**PO Box 108, Minehead. TA24 9DE**
Registered company number: 11532338

**Minehead BID Company Limited Board Meeting**

Minutes of meeting held on: Date and Time: Tuesday 22 September 2020 at 5.45pm

**DIRECTORS PRESENT:**Graham Sizer (D) GS (Chairman)
Ryan Boulton (D) RB (part of meeting)

Cllr Mandy Chilcott MC (Advisor)

Cllr Andy Hadley AH (Advisor)

Jackie Jago JJ (Ambassador)

Debbie Sawatzki (D) DS

Cllr Terry Venner (D) TV

Jim Whittaker (D) JW

Andrew Hopkins (BID Manager) AJH

Sharon Grant (Social Media Manager) SG (part of meeting)

Livvi Grant (Social Media Manager) LG (part of meeting)

Sarah Wilsher (Minutes)

GS welcomed everyone to the meeting.

1. **Apologies**

Cllr Anne Lawton AL (Advisor)

Jon Lee (D) JL

Jacqui Sherwood JS (Ambassador)

1. **Anything to declare**

There was nothing to declare.

1. **Matters arising from previous meeting held on 28 July 2020**There were no matters arising.
2. **Adoption of minutes of the previous meeting**

TV proposed and DS seconded that the minutes of 28 July 2020 were an accurate record of the meeting. The proposal was AGREED.

1. **Financial Update**

For the period of 1 July 2020 to 21 September 2020:

***Expenditure***

Advertising and marketing £16,218.08

BID Manager £ 1,549.73

Bookkeeping and accountancy £ 125.09

Covid response £13,524.07

Events £11,800.15

General office expenses £262.95

Insurance £212.74

Postage £331.70

Public realm £472.83

SWT admin charge £875.00

***Total Expenditure* £45,109.39**

***Income* £14,200.71**

***Balance in bank* £32,349.12**

AJH reported that the BID levy invoices for year 3 had been sent out. To date 28 businesses had paid and he would be talking to Somerset West and Taunton Council (SWT) about the money being transferred to BID.

GS advised that ‘filleted’ accounts had been sent out with the AGM agenda as, due to Lentells’ staff being furloughed, the full accounts were not yet prepared. They would be put on the website when available.

1. **Appointment of a Company Secretary**

GS spoke to the draft job description that had been previously circulated. He explained that for a BID of Minehead’s size, costs needed to be kept below 20%. Covid-19 had resulted in AJH taking on more work due to the massive increase in enquiries from businesses and increased liaising with SWT. Also, he had taken on tasks that were the responsibility of a Company Secretary when Chris left the role. BID had also been asked to administer the spending of £100,000 in Minehead of an Emergency High Street Fund set up by SWT for the purposes of supporting town centres in the challenging times of post Covid-19.

Since Ian Douglass had left as Company Secretary the responsibilities assigned to this role had been absorbed by the BID Manager. This was an opportunity to restore the position. The Company Secretary would be employed for about 5-10 hours per week and be paid hourly in the first instance, extending to weekly then monthly payments. The post could be funded from the £10,000 pot allocated for the administrative work associated with the Emergency High street Fund, without the need to use BID levy funding.

In response to a request for further clarification, AJH added that the Company Secretary role included, amongst other things, the following functions: preparation of meetings, BID renewal work, maintenance of business details on the business directory database, acting as the Ambassador for the Lower Avenue, the Seafront and all accommodation providers, administering the Emergency High Street Fund (as above), and generating an income via an associate membership scheme and bidding for monies.

As the funding for the post would come from the administrative element of the SWT Emergency High Street Fund, the Steering Group for the fund would need to sign off on the appointment. What was required from the Board was approval in principle for the role and job description.

TV proposed and JW seconded that the role of Company Secretary and accompanying job description be approved in principle. The proposal was AGREED by all Directors present, and JL had indicated his approval prior to the meeting.

1. **Events and Public Realm Update**

GS spoke to the minutes of the Events and Public Realm Sub-Group meeting on 1 September, which had been previously circulated, as follows:

* The benches would be installed in October.
* The bunting was going to be taken down in mid-September, but due to the current good weather It was decided to keep it up until the onset of poor/windy weather.
* The BID’s Christmas plans had not changed.
* Clare Pound of HomeStart had presented an idea for a Christmas Swim on 20 December and was expected to submit an application for funding.
* ThunderCat Racing was suggested as a possible racing event on the seafront for 2021.
1. **1940s’ Weekend** - sadly the Forties weekend had been cancelled following the implementation of the Government’s new instruction, the ‘rule of six’. It had been decided that it wouldn’t be possible to marshal the ten venues in the town, which would be needed to accommodate a reduced provision of six people. The musical entertainers were also apprehensive about performing. Some visitors had still come along, enjoyed the weekend and would be returning next year. Most of the entertainers had given their money back to assist with the event going ahead financially next year so probably only about £500 had been lost.
2. **Eat Festival** – Following the recent Government rulings in respect of Covid-19, the thoughts of the Board and BID Manager were ascertained as to whether the Eat Festival planned for 3 October should go ahead, as follows:

*AJH* – The event should still go ahead. It was Covid-secure and had been agreed by SWT, who were the responsible body for the road closure. The Health and Safety Advisor had agreed that it could proceed, with greater precautions put in place. eat:Yeovil had taken place last weekend.

*JW* – Happy for the event to take place, particularly as the funfair organised by Minehead Town Council would be going ahead.

*JJ* – The event should not go ahead as it could be a breeding ground for the virus. The BID should set an example as a responsible and leading organisation within the town.

*MC* – This is a difficult decision to make. To say no, would be to upset the businesses and the economy. To say yes, would conflict with the majority of the community. If the Eat Festival did take place she would not be attending as her husband was shielding.

*TV –* Against all events taking place this year, irrespective of who was organising them. He appreciated that businesses needed footfall, but felt that the community needed to be looked after and that Minehead BID had a responsibility to the people of Minehead.

*AH* – Agreed with TV. He was against the funfair. He felt that the BID had a social responsibility and should take a stand.

*DS –* Agreed that the BID should cancel the event. At the last EAT Festival there had been feedback of little social distancing with not many people wearing masks. She had, however, also received comments that people had enjoyed it. The BID’s reputation as an organisation that cares for its members and the local community was important

*RB* – Recognised that businesses needed footfall, but was also concerned with Covid-19 spreading. He was thus sitting on the fence.

*JL* – Against the Eat Festival going ahead (as reported directly to AJH).

It was noted that there was some concern on social media about the Eat Festival going ahead. AJH added that a small vocal minority of businesses were disappointed that the Forties Weekend was not held and would be disappointed if the Eat Festival did not take place.

In preparation for making a proposal, JW advised that not spreading Covid was about managing individual air space and that if the event was well within the restrictions then it was legally and ethically okay for it to proceed. The BID could encourage pro-social behaviours in order to promote commerce within the town. He encouraged a non-sensational vote.

AJH asked that the vote also cover the Eat Festival in December, but it was agreed that it was too early to decide on the fate of the Christmas event.

As an aside, GS informed the meeting that the eat organisers had agreed that the cost of the April Eat Festival which had been cancelled due to lockdown, could be carried over to the extra eat: Minehead event in August, but that if the October festival was cancelled so late in the day, even if due to Covid, the money would be lost.

JW proposed that the Eat Festival scheduled for 3 October be held since current restrictions indicated that it could go ahead. Two Directors voted for the proposal. Two Directors voted against the proposal. The Chairman had the deciding vote and voted against.

AJH would advise the Eat organisers forthwith of the Board’s decision to cancel the festival on 3 October.

**Date of next meetings**

Events and Public Realm group meeting on Tuesday, 13 October at 6pm.

The next Board meeting would be held on Tuesday, 20 October 2020 at 6pm.

**The meeting ended at 6.25pm**

SW 23-9-20