillsets before getting back to you. Upon which:-

- We will ask for any necessary information to add you to Companies house
- Invite you to start attending board meetings!

Thank you for your interest.





# CONTACT US

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**Alex Green CEO**

[biddirector@rtwtogether.com](mailto:biddirector@rtwtogether.com)

**01892 322341**

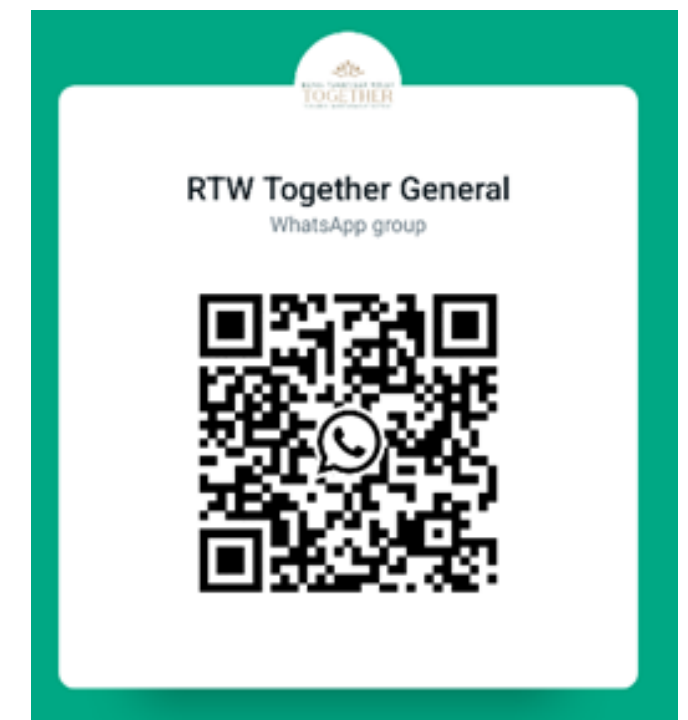
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