

Attending	Lindsay Judd (Chairperson - LJ) Julie Hutson (JH), Tina Watson (TW), Dawn Ledger (DL-representing Charles Barker) Marcus Grover (MG), Mark Haynes (MH) Nicky Barton (NB), Sharon Whitehead (representing Faye Stevenson)	
Administration	Julia Chance (JC)	
Apologies	Scarlet Crowe (SC)	
AGENDA ITEM	DETAIL	ACTION
MINUTES	-Minutes from Board Meeting 19-09-17 – agreed as a true record	
	The role of company secretary was discussed and it was deemed that it wasn't necessary at this time, but recommend review after the Bid's 6 month anniversary therefore c/f to November board meeting.	
	C/F Action to reconsider the role of company secretary at the November board meeting. JC to put on agenda	JC
COMPANY	LJ reported that SB has resigned his board director position to spend more time on his business in particular the new opportunities surrounding Electric Vehicles. Action on JC to compose a thank you letter for SB and pop a card around board members for signature including a small token of our appreciation for the sterling efforts made by SB and his team in getting the BID a yes vote at Ballot. All Board Directors agree that SB is owed a great deal of thanks by the organisation.	JC
	JC reported that monthly board papers are taking her away from important duties with the BID. All agree that in future, formal board meetings will be bimonthly Nov-Jan-Mar-May-Jul -Sep-Nov 18. Board will continue to meet monthly but the months inbetween will just be an informal catch up.	
	JC probation period is now officially complete and her status is now a permanent member of staff for the life of the BID.	
FINANCE	See Page 2-3 of 10 October Board Report	
BILLING	See page 3 of 10 October Board Report	
	A monitoring meeting with HDC took place where the following points were agreed upon.	
	1. Hambleton's logo will be added and Julia's name and address removed from billing	
	2. Northallerton BID will supply a stock of 500+ statutory explanatory leaflets about the BID for inclusion in the bills. The 2018 stock will be delivered by Feb 2018.	
	3. HDC will take legal advice regarding the date discrepancy between Business Plan and Operating Agreement and associated billing	
	4. No court summons will happen prior to point 3 being resolved.	
	5. M&S are now on the levy payer register and have therefore generated an outstanding account. Given it is less than the	

	voluntary contribution, Julia will meet with the store manager Melanie to agree a way forward.	
	Currently 20 levy accounts remain unpaid - 9% of our annual levy revenue, we predict this will fall to 2% once some outstanding issues with billing are resolved, which is better than the 95% predicted levy collection and in line with our budget forecasts.	
GROUPS	See Page 3-5 of 10 October Board Report	
Marketing	Action on JC to get brand guidelines drawn up with Welcome to Yorkshire for dissemination with print ready logos and branding to the wider group.	JC
	JC was instructed to change the logo and branding of the BID to the new branding to avoid confusion and any future issues surrounding the ownership of the current logo.	JC
	£2K was approved for the Little Book of Offers	
	£2k was approved for a small online/radio Christmas campaign. Action on JC to develop an action plan for the next Marketing group for sign off	JC
	£500 was approved for an online only Christmas Gift Guide	
	Board instruct JC to move the website to one URL and use the development of the visitor brand and website to migrate BID information over to a new URL. www.northallertonbid.co.uk has little resonance with visitors and businesses alike. Action on JC to send our existing URLs around the board members for a choice of our new online address.	JC
Safe & Secure	CCTV Camera project is awaiting installation date. JC & MH to chase	JC/MH
Place	Festive Lighting Option 2 was ordered from LITE for installation in time for Santa Sunday 3 Dec.	
Parking	Any evidence board members have on impact of the parking regime on their business should be put online here .	ALL
NTE/Events	Real Ale Trail, design should be ready end October 2017	
	Gin Trail should be ready end November 2017	
	JC to meet with HDC SAG on Oct 24 th .	
Business Support	HDC turned down our application for funds to extend the network outside BID members and are funding Northallerton Business Network instead, a rival group who represent businesses outside the town with a couple of exceptions. See Appendix A in board report for rejection letter.	
	Northallerton Means Business received great feedback JC to publish online at www.northallertonbid.co.uk/eventfeedback	
	1 place left on the subsidised First Aid Training on October 16	ALL
	£500 was approved as a budget for First Aid training subject to us filling these spaces	
AOB	JC detailed plans for National Safeguarding week and a Cybercrime event on Thu 12 October at 10am at the Town Hall.	JC