

## Business Improvement District

## **Tavistock BID Ltd**

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## MINUTES OF THE BOARD OF DIRECTORS' MEETING

**DATE:** 21<sup>st</sup> June, 2017 AT 6.00PM **LOCATION:** THE BEDFORD HOTEL, TAVISTOCK

## **ATTENDEES:**

Lisa Piper – BID Manager (LP)
Nigel Eadie – Original Pasty House (NE)
Penny Samuels – Brocante (PS)

Mandy Ewings (Original Barbershop) ME

Robin Rich – I Love Candy (RR) Andrew Baker - Potter Baker (AB) Giles Newby – Abode (GN) Martin Hawkins – Art Gallery (MH)

| Item ref | Agenda Item  | Decision/Action |
|----------|--|-----------------|
| 1        | APOLOGIES  |                 |
|          | Harry Smith  |                 |
| 2        | MINUTES  |                 |
|          | Under 'Your Town' publication, 500 was the figure shown to be distributed –                |                 |
|          | this should read 5,000; with this alteration, it was proposed by RR and                    |                 |
|          | seconded by AB that the minutes be accepted as a true and accurate                         |                 |
|          | account of the meeting in May.   |                 |
| 3        | GETTING THE WORK DONE  | T               |
|          | BID Managers report – LP submitted her report:-  |                 |
|          | Communication and BID Team organisation – LP reported that the                             |                 |
|          | blog on the website is updated weekly www.tavistockbid.co.uk                               |                 |
|          | after discussion it was decided that this should also be put on                            |                 |
|          | facebook and updated weekly – LP also reported that she had                                |                 |
|          | various dementia publications, guide booklets etc. the list of                             |                 |
|          | businesses who were 'dementia friendly' etc. would be added on                             |                 |
|          | the site   |                 |
|          | Website – All businesses now uploaded – still looking for images –                         |                 |
|          | ready to go live by the end of this month  |                 |
|          | <ul> <li>Events – Summer activities – 2 things each week throughout the</li> </ul>         |                 |
|          | summer holidays – children collect a treasure map and have to find                         |                 |
|          | 20 clues inside businesses – half way around they will get a pirate                        |                 |
|          | hat and at the end a small token for taking part – activity dates                          |                 |
|          | sheet will be produced – these to go into school lunch bags at the                         |                 |
|          | end of term  |                 |
|          | Bloom – 193 baskets this year – Britain in Bloom Conference to be                          |                 |
|          | held in Tavistock – 16/18 people to attend – judging for BID award is 5 <sup>th</sup> July |                 |
|          | <ul> <li>Empty Units – update – the old Co-op Bank will have a tenant in</li> </ul>        |                 |
|          | once the works are completed, still don't know who it is, but think it                     |                 |
|          | could be Mountain Warehouse – the old Antique shop in West                                 |                 |
|          | Street is to be a kebab and chicken shop – reports on the Dining                           |                 |
|          | Room on facebook – bit critical  |                 |

|     | Business Support – 1). No response as yet from WDBC regarding   |    |  |
|-----|---|----|--|
|     | rates. 2). Scaffolding on Pepper Street causing problems, been up   |    |  |
|     | since 25 <sup>th</sup> November, 2016 on the right side due to a payment                                    |    |  |
|     | dispute over the works. Scaffolding erected last Wednesday on the   |    |  |
|     | left side causing difficulties for large delivery vehicles (LP concerned                                    |    |  |
|     | as this appears to be under 3.1 mtrs.) – LP spoke to all traders  |    |  |
|     | concerned and contacted DCC and Cllr. Debo Sellis – also contacted  |    |  |
|     | scaffolding companies to find out how long they anticipated being in  |    |  |
|     | place – RM Builders now taken over - LP will keep applying pressure   | LP |  |
|     | and keep Directors informed. 3). Scaffolding on Duke Street to be   |    |  |
|     | done in two sections – commence August until 17 <sup>th</sup> November – LP                                 |    |  |
|     | attended a meeting open to the Traders concerned, only Jamie  |    |  |
|     | Baldwin attended – scaffolding designed so that the columns will  |    |  |
|     | not impede on shop front – banners on the end of the scaffolding –  |    |  |
|     | NE complimented LP on what she is doing – updates on this to be   |    |  |
|     | put on facebook   |    |  |
|     | <ul> <li>Meercat Associates – LP had met with Rishi the Managing Director</li> </ul>                        |    |  |
|     | on his way up country from St. Austell – their aims cut across Totally                                      |    |  |
|     | Locally for goods in the town centre as they ask businesses not to  |    |  |
|     | buy local – could work with utilities – Meercat say this could save   |    |  |
|     | money, but we actually have to pay them in the first place –  |    |  |
|     | Directors decided not to go ahead with this   |    |  |
|     | <ul> <li>Christmas lights – LP has met with Mike Harding from Okehampton</li> </ul>                         |    |  |
|     | who is putting together a price for installation and take down – LP   |    |  |
|     | has asked J.T. Greaves for a quote – LP has chased Festive Lighting   |    |  |
|     | again today as it is over 8 weeks that she has been waiting for a   | LP |  |
|     | quote - LP will chat with TTC to see if there is any way that they  |    |  |
|     | would be happy to install the lights if BID can buy them – she will let                                     | LP |  |
| _   | Directors know when the quotes are to hand  |    |  |
| 4   | MARKETING/PROMOTIONS  |    |  |
| 4.1 | Totally Locally – nothing further to report   |    |  |
| 4.2 | Summer holiday plans - covered under 3 above  |    |  |
| 4.3 | Website update - dealt with under 3   |    |  |
| 5   | AROUND TOWN   |    |  |
| 5.1 | Bloom - dealt with under 3 above  |    |  |
| 6   | BUSINESS SUPPORT AND LOBBYING   |    |  |
| 6.1 | Empty Unit update – dealt with under 3 above  |    |  |
| 6.2 | Business rate relief – nothing further to report  |    |  |
| 6.3 | <u> </u>  |    |  |
| 6.3 | Scaffolding issues – dealt with under 3 above   |    |  |
| 7   | PARKING – nothing further to report   |    |  |
| 8   | FINANCIAL REPORT  |    |  |
|     | AB circulated the financial report up to the end of May and talked through                                  |    |  |
|     | the present situation, advising that there would be more money in shortly                                   | AD |  |
|     | with some from VAT refund – AB will write a letter to TTC supporting the                                    | AB |  |
|     | work they are doing on the Guildhall project - Tavistock Guide income                                       |    |  |
|     | coming in – he had a couple of bank mandates for those Directors who were to become signatories for cheques |    |  |
| 9   | ANY OTHER BUSINESS  |    |  |
|     | ART OTHER BOOMEDO   |    |  |

RR reported that 'shop watch' should be up and running by the end of the month – all businesses included (+ Banks) – all given password – Police been very helpful – stickers and cards will be available – NE mentioned system in

|     | Plymouth with card to 'call this number'.  |          |
|-----|--|----------|
| 9.2 | GN – had been talking to David Parkin from St. Eustachicus – want to raise their profile, wondered if BID could offer any support – Church important for the Town - Christmas tree festival has outstanding support – PS wondered if Flower Festival would help – mentioned Cornwood (spectacular event) – PS find contact - GN will call David Parkin and offer BID support (publicity etc.)  | PS<br>GN |
| 9.3 | MH – had the names of a couple of people to be put forward as BID Directors – he proposed Juliet Doolan from Quirky, seconded PS –and Val Davenport from Kaleidoscope (wanted to come back as Director) – proposed by RR and seconded by PS – both nominations were agreed by all Directors – LP will call on both of them AB will check the Constitution regarding Ruth Kelly from Boots sending a Representative when she is not able to attend. | LP       |
| 9.4 | MH – said that he had been to Saltash Regatta which was absolutely packed, there was a Company that organised the whole event, and had covered 2 other events in Saltash, which had also been very well attended – MH will speak to them and see if they can offer anything for Tavistock  | МН       |
| 10  | Wednesday 19 <sup>th</sup> July, 2017 at 6.00pm. at the Bedford Hotel  |          |
| 11  | The meeting closed at 7.30pm.  |          |