

Northallerton BID

Minutes of 9th Interim Board meeting: 14 March 2017

1. **Present:** Lindsay Judd (Chair), Charles Barker, Simon Bailes, Marcus Grover, Julie Hutson, Nicky Burton, George Crow, Allanda Crow.
2. **Apologies:** Faye Stevenson, Tina Watson, Scarlet Crow, Mark Haynes (Advisor)
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**
 - 7 applicants received to date, closing date 24 March 2017.
 - Agreed that Julie would draft a short listing assessment matrix.
 - Interview Panel to consist of Lindsay, Nicky and Julie.
 - All to provide suggested interview questions and email to Julie.
 - Discussion around the format of the interview – Interview Panel to finalise.
 - No updates to 100-day plan.
6. **Progress on establishing BID Company**
 - i. **ID checks at 16/3/17 meeting** – Board members to bring colour photo ID to the meeting.
 - ii. **Mem and Arts** – The 2 documents are continuing to be reviewed and will be circulated for the Board's approval as soon as possible.
 - iii. **List of Levied Businesses** – this will be finalised as the levies are paid and it will be a list of current members of the BID.
 - iv. **VAT Status** – VAT registration to undertake once Bank account has been opened.
 - v. **Bank account** – Lindsay and Julie to meet to review the 3 bank options.
 - vi. **FSB update** – discussion around joining FSB and the benefits it can bring. Lindsay to approach the Chamber of Commerce as an alternative option for consideration.
7. **Interim Board Composition**
 - i. Simon to follow up on Marks & Spencer membership.
 - ii. Lindsay meeting with Wilko's on Thursday and to follow up with Boots.
 - iii. Other interested businesses to consider joining work streams.
8. **Content for meeting of 16 March** –
 - Leaflets had been distributed to businesses around the town. Members felt there was a mixed response with some more knowledgeable than others.
 - The Board reviewed the presentation for the meeting.
 - Amendment - Marcus to lead the 'some early actions and the first few months' sections.
 - Tina, Julie and Allanda all available to sign in attendees to the meeting.
9. **Progress on work groups:**
 - i. **Marketing** – Welcome to Yorkshire and the two other companies we have approached, all need to do a presentation on the same day, this is to be organised. Bridget to arrange venue and possible dates.

Action: SB, Bridget Charlton

- ii. **Safe and Secure** – CCTV & Wifi extension on going item. Costs to be confirmed.

Action: MH

- iii. **Business Support** – Agreed that the Golden Lion, Daisy Doodle and Better Daze to participate in Meercat pilot.

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. Choice of Bank to be finalised.

11. BID Communications

- i. **Website** – quotes now complete.

12. HDC Operating Agreement – Lindsay, Simon, Marcus and Julie to meet and review.

13. AOB

Darlington BID – concern was raised over the outcome of the Darlington BID's defeat and the need to understand the reasons behind this disappointing result.

NTC letter re fireworks – After discussion, the Board considered that financial support from the BID was not appropriate use of the funds.

14. Dates of next meetings:

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

Wednesday 22 March - 9.30am – 11.00am Bettys.

Tuesday 28 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 Stevenson - 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