

Northallerton BID

Minutes of 8th Interim Board meeting: 07.03.17

1. **Present:** Lindsay Judd (Chair), Tina Watson, Robert Baker, Simon Bailes, Marcus Grover, George Crow, Scarlet Crow, Allanda Crow, Nicky Burton, Mark Haynes (Advisor)
2. **Apologies:** Faye Stephenson, Julie Hutton
3. **Minutes of last meeting** – Minutes agreed as a true record.
4. **Actions Arising:** taken with agenda items.
5. **Bid Manager & BID 100 day Plan** – Angus presented the 100 day plan. Board thanked Angus for his input. Initial comments:

- Agreed that the BID Communications should be a role led by the Manager when in post.
- Performance measure for manager will be level of match funding secured.

Plan will be circulated for further comment.

6. Progress on establishing BID Company

- i. **ID checks at 16/3/17 meeting** – board members to bring photo id to the meeting to be verified.
- ii. **Mem and Arts** – Mark, Angus, Simon reviewed draft. Comments have gone back to Jacksons. Next version will be circulated to the board for review and approval.
- iii. **List of Businesses** – current list of levied businesses with emails gained so far circulated. Will need to add to this list the smaller non-levied businesses in the town.
- iv. **VAT Status** – board discussed but still of the opinion being VAT registered is preferable. Advice is being sought from RSM in Manchester via Simon Bailes.

7. Interim Board Composition

- i. Paul Beswick (Market Trader rep) has agreed to be on the board, he can make every third Wednesday and will be the liaison with the market traders.
- ii. Still to resolve - Large Retail representative
 - Wilkos, Boots – Lindsay to continue to liaise with new managers
 - Marks & Spencers – Simon to continue to meet with Kirsty

Action: LJ & SB

Discussions continue with Paul Haslam BT.

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

8. Content for meeting of 16th March –

- Working groups – outline the 100 day plan and how the manager will establish these promptly on their arrival.
- Focus on progress not older content.
- Invite Cllr Wilkinson to cover the prison and connections work
- Collection of email addresses – to be a key focus when at the meeting and when delivering leaflets

9. Progress on work groups:

- i. **Marketing** – Followed up with Room for Design, awaiting their proposal.
Action: SB, Bridget Charlton
- ii. **Safe and Secure** – CCTV & Wifi extension will is being explored. Costs to be confirmed.
Action: MH
- iii. **Business Support** – Agreed to take up the Meercat offer of a pilot. Barkers, Maxwells, and the Golden Lion agreed to participate. Grovers to ask Betterdaze or Daisy Doodle to try and demonstrate the value to smaller businesses. Lindsay to contact Rishi to organise this.
Action: LJ & MG

10. Progress against timeline – most things progressing and BID is on track to be ready and set up to go in early April.

11. BID Communications

- i. **Leaflets** – have been produced and distributed to board members to distribute. Email addresses of businesses to be collected whilst doing this where possible.

12. HDC Operating Agreement – to be reviewed and signed off – MH to chase NTC baseline agreement.

13. BID manager job description/spec/advert:

- i. More channels being used including indeed and LinkedIn – more applications are being received, now up to 6.

14. AOB

FSB Update – Julie to meet FSB tomorrow to determine what they can offer the BID.

Insurances – Julie seeking quotes and Simon has a quote from Hiscox – Directors and employers indemnity £105, employers liability £408. Public liability quotes to be sought on a per event basis.

Northallerton 10k event – board advised of the event which takes place on the 28th May.

15. Dates of next meetings:

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
- 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