

# Northallerton BID

## Minutes of 5<sup>th</sup> Interim Board meeting: 09.02.17

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1. **Present:** Lindsay Judd (Chair), Simon Bailes, Marcus Grover, Julie Hutson, Tina Watson, Mark Haynes (Advisor)
2. **Apologies:** Nicky Burton, Charles Barker.
3. **Minutes of last meeting** – Accepted as a true record.
4. **Actions Arising:** taken with agenda items.
5. **BID Communications** –
  - i. **Press Release** - still in draft, details about meeting of 16<sup>th</sup> March added. Awaiting confirmation of Paul Haslam (BT) involvement, has been chased by email. SB wil try again to make contact.

**Action: SB**
  - ii. **BID Billing Leaflet** – outstanding but not urgent. Billing unlikely to start until May.

**Action: MH/Bridget Charlton & Gareth Dant**
6. **BID manager job description/spec/advert:**
  - i. Suggested that HDC HR input sought to highlight any omissions or inclusions that may cause issues.

**Action: JH to send to MH to seek HDC input**
  - ii. Aiming to use online portals to advertise the job such as ATCM, British Bids etc.

**Action JH: to get prices for websites**  
**Action MH: see if British BIDs & ACTM will circulate**
  - iii. Policy documents progressing.

**Action JH: to progress and circulate for comment**
7. **Bid Manager 100 day Plan** – MG, Angus Bell & Dave Wells met Tuesday to progress. Draft should be circulated ahead of the next meeting. Suggestion from working group that BID should also have a 100 day plan. In essence it does but group agreed it would benefit from a refresh.

**Action MG/MH/AB/DW- develop Manager and a BID 100 day plan**
8. **Setting up the BID company:**
  - i. Board agreed to progress with Jacksons. SB has had engagement papers and check and has board authority to engage Jacksons to undertake the work.

**Action: SB**
  - ii. Board agreed to enquire at Yorkshire Bank to see what they are offering with regard to a BID bank account. The account should be set up to have 2 of 4 signatories required suggested as JH/LJ/MG as town centre based plus the BID manager. Online banking will be required also.

**Action: JH**
9. **Composition of Interim Board:**
  - i. Paul Beswick (Market Trader rep) despite initially agreeing Paul unable to attend on Tuesdays or Thursdays. Board ok with Wednesdays for some meetings so LJ will see

if this helps Paul to attend. If not other traders have been suggested and will be approached.

**Action: LJ**

- ii. Tina Watson (Barclays) – was welcomed to today's board meeting.

**Action LJ**

- iii. Still to resolve

- Hospitality representative – SB meeting with Scarlett Crow was moved back to w/c 20<sup>th</sup> Feb

**Action SB**

- Large Retail representative

- Wilkos – awaiting confirmation in Mid Feb of who will be the store manager.
- Tesco's – SB meet with them also moved back, now on 13<sup>rd</sup> Feb

**Action SB**

- Boots- LJ to continue to liaise.

**Action: LJ**

- iv. JH has a further meeting programmed with David Lucas and will discuss his appetite to assist with work groups and as a board advisor.

**Action: JH**

- v. Board composition as far as it has been confirmed detailed at Annex 1.

#### **10. Progress on work groups:**

- i. The role of the groups and the relationship to the board to be fleshed out and outlined at the March 16<sup>th</sup> Meeting at Barkers 16/03/17

**Action JH: to organise and set up the AV equipment  
MH Apologies noted for this meeting**

- ii. Potential workgroup members –as previously reported interest expressed by Montana Clothing, Cowleys Cycles, Alexander Optometrists, The Forum, Pandora.
- iii. **Marketing** – companies are being approached including Welcome to Yorkshire for proposals for developing a town identity and online presence.
- iv. **Safe & Secure** – HDC confirmed that they are doing further improvements to the CCTV network which will mean there is sufficient capacity for the BID to be able to add a camera at North End. MH will forward prices. Suggested Wii should be extended to this end of town also. MH will establish costs.

**Action: MH**

- v. In CCTV discussions footfall monitoring as one of the metric for measuring BID impact was revisited. MH will find out costs of solutions. This to complement the reports that will be requested from retailers on % improvements in takings.

**Action: MH**

#### **11. Progress on timeline** – timetable requires updating – will be done as part of forming BID 100 day plan as at point 7 above

#### **12. AOB –**

- i. Darlington BID currently busy with their ballot for a second term and unable to attend a meeting in the short term. LJ circulated their BID proposal.

**13. Dates of next meetings:**

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 16<sup>th</sup> March - 5.30pm – 7.00pm Barkers (Apols MH)

## Annex 1 – Interim Board as at 09/02/17

Interim Board membership as it currently stands:

- 2 Independents
  - Marcus Grover – Grovers
  - Nicky Burton – Maxwells
- 2 Large Retailers
  - Jemma Radestock – Marks & Spencers
  - Discussion on 13<sup>th</sup> Feb with Tesco's
- 1 Hospitality
  - (Discussions to be held with Scarlet Crowe)
- 2 Professional Services
  - Julie Hutson – Colin Hutson Accounting
  - Tina Watson – Barclays
- 1 Market Trader
  - Paul Beswick (to be confirmed)
- 4 undefined
  - Charles Barker - Barkers
  - Lindsay Judd (Chair) - Bettys
  - Simon Bailes – Simon Bailes
  - Paul Haslam – BT (to be confirmed)

Advisors (no voting rights)

- Angus Bell
- Mark Haynes
- David Lucas (to be confirmed)
- Nicky Smith