



## RTWT Board

### Meeting Minutes

Wednesday 7 March 2018

#### Opening

The regular board meeting of Royal Tunbridge Wells Together, taking place at the Town Hall, was called to order by Nicky Blanchard at 8.30am on Wednesday 7 March 2018.

#### Present

Nicky Blanchard (Chair), Hilary Smith, Karen Pengelly, Lauren Brook, Alex Green, Gilbert Green, Gavin Tyler, Jane March, Steve Gurney, Sara Fuller

#### Apologies

Harry Collins, Nick Moore, Alex Davies

### Minutes

Matters arising from last minutes were discussed.

**Action:** KP to liaise with Jennifer on preparing for the AGM, which the Board agreed should take place in mid-May/June.

#### Annual Report

KP prepared a draft of the Annual Report for the Board, and asked for any comments or amendments to be communicated to her before the document is formatted and made available on the RTWT website.

**Action:** KP to prepare and distribute the final Annual Report, once comments have been received.

#### General Data Protection Regulation (GDPR)

LB has completed an information audit for RTWT, and has researched and put together a document explaining each of the 12 steps outlined by the ICO. The document covers the relevance to RTWT's practices, and what action is being taken to ensure that we are compliant.

We have confirmed with the ICO that RTWT's legal basis for processing personal data is 'legitimate interest', whereby no electronic opt-in is necessary as we facilitate business to business communications rather than business to consumer.

KP noted that there are two additional elements that should be added to the website to ensure compliance: a privacy notice, and a notice on the contact form regarding its potential use by under 18s.

**Action:** KP to write privacy notice for the RTWT website and circulate to the Board.

**Action:** LB to upload privacy notice to website once approved, and update the online contact form to include a notice regarding under 18s using the form.



GT noted that we should also ensure that there is a clear process (including timescales) in place for deleting data from RTWT email inboxes.

## **BID**

KP confirmed that British BIDs will be conducting a feasibility study in Tunbridge Wells, and that she is waiting to receive some draft dates for commencement.

NB noted that obtaining statements from members of the Board, talking about the BID as a positive thing for the town, would be really useful in championing the initiative and what we could achieve as a BID. Having 'champions' of the BID process is vital in creating a positive 'yes' campaign.

JM asked if British BIDs will control the communications sent out about the BID process – KP responded that they will offer advice, but that we will coordinate any promotion. SG suggested that from the results of the feasibility, we need to create a vision for Tunbridge Wells and then sell it to businesses.

NB added that we have complete flexibility with what we can achieve as a BID; KP noted that we can also introduce a cap on the levy to suit our local businesses. The British BIDs team will discuss this with us, and provide us with financial and geographical scenarios to explore.

KP mentioned that RTWT have also applied for a loan of £35,000 to help with the costs of consultancy. KP should hear back in approximately six weeks' time.

## **2017/18 Budget**

A copy of the year-end 2017/18 budget was circulated at the meeting. We are carrying forward a sum of £28,000 into 2018/19, with a spend to date of £82,473.29 and £16,000 of accruals.

It was also suggested that RTWT's filing date with Companies House be changed.

**Action:** KP to look into potentially changing the filing date for RTWT.

## **2018/19 Budget**

A copy of the proposed 2018/19 budget was circulated at the meeting. Our income for 2018/19 is projected to be £109,000, with £28,000 carried over from the last financial year, core funding amounting to £67,500, and membership income at £13,500 for the year. There is a projected spend of £84,000.

SG suggested increasing the projected accountancy services budget to £2,500.

**Action:** KP to change proposed accountancy budget to £2,500.

KP also mentioned that RTWT will need to start looking for new office space in light of the redevelopment plans for Ely Court, and that Imago had offered space in kind.

It was suggested that the registered office for RTWT should be changed to the Centre Management Suite in RVP, as important documents from HMRC are currently being sent to Thomson Snell & Passmore, and this may cause a delay in them being passed on to RTWT. **Action:** NB to check if it would be acceptable for the Centre Management Suite to be RTWT's registered office.



**Action:** 2018/19 budget to be signed off at the next meeting, once proposed changes and additions have been made.

SG suggested that we pay for a poster site at Tonbridge station, to promote Tunbridge Wells as a great destination and drive people into the town from surrounding areas.

KP mentioned that we are also engaging with Tourism South East's newsletter, which goes out to 100,000 people, and our presence at the Excursions show which provided us with important contacts to promote tourism in Tunbridge Wells.

**Action:** KP to look at options for poster sites and what the cost might be.

**Action:** LB to send both budgets to the Board again.

### **2018 Priorities**

A copy of RTWT's 2018 priorities was circulated at the meeting. JM noted that the Camden Road Portas Fund, referenced on the priorities sheet in relation to the RTW in Bloom and Christmas lights projects, is funding which can only be used for projects on Camden Road and is being held by TWBC. KP responded that RTWT is facilitating meetings about RTW in Bloom and the Christmas lights with businesses on Camden Road, and Pete Every from TWBC, hence the mention of this funding on the priorities sheet.

**Action:** LB to add asterisk next to the Christmas lights point on the priorities sheet to identify it as part of the Portas Fund.

KP highlighted the introduction of drinking water fountains as a priority for 2018, and noted that South East Water have agreed to provide in kind support to achieve this. Tunbridge Wells is a spa town, and therefore we should be providing water fountains to reduce plastic waste. JM added that Councillors are keen to work towards a plastic-free town.

KP is also talking to waste management companies about food waste, and a potential contract across several of the businesses in Tunbridge Wells.

### **AOB**

JM asked for briefing from LB on the Shopmobility study that RTWT is conducting. LB has created a survey which has gone out to five Shopmobility schemes across the UK, aiming to find out hire rates, types of hire, additional services offered, and what works and what doesn't work in these locations.

### **Adjournment**

Meeting was adjourned at 9:45 am

Minutes submitted by: Lauren Brook