

Ripon BID – Notes from Meeting Tue 14th Sept 2021

Attendees

Rick Compton, Stuart Baldwin, Richard Taylor, Mo Aswat, Rick Jones, Stephen Craggs, Stuart Martin, Sheila Webb, Andrew Williams, Sarah Blenkinsop, John Alder, Trevor Watson, Annette Duffy

Apologies - Kate Smith, Lee Kettlewell, Kathryn Daly

Relevant points from the meeting on 14/9/21 :

Minutes & matters arising

Previous minutes were approved.

Robert Sterne has decided to not be a director due to other commitments and was thanked on our behalf by Rick Compton for his involvement and support of the BID.

All directors are now formally set up on the Companies House system. At the time of the meeting Kathryn Daly, had not been set up but was set up on 17/9 after receipt of the information.

BID Manager update

Due to a lack of candidates for the permanent role, Elizabeth Faulkner, who was recommended by Mo and interviewed by the recruitment sub group is to be appointed as the interim BID manager for an initial 6 month period, commencing on 4/10/21.

Elizabeth has been the Altrincham BID manager for the last 4 years during which time there was a dramatic improvement in the performance of Altrincham.

The key priorities for Elizabeth will be to establish the systems, do the initial projects and find the long term BID manager. She will work 2 days a week (probably Mon / Tue), staying overnight in Ripon on the Monday evening, as she is based in Altrincham.

It will be important that the communication around her appointment (and the fact it is only for 6 months) is done in a positive and upfront manner to avoid any issues.

The costings (attached) for the next 6 months have been done by Rick Jones and include not only the costs for the BID manager but a PA, working 30 hours a week and some social media work. To be sent to Stuart B for initial review before being circulated to everyone - **RJ**

It was agreed that on the 4th Oct those available should meet Elizabeth for a working lunch at Valentino's or later that day – If you are available please confirm with Richard T who is collecting Elizabeth from Thirsk on that day and can schedule appointments for the day.

BID Projects

It was discussed that a clean up operation in October (after the utility repair works in the centre have been done) and signage would be 2 early projects, but more detailed projects would be worked up once Elizabeth was in place.

Signage issues / recommendations for improvements to be summarised and circulated by Sheila W in advance of the next meeting - **SW**

Loan repayments / Advance from Harrogate BC

It had previously been requested that Harrogate BC issue an advance of £40k to allow loan repayments / projects to start in advance of the levy money being collected and in principle this had been agreed with Michael Constantine.

Trevor Watson was tasked with investigating / progressing and an update from him on 17/9 was – “I have made some enquiries but haven't managed to bring this to a conclusion and it may be that we need to seek formal approval”. A further update to be given in due course - **TW**

On receipt of that money the loans made for the BID ballot stage can be repaid.

An update is also needed on when the letters for the levy will actually be issued (assumed November) so we are aware of it and can manage any communication issues – **Mo / TW**

BID Office

This is now set up in the Workhouse museum. There is no landline, however Elizabeth will initially start with her own mobile phone / laptop and the phone / IT equipment needed for the office / assistant will be arranged by Elizabeth on her appointment.

Future meetings

Next meeting – Thur 21st Oct – 6.00pm at the Workhouse museum. Elizabeth will attend by Zoom.