



## **RTWT Board**

### **Meeting Minutes**

Wednesday 6 June 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 6<sup>th</sup> June 2018.

#### **Present**

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

#### **Apologies**

Harry Collins, Alex Davies, Sara Fuller, Andrew Wagstaff

#### **Minutes**

Matters arising from last minutes were discussed.

Gilbert Green requested that a mention was included in previous minutes of competitive tendering into RTWT's procurement processes, this was agreed.

#### **AGM**

Ward Mackenzie are finalising year end accounts for RTWT so we would be ready to hold an AGM in the near future. GG and GT are both taking periods of annual leave in late June/early July, new dates need to be proposed.

#### **BID progress**

KP informed Board that the networking breakfast event at Woods Restaurant had been well attended and Clive Relf's presentation had been well received by our local businesses. Several questions had been asked, businesses were engaged and interested and overall, the event had been a success. It is possible that one or two of the businesses present would be suitable to act as BID Ambassadors/Champions.

KP informed Board members of the outcomes of the recent feasibility study that has been carried out by British BIDs/CMS. Lee Walker the lead Project Manager is due to present detailed outcomes and a visioning exercise with Board members directly after the Board meeting.

KP informed Board members of next steps in process – information will start to flow to Board over the coming weeks.

#### **Forthcoming projects and update**

KP took Board members through the Project and Administration update providing information on Food Month, Drinking Water Fountains, feedback on digital and analytics training (very positive) and Bloom.



### **Board Membership**

JM informed Board that Portfolio responsibilities have been changed at TWBC, Cllr Tracy Moore is now the Portfolio Holder for Economic Development and is keen to be more involved with RTWT. JM and HS vacated room whilst Board members discussed Tracy Moore's attendance at RTWT meetings. Board approved TM's attendance but in listening capacity with no voting rights.

### **Staff**

KP vacated room whilst future salaries were discussed. Board members approved a 2% increase in KP's salary with immediate effect. LB's salary will be reviewed upon completion of 12 months employment.

### **Adjournment**

Meeting was adjourned at 9.30 am as Lee Walker joined to present feasibility outcomes.

Minutes submitted by: Karen Pengelly