



RTWT Board

Meeting Minutes

Tuesday 24 January 2017

Opening

The regular meeting of the RTWT Board was called to order at 8.30am on Tuesday 24 January in the Town Hall, Committee Room A by Nicky Blanchard.

Present

Nicky Blanchard (Chair), Hilary Smith, Florence Eva-Reynolds, Alex Green, Nick Moore, Antony Moore

Apologies

Stephen Gurney, Cllr Jane March, Gavin Tyler, Alex Davies, Harry Collins, Gilbert Green

Approval of Minutes

NB went through the minutes of the last meeting which were circulated electronically prior to the meeting.

Financial Update

The 2016/17 budget was discussed.

Action – NB and FER to look at committed funds for the remaining part of the year and report back to the Board.

Recruitment Process

TCM role has been advertised in Times of Tunbridge Wells, on the Index website and also on the Association of Town & City Managers Website. There has been a very positive response. Interviews taking place from 2 February.

Update on Projects

FER had circulated a Board report with an update on projects with the meeting agenda. NB ran through these at the meeting.

The Board agreed that a Continental Street Market in the town should be trialed on the basis that it would not impact the current markets.

Christmas market a possibility. To be reviewed after the CSM.

Action – HS to have further discussions with TWBC Farmers Market Manager regarding markets.

NB explained that we will start to use the business survey as an engagement tool to increase the RTWT membership and gather information on business priorities for the new TCM.

Action - FER to walk around the town to introduce herself and encourage businesses to fill out the survey.



Action – FER to put together a membership pack and send this to board members to use if potential sponsors/members show an interest.

Tunbridge Wells in Bloom would like RTWT to support their initiative.

Action – FER, NB and HS to arrange meeting with Tunbridge Wells in Bloom to find out how RTWT can help.

It was agreed that RTWT would run a summer campaign again for this year.

Action – FER to list all events over the summer in Tunbridge Wells and bring to the next Board meeting

Grants for 2016/17 and 2017/18

The Lantern Parade organisers (Create) are very grateful for their grant. It was agreed that RTWT should have terms and conditions in place for grants e.g. a disclaimer in the event a plan or event is cancelled.

It was agreed by all present board members, that RTWT would give £1,000 towards to the Southeastern mural project.

The Tunbridge Wells Puppetry Festival has applied for a grant for £1,000. It was agreed that RTWT will provide the grant.

A discussion was held about whether RTWT should put a limit on the amount of grant funding it provides each year. It was agreed that this year we should seek to limit this to about £5000 but that this should remain flexible in case other opportunities arise where RTWT can make a difference and help to bring in more external funding from other sources by providing match funding.

Action – AG to send FER an example of T&Cs for the grants.

Action – FER to use the example and make this custom to RTWT.

Website Development

FER updated the board on the website. Google analytics has now been activated.

Action – FER to contact Infinity to find out the cost of setting up a generic info@ email address for RTWT.

PR Strategy

We have approached 4 local companies to put together a tender. 1 company in particular is asking for a budget. There has not been a budget set out as we were interested to hear what levels of support are needed based on projects for this year. Members of the Board suggested sending a member of staff on a course to reduce PR costs. HS pointed out that PR experience should be in the criteria for the new TCM. It was agreed that the commissioning of the PR Strategy would be delayed until after the appointment of the TCM.

Action – FER to spend a day with a One Media journalist to learn how to put together a press release.



Action – FER to see what is on offer in terms of PR courses.

AOB

HS stated that the parking consultation has been extended to 31 January. A meeting has been set up regarding parking and NB will be attending this meeting representing RTWT.

Action – Board members to send through their views to NB prior to the meeting.

Action – RTWT to do a written response to the consultation.

Adjournment

Meeting was adjourned at 10.15 am by Nicky Blanchard.

Minutes submitted by: Florence Eva-Reynolds