

Northallerton BID

Minutes of 7th Interim Board meeting: 28.02.17

1. **Present:** Lindsay Judd (Chair), Charles Barker, Robert Baker, Simon Bailes, Marcus Grover, George Crow, Scarlet Crow, Faye Stephenson, Tina Watson, Nicky Burton, Mark Haynes (Advisor)
2. **Apologies:** Julie Hutson (pancake race)
3. **Minutes of last meeting** – An amendment was required to the meeting date of the next public meeting to read Thursday 16th March, not Wednesday. Otherwise accepted as a true record.
4. **Actions Arising:** taken with agenda items.
5. **BID manager job description/spec/advert:**
 - i. The position has been advertised with ATCM and is being posted on indeed. Suggested by FS LinkedIn be used as a further channel, board agreed.
 - ii. Also agreed following comments from a potential applicant to list the salary as from £35k as not disclosing it discouraged them from applying.

Action: LJ to follow up with JH
6. **Bid Manager & BID 100 day Plan** – meeting tomorrow to finalise plan prior to circulation to board. To be discussed at the next meeting

Action MG/MH/AB/DW- finalise and circulate Manager and BID 100 day plan
7. **Composition of Interim Board:**
 - i. Faye Stephenson of Tesco and Scarlett Crow were welcomed to the board.
 - ii. Paul Beswick (Market Trader rep) LJ not managed to have the follow up conversation yet with Paul as he was on holiday last week.

Action: LJ to progress
 - iii. Still to resolve
 - o Large Retail representative
 - Wilkos & Boots – Lindsay to continue to liaise with new managers

Action: LJ
 - BT – Paul Haslam still very keen. Has a new role within BT though still based at Northallerton. Simon to continue to liaise.

Action: SB
 - iv. Board composition as far as it has been confirmed detailed at Annex 1.
8. **Progress on timeline / Setting up the BID company:**
 - i. Jacksons have produced a draft mem and arts. Comments were invited. Amendments suggested to:
 - include the option for named substitutes for Directors
 - require 10 days notice for Directors meetings
 - clarify position with public sector members who are levy payers (as at 16.1)
 - clarify the voluntary member contribution and the baseline position of 1.5% of cut off levy (currently £10k) as the minimum payment for voluntary membership

Action: SB to feed back to Jacksons

- ii. Board members to bring an item of photographic ID to the March 16th public meeting along with a photocopy of the ID. David Lucas will verify ID's and forward to Jacksons.

Action: all board members

- iii. Still exploring bank accounts. Considering Barclays, Yorkshire Bank and will also see what Santander can provide.

Action: LJ to follow up with JH

- iv. VAT Status – board agreed BID Co should be VAT registered.

9. 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 16th Meeting at Barkers 16/03/17.

- ii. **Marketing** – proposals received from Welcome to Yorkshire and Highground. Room for Design as being approached but they may not be able to offer the full scope of services required.

Action: SB, Bridget Charlton

- iii. **Safe and Secure** – CCTV camera for North End is a possibility. HDC arte confirming costs and what needs to be reconfigured in the control room to enable capacity for the additional camera. Wifi extension will also be explored

Action: MH

- iv. **Business Support** – a group buying proposal to be pitched by Meercat associates at the end of the meeting – see note below.

10. Content for meeting of 16th March – MH to develop a presentation for BID to deliver. Outline progress to date and the way forward over the next few months (summary of 100 day plans)

Post meeting note: David McKnight has agreed to attend and will bring the AV set up.

11. Meercat Associates - Rishi Sood attended the meeting and outlined the services that Meercat Associates provide to BIDs. They are procurement consultants that have established a national BID buying group. The work with 90 bids across the country including Skipton, Darlington & Newcastle. They can examine savings in 18 different areas of costs. It is a service paid for by the BID so there is not fee to the business and they take no commissions from providers so their advice is impartial and bespoke to each business. Whilst they work with national companies the service is mainly of benefit to SME's and independents. Rishi agree to the suggestion to do a pilot for 3 or 4 businesses to demonstrate what can be achieved. BID to determine who to pilot and take up Rishi's offer.

12. AOB

BID Communications –

- i. **Press Release** - needs issuing promptly now along with an email invitation.

Action: MH/BC

- ii. **Leaflets/Invitations** - to be produced asap and board members agreed to distribute when printed.

Action: SB, Bridget Charlton & Gareth Dant

- iii. **Publishing of minutes** – website structure to be amended to allow for minutes to be published.

Action: MH/BC

Shopappy – some independents are to trial this but BID will revisit this when the BID manager is in place.

Empty Shops – briefly discussed if BID should be proactive on trying to fill vacant shops, to promote new entrants into the town. Agreed as a minimum BID should extend a welcome to new businesses but felt it may be difficult to influence the market greatly.

13. Dates of next meetings:

Tuesday 7th March - 9.30 to 11.00am at Bettys.

Tuesday 14th March - 9.30 to 11.00am at Bettys.

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

Wednesday 22th March - 9.30am – 11.00am Bettys.

Tuesday 28th March - - 9.30am – 11.00am

Annex 1 – Interim Board as at 28/02/17

Interim Board membership as it currently stands:

- 2 Independents
 - Marcus Grover – Grovers
 - Nicky Burton – Maxwells
- 2 Large Retailers
 - Kirsty ?? – Marks & Spencers (tbc)
 - Faye Stephenson - Tesco
- 1 Hospitality
 - Scarlet Crow – Golden Lion
- 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