

Northallerton BID

Minutes of 3rd Interim Board meeting: 24.1.17

1. **Present:** Lindsay Judd (Chair), Simon Bailes, Marcus Grover, Julie Hutson, Nicky Burton, Mark Haynes (Advisor)
2. **Minutes of last meeting** – Accepted as a true record.
3. **Actions Arising:** taken with agenda items except –
 - i. **BID Communications** – press release is in draft. Will add in further news arising from today's meeting.
 - ii. **BID Billing Leaflet** – still to do but models from elsewhere have been sourced.
Action: MH/BC & Garteh Dant
4. **BID manager job description/spec/advert:**
 - i. Revised version discussed, a few further amends made. SB to feed back further.
Action SB: to review and feedback
Action JH: to finalise JD & Person Spec
 - ii. Aiming for adverts out by second week of February with a view to interviewing and being able to appoint as soon as possible after the BID is established on 01.04.17
 - iii. Aiming to use online portals to advertise the job such as ATCM, British Bids etc.
5. **Bid Manager 100 day Plan** – MG & MH will work with Angus to set up a framework for this.
Action MG/MH/AB
6. **Setting up the BID company:**
 - i. British Bids membership £545. This would give access to advice on best practise and good examples of Mem & Arts. This would not be legal advice.
 - ii. Quote awaited from Jacksons.
 - iii. Once quote received will instruct the better value firm to undertake the company formation.
 - iv. No further amends to Mem & Arts at this stage.
7. **Composition of Interim Board:**
 - i. Barkers – Charles to be the named board member, Robert Baker (Co. Secretary) to be a substitute if required.
 - ii. Paul Beswick (Market Trader rep) still to be advised.
Action LJ/SB: to advise and invite Paul
 - iii. Tina Watson (Barclays) – awaiting managers confirmation that this is ok.
 - iv. Jemma Radestock (M&S) – difficulty with Tuesdays but still keen to be involved.
 - v. Still to resolve
 - Hospitality representative
Action: SB to discuss with the Crowe family
 - Large Retail representative
 - Wilkos – awaiting confirmation in Mid Feb of who will be the store manager.

- Tesco – SB to meet with them on 3rd Feb

Action SB

- Boots to be approached

Action LJ

- o Advisors – SB confirmed interest of Nicky Smith to be a board advisor.

- vi. Potential workstream members – include Montana Clothing, Cowleys Cycles, Alexander Optometrists, The Forum, Pandora.

8. Feedback from Morley Town Manager visit:

- i. SB & LJ met with Rachel of Olioprojects.com
- ii. Very enthusiastic about Northallerton BID proposition
- iii. Contact to be maintained with Rachel as she may be useful to the BID in a paid advisory role.

9. Progress on work groups:

- i. Other operational issues in getting the company established have dominated but it was suggested a further public meeting be held ahead of the BID officially starting and the focus of this would be the development of the working groups.
- ii. Meeting date set as 16th March 2017, venue Barkers (TBC) start 5.30pm for 6.

Action LJ: to confirm venue

Action JH: to organise and set up the AV equipment

- iii. Those who have had contact with interested parties to advise them of this proposal and the meeting date. Details will be added to the press release mentioned at 3i.

10. Progress on timeline – timetable requires updating to reflect current position

Action: MH

11. AOB – Meeting day – Agreed that meetings be alternated between Tuesdays and Thursdays to assist with some people attending.

12. Dates of next meetings:

Tuesday 31.1.17 – 9.30 to 11.30am at Bettys.

Thursday 09.02.17 - 9.30 to 11.30am at Bettys (Apols NB)

Tuesday 14.02.17 – 4pm meeting with HDC at Civic Centre – attending LJ/SB/JH/MG

Thursday 16.02.17 - 9.30 to 11.30am at Bettys.

Tuesday 28.02.17 - 9.30 to 11.30am at Bettys.

Wednesday 16th March - 5.30pm – 7.00pm Barkers (Apols MH)

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.