



RTWT Board

Meeting Minutes

Tuesday 16th January 2018

Opening

The regular board meeting of Royal Tunbridge Wells Together was called to order at 8.30am 16th January at RTWT Offices by Nicky Blanchard

Present

Nicky Blanchard (Chair), Hilary Smith, Karen Pengelly, Gilbert Green, Gavin Tyler, Jane March, Rob Franks, Sarah Fuller

Apologies

Harry Collins, Nick Moore, Steve Gurney, Alex Green

Minutes

Matters arising from last minutes were discussed.

Action - A new page will be created on the RTWT website for all press releases to be posted onto.

Action - HS to confirm date of DCLG meeting between William Benson and Sajid Javid and provide end date on the Office Space Report.

A quote for an online Business Service Directory has been received, costs look high, under negotiation.

New Staff Member

KP informed team that Lauren Brook will commence work on Monday 22nd January, provided brief details of Lauren's work history and suitability for the role.

2017 Achievements

A copy of RTWT's achievements had been circulated to Board members prior to the meeting. The list is considerable and a great deal of the work is facilitation and collaboration.

Priorities and Aims for 2018

KP ran through a list of projects and aims for 2018/19, estimated figures accompanied each project. Board members were asked to consider list and make any additional suggestions that they felt appropriate. This list will now be posted onto the RTWT website for public consumption.

GG requested information on date of AGM, this will be organised, open to all members. This needs to take place prior to year end 31st March and publication of annual report.

JM raised the possibility of Shopmobility being an organisation that RTWT should be collaborating with in 2018, it was agreed that a further discussion between KP and JM should take place.



Action: KP to organise date and venue for AGM and email Board.

Budget

A copy of up to date budget was circulated at meeting. KP provided top line figures, expenditure for the year is in line with budget set. Bank balance stands at of c£61K at present, with a projected residual sum of c£35K at year end. The Board agreed that it would be sensible to accrue funds where necessary towards 2018 priorities. A decision on specific priorities was not made at this point.

GT made the point that we should ensure that funds are spent, NB stated that carrying over a small amount to cover salaries and mandatory expenditure at the start of the new year was appropriate, Board agreed with this in principle.

BID

Copies of 3 proposals from BID (Business Improvement District) consultancies had been circulated electronically, prior to Board meeting, to all Board members. NB informed Board that we were in the process of carrying out face to face interviews with each consultant, seeking assurance of methods and abilities. One consultant has been seen to date, two will follow later on the 16th January.

KP informed Board that Julie Grail, the BID consultant recommended by SG is unable to take on any further work this year.

It was decided that expenditure on consultancy could not be signed off or approved until further exploration of their costs had been provided. Board would like to know which elements of the process can be handled in house by RTWT. GG also stated that the Board should have the ability to question the preferred consultant prior to RTWT proceeding to appointment.

GG also stated that references should be sought form each of the consultants and that these references should be sought verbally, not by email.

HS informed Board members that there is a DCLG Loan Fund that we can apply to and that if we were unsuccessful in securing a Yes vote, these funds are not repayable. Board agreed that this sounded a sensible solution.

More indepth detail of the BID process and technicalities will follow for all Board members.

Action: KP to scrutinise all proposals and provide Board with a like for like costing so that a clear judgement can be made.

Action: KP to work through all 3 proposals to determine any elements that can be managed by RTWT and/or Board members.

Action: KP to speak to all references provided and circulate the feedback.



AOB

There was no other business arising.

Adjournment

Meeting was adjourned at 9:45 am

Minutes submitted by: Karen Pengelly