

Tavistock

BUSINESS IMPROVEMENT DISTRICT

Tavistock BID Ltd

C/O Wings Accountants

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MINUTES OF THE BOARD OF DIRECTORS' MEETING

DATE: 17th March, 2020

LOCATION: In our own homes via Zoom conferences

ATTENDEES:

Janna Sanders - BID Manager (JS)

Katherine Wing – Wings Accountants (KW)

Cllr. Paul Williamson – TTC (PW)

Colin Kirk-Potter Dragonfly Cafe (CKP)

John Taylor – Grenville Estates (JT)

Valerie Davenport – Vice Chair - Kaleidoscope (VD)

Chris Palmer – Hansford Bell (CP)

Nigel Eadie – OPH (NE)

Brett Kinsman-Daw – ABC (BKD)

Valerie Davenport chaired the first part of the meeting as Vice-Chair

Item ref	Agenda Item	Decision/Action
1	APOLOGIES	
	Kevin Hailey	
2	MINUTES OF THE LAST MEETING	
	Minutes of the February meeting had not been circulated this would be done shortly, they would be approved at the next meeting	
3	GETTING THE WORK DONE	
3.1	Chairman Vote – JS had received an email from KH sending apologies and requesting that BID go ahead in finding a replacement Chairman – Chris Palmer, having been asked already, had agreed that he was willing to take on this role – Directors agreed unanimously to this appointment. CP took over as Chair of the meeting.	
3.2	Communication and BID Team organisation – JM is continuing with social media and website work – uncertain times but JM still available for work at present.	JM
4	CORONAVIRUS SUPPORT – JS has taken a lot of time trying to organise things to support the local business and community at this time – JS and BKD met with Ursula Mann from Tavistock Locals Help Group: <ul style="list-style-type: none"> • JS pushing for delivery service throughout the town – to include all businesses even if they have their own service • Businesses can take orders from clients over the telephone • Needs co-ordinating – look at how the service can be developed • Targeting already isolated people • Website amalgamation to include COVID updates should be live by tomorrow • JS invu with Tavistock Times - front page article out on Thursday • Double pronged assistance – 1) those businesses who already deliver (agreement to add other things) – 2) other businesses who 	

	<p>are willing provide things needed by Customers and to help with delivery service – run by volunteers?</p> <ul style="list-style-type: none"> • Radius – PL19 postcode to include outlying areas • NE raised what the protocol was with regard to insurance – Ursula Mann is already looking at that with WDBC • Look at businesses still operating who do not have the capacity to deal with the orders that they have already – volunteer help? • Insurance on delivery vehicle? • Supply fuel for delivery vehicles? • Order app to be set up? • Service to be for 2 or 3 home essentials? • Could someone be supported financially full-time? • NE is next week running a ‘select and place order’ service • Need something on social media – Instagram or Facebook etc. • PW said that there may be problems getting multi-deliveries into parishes (like Peter Tavy or Mary Tavy), suggested that for instance Harford Bridge do Peter Tavy, may be the Post Office cover Mary Tavy • CP said we need to keep coming up with ideas, keep in touch • JS would not be in touch with levy payers tonight, not fait accompli, further discussion • Focus on the vulnerable and those who are struggling with employment • Mel from Mime – her family have van rental business, maybe we could use that as transport • Businesses offering drive through (Pizza House) and other businesses too 	
5	<p>FINANCIAL REPORT – KW circulated financial report to Directors prior to meeting. JS and KW have gone through the budget in light of the fact we may not receive outstanding payments. VAT also due.</p> <p>WDBC - Query from WDBC regarding 2 levy payers – requested decision from Board of Directors - discussion – JS will be in touch with WDBC advising them of decision. WDBC sent list of debtors going back to 2011 – according to email from British BID’S we as a BID should not be giving exemptions. There was a total of £8,814 from the beginning of Tavistock BID until the present time – WDBC paid £4,000 per year to recover debts (some admin. costs incurred to collect debts). Request meeting with Director of Finance at WDBC re: removing debts over time.</p> <p>Budget - situation not ideal, not a lot of money there – some costs estimated – perhaps hanging basket watering could be paid in installments – should be £2,000 in sponsorship but probably not in the current circumstances – defer decision on baskets until next meeting.</p> <p>TTC – BID Community activity – need to be more joined up with the Town Council at the moment – there is a Budget and Policy meeting on Friday – PW will take concerns of the BID. Perhaps some events could be postponed until later in the year. Will market stay open? – keep open if possible but decision may be taken away by govt – Tavistock is open – BID will keep going with what it is doing – survey traders – BID conduit to information – lobby for removal of parking charges – JS in contact with Neil Jory – JS will speak to Debo Sellis</p>	<p>JS/KW CP/JS</p> <p>JS/PW</p> <p>JS</p>
6	AROUND TOWN	

6.1	Signage – this is almost complete, couple of amendments with shops moving around – now move forward? – all Members agreed	
6.2	Empty units/store closures and openings - Tapt’Inn closing – nothing further heard about Joules – It Makes Scentz moved to Brook St – Country Clothes closed and moved to No 12 as Image Unlimited in 12.	
6.3	Hanging Baskets 2020 – Blooming baskets all planted up – perhaps each business could water their own baskets – further discussion under 5	
7	BUSINESS SUPPORT AND LOBBYING - There are no updates	
8	MARKETING AND PROMOTIONS	
8.1	Tavistock Guide (Map) – JS very encouraged by this – now going out	
8.2	Town Shop Trail – JS had spoken to CP, this could still go ahead as there was no need to speak to anyone – Linda Elliott looking at all the historical aspects of the shops in the Town – looking at the history of shops – old photos – retell the story, runs from June-September – Spotlight, Westcountry, Radio Devon, Tavistock Times Gazette etc. Hansford Bell hope to sponsor to the tune of £800 but will advise in due course.	
9	EVENTS – Paint the Town – lovely event but curtailed by COVID. Easter, 2020 – trail should still be OK. Moor Otters – committed to this – more freedom of movement by June hopefully. Summer 2020 – Learn Devon, Mayflower, Heritage all in hand – various crafts on Carnival day. Cream tea – probably won’t happen JM won’t be doing other events, maybe she will do this??	
10	COLABORATIONS -	
10.1	Learn Devon – in hand	
10.2	Tavistock Heritage Trust – in hand	
11	PARKING/COACHES – Nothing to report at present	
12	MANAGER UPDATE – Nothing to add	
13	CHAIR UPDATE – Nothing to add	
14	ANY OTHER BUSINESS	
14.1	JS brought the name of John Taylor to join the Board of Directors – this was proposed by Valerie Davenport and seconded by Paul Williamson – all Members agreed – JS will give JT’s email address to KW to register him and send to other Directors also	JS
14.2	Shop Watch – Nothing to report at present	
14.3	Tavistock Antiques Centre and The Wharf – covered under 5	
14.4	Ballot 2021 – Not discussed at this meeting	
14.5	PW reported that Harford Bridge App would cover co-ordination sms from the app	
15	DATE OF NEXT MEETING – regular meetings to take place from now on until further notice as required.	
	Meeting closed at 20.07	