

Northallerton BID

Minutes of 2nd Interim Board meeting: Tuesday 17.1.17

1. **Present:** Lindsay Judd (Chair), Simon Bailes, Marcus Grover, Julie Hutson, Charles Barker, Mark Haynes (Advisor)
2. **BID manager job description/spec/advert:**
 - i. Draft circulated by JH.
Action all: to review and feedback to finalise at 24.1.17 meeting
 - ii. Aiming for adverts out by 7.2.17 with a view to interviewing and being able to appoint as soon as BID is established on 01.04.17
3. **Setting up the BID company:**
 - i. At next meeting establish what route we will take to get advice on company set up and the content of the Mem & Arts. One quote already received from David Lucas.
Action MH: to determine if British Bid Association can assist and level of costs
Action SB: to seek a quote from Jacksons
 - ii. Mems & Arts - agreed to change the wording of the 2 nationals representatives to large retail representatives.
4. **Office and base for BID manager:**
 - i. Confirmed costs for room at Register House at £140 + VAT per month, inclusive of utilities and rates as from 1.4.17. To be reviewed after the first year.
5. **Interim Board members:**
 - i. Confirmed interim board members include SB, LJ, MG, JH.
 - ii. Barkers to nominate a member of staff to substitute for Charles and Guy
 - iii. Positive responses from Paul Beswick (Market Trader rep), Tina Watson (Barclays – professional services representative), Paul Haslam (BT – undefined rep) to be invited to attend future meetings.
Action LJ: to invite these people to future board meetings
 - iv. Still to resolve
 - Hospitality representative
Action: SB to discuss with the Crowe family
 - Large Retail representative – Sainsburys seeking head office input but seem unlikely to field a board representative. Wilkos, Tescos, M&S interest needs to be confirmed. Boots may also be worth approaching.
Action SB: to discuss with M&S and Tescos
Action LJ: to discuss further with Wilkos & contact Boots
 - Independents – need to confirm Nicky Burton (Maxwell's) interest.
Action MG: to confirm with NB
 - Advisors – still need to confirm availability/interest of Nicky Smith
Action SB: to discuss further with NS
 - v. Potential Board members/workstream members – interest also expressed by Montana Clothing, Cowleys Cycles, Alexander Optometrists and The Forum in either board or workstream involvement.

6. Agreement with HDC:

- i. HDC developing a Memorandum of Understanding & Operating Agreement to cover the financial and operation relationships between the BID and the Council. Will be an item to discuss at the next HDC BID meeting provisionally booked for 14.2.17

7. BID communication:

- i. Minutes of BID interim board / board need to be kept and published for transparency and to engage with all the BID stakeholders. Should also seek to post regular update bulletins on progress.

Action: MH & LJ to establish minutes format and publication on website

- ii. A press release to update on the BID's progress should be prepared which also reminds businesses to expect the levy bill in April to help ensure it isn't unexpected and to assist early payment.

Action: MH/BC and Gareth Dant to organise

- iii. A leaflet will need to be prepared to go out with the BID levy demand to remind all businesses what it is for.

Action: MH/BC

8. Dates of next meetings:

Tuesday 24.1.17 - 9.30am to 11.30am at Bettys.

Tuesday 31.1.17 – 9.30 to 11.30am at Bettys.

Annex 1 – Amended Mem & Arts parameters as at 17/1/17

Interim board discussed and agreed the following parameters to be included in the Northallerton BID Limited (or whatever company name is decided upon) Mem & Arts when registering with Companies House:

- BidCo to be a not for profit limited Co.
- Stockton BID Mem & Arts to be used as the base model (subject to legal advice/input)
- Min 8 Directors max 12
- Quorum for meetings 3
- Voluntary contributions – min fee £150, above £10k levy rate of 1.5% of RV to hold irrespective of co. size.
- To allow for people without a business in town but key input/skills to be part of the Bid Board two measures agreed
 - 2 co-opted directors (with full voting rights and subject to sanctions on attendance)
 - Board Advisors (no cap defined – no voting rights not subject to sanctions on attendance)
- Attendance – 3 strikes and you're out policy to apply
- Alternate/Substitute directors – to allow wider range of input and to ensure good board attendance substitute directors to be allowed.
- Board composition – to be included as an ideal but not defined so as to be a constraint, ideal defined as:
 - 2 Independents
 - 2 Large Retailers
 - 1 Hospitality
 - 2 Professional Services
 - 1 Market Trader
 - 4 undefined
 - Upto 2 co-opted
- If utilising Stockton BID include definition of clear days.