

Attending	Lindsay Judd (Chairperson - LJ) Julie Hutson (JH), Tina Watson (TW), Allanda Crowe (AC), Dawn Ledger (DL-representing Charles Barker) Marcus Grover (MG), Simon Bailes (SB), Mark Haynes (MR) Nicky Barton (NB)	
Administration	Julia Chance (JC)	
Guests	George Crowe (GC)	
Apologies	Faye Stevenson, Kirstie Rutherford	
AGENDA ITEM	DETAIL	ACTION
	GC presented their concept to host a series of Sunday festivals in Northallerton starting at Easter Sunday in 2018. Group agree that this idea can be worked on with a view to the BID supporting this in future. JC was tasked with taking this concept to the Marketing Group to ensure it is in line with their strategy and for the NTE group to work up a detailed costing and proposal for the September board meeting. NB added that the event should ensure the South end of the High St isn't neglected.	JC
MINUTES	Minutes from Board Meeting 06-06-17 – agreed as a true record	
	C/F Action from 23-05-17 - Set up Parking Group with Angus Bell as chair	JC
FINANCE	See Page 2 of 18 July Board Report plus Appendix A	
	Group agree to draft procurement policy regarding local procurement first, subject to alignment with the BID's financial policy. JC to publish	JC
	The BID Company is now registered for VAT and now has a working bank account. The Group agree that the registered office should now be Joe Cornish Gallery and tasked JH to change this as soon as possible, agreeing all associated costs.	JH
	Group agree to JC becoming signatory for cheques/online banking	ALL
BILLING	JC, SB and JH will sit on the HDC Monitoring Group. Action on JC to offer appropriate late September dates to HDC for the first meeting	JC
GROUPS	See Page 3 of 18 July Board Report	
	All working groups have now been set up have met since the June board meeting. All updates are listed in the board report for July	
	JC added that Alexander Optometrists have applied to join the parking group. Bridgford's and Scyzory have joined the Business Support Group. The Forum have joined the NTE group and Bridgford's have also joined the Marketing Group.	
	MG added that Louise Middlemass from Market Town Taverns (Tithe Bar) might be interested in participating in the NTE Group. Action on JC to make contact louise.middlemass@markettowntaverns.co.uk	JC
	MH added that the quotation to provide a CCTV camera and Wi-Fi at the North End of the High St was still awaiting a board decision (Cost £3.5K plus extra costs for WIFI) Action on JC to scope this project and bring a funding proposal through to the next board via the Safety Group	JC

	NB asked if the Marketing Group could look at Dog Friendly offer as many stores are dog friendly.	Marketing Group
	NB asked if the Safety Group could look at the current Wednesday Bomb Scare Trials and Sunday Morning Alarm tests could be looked at. Action on JC to approach the Police regarding this issue	JC
	MH mentioned HDC were looking at working with English Heritage to set up a Heritage Action Zone in Northallerton to promote more of the town's heritage. Action on MH to update the Environment Group.	JC
	JH added the Business Support Group were looking at information events for businesses on a series of issues affecting SMEs, the group urged the Business Support Group to proceed with caution as there are many resources already available and they aren't as well subscribed as they should be by existing businesses. The group agreed marketing workshops would be well received.	
MARKETING STRATEGY	A summary of the draft strategy is Appendix B on the July Board report. All reviewed the strategy. MH asked for Brown Tourist signs to be removed as we would not get them. JC informed the group they could request the full strategy. All are asked to feedback a couple of bullet points on the strategy for use at the marketing group prior to their meeting next Tuesday.	ALL
EVENT	Feedback on the Wimbledon Event was excellent	
DATA	See Page 4 of 18 July Board Report	
	A copy of the findings of the Baseline study of 44 businesses was passed to each member for their information. Another baseline will be taken in September.	
MANAGEMENT	See Page 5 of 18 July Board Report	
	JC informed the group she has arranged fully funded ILM training for herself in September and October which will involve 5 Wednesdays being released from management duties and some travel costs. All agree.	
AOB	The Group discussed co funding footfall counters with HDC in the region of £1600 annual costs. Action on MH and JC to bring a map and proposal to the September board meeting for sign off	MH/JC
	JH added we need to register with the Information Commissioners Office, with some small associated cost. All agree.	
	MH asked whether we would be appointing a company secretary. C/F to next board meeting for discussion.	JC
	TW asked the group whether there was interest in having a BID table at the Friarage Hospital Fundraiser. Action on TW to forward details of the event and call for prizes to members.	TW
	There will be no August board meeting Next Board Meeting has been changed from the 12 th to the 19 th September due to LJ availability. All agree Date of next meeting Tuesday 19 September 9.30am at Bettys	