Minutes of Board Meeting 16th September 2024

Held at Valentino's, Westgate

Board Present and constituting a quorum: Richard Compton (Chairman), Stuart Baldwin, Stephen Craggs, Rick Jones, Mark Lancaster Stuart Martin,, Richard Taylor
Others Present: Lilla Bathurst (Manager), Layla Martin (Comms Exec), Elizabeth Faulkner (guest)
Apologies: Megan Green, Tracey Ractliffe, Julian Rudd (NYC), Andrew Williams

Proceedings

The meeting was called to order by RC (Chairman) at 6:00pm	
RC welcomed everyone to the Board Meeting. RC reminded the Board that the meeting was being recorded (with the recording destroyed after minutes are approved), to declare any conflicts of interest on the agenda and asked if there was any change to the register of interests. RC asked if the Board approved the minutes from the July Board and approval was given.	

Actions from previous meeting

Weed removal/gutters: Work to commence 4th October on 14 premises. Greaves Court: Press release issued – picked up by Stray Ferret and Harrogate Advertiser Totally Locally/Hi Street App: Paused until staffing resource can be found OneBanx: No further news, LB has approached SMEB but this is a charged service. LB will keep up discussions with OneBanx. Training Courses: Now have dates from FSB for courses in early 2025. LB has secured venues. Street Cleaning: LB is liaising with UK NCS about getting quotes for Spring 2025 TV Advertising: To get reach outside of the immediate vicinity i.e. into Leeds or York would be c.£30k+ Not sure of the benefit of advertising within our area which would be from c.£15k+ Shop Front Funding: *£2887 has so far been committed.*	LB

Items for Information/Discussion/Approval

Marketing ML gave a brief overview of a draft marketing proposal which will be discussed in more depth with LB & LM Overview Elizabeth Faulkner to presented her view of the BID's work to date which was very favourable. EF said that for a team of one full time and one part time staff that the	

outputs had been excellent. EF felt that the marketing, website and social media should be a big priority going forward but that there should be more admin support to enable LB to spend more time with levy payers. Financial summary SB updated on the financial position.	

Update on projects

CA / NYC / FSB £40k funding LB explained she is working with RT & Mandy Whitehead on Heritage Boards project (NYC have confirmed no business rates payable if they are in empty units). Training dates are booked in. LB is chasing on E-Cargo bike feasibility study. LB / RJ to book photography in. Boldest have commenced work on digital mapping and are liaising with DDC. FSB / NYC to approach non BID businesses ref improvement grants – LB to help administer but payments will be direct from NYC. Vacant Shops Academy LB had circulated latest reports prior to meeting. LB explained she has requested meeting with CA to form working group. Good engagement from NYC planning, nothing from business rates team though – LB to raise this with CA and NYC. LB working on finding out how long each tenant has left on lease – not all agents are engaging though. Levy Collection LB said invoices will be sent out at end of September with letter from RC. Winter baskets LB said these should be in place by end October [installment date should be 16 October]. Hallowe'en / Half Term LB explained she is waiting on Arcade to confirm they want to collaborate on carved pumpkin trail, if not we will do it alone [they have now confirmed sponsorship]. 2 days of activities booked in at Claro Lounge. Christmas LB told the board that the brochure advertising was coming through with more than £2700 confirmed to date [final figure is £4,900 which will be paid to RCC as the BID's contribution to Christmas lights]. Looking to extend reach into another 1000 households. Design of brochure is underway. LB went on to explain that the Snow Globe is booked at same time as Winter Wonderland and will be on Market Square	

for 3 afternoons/evenings. Late Night Shopping date is 28th November and Ripon's "13 Day of Christmas" passport will start at Light Switch On event and run until 28th November –LB & LM are working on the Christmas page on the website to include all seasonal menus in one place.	

Lilla Bathurst (Manager), Layla Martin (Comms Exec), Elizabeth Faulkner (guest)all left the Board meeting.

AGM

The year end accounts to 31 August 2024 were presented to the Board for approval and they were unanimously passed. The Board then formally stepped down and were duly re-elected for a further year.	

Lilla Bathurst (Manager), Layla Martin (Comms Exec), Elizabeth Faulkner (guest) returned.

AOB

RC thanked everyone for their attendance and closed the meeting at 7:20pm.	

Dates for 2024 Board Meetings:

18 November – please note change of date

Dates for 2025 Board Meetings:

27 January, 31 March, 19 May, 21 July, 29 September, 24 November