



RTWT Board

Meeting Minutes

Wednesday 18 April 2018

Opening

The regular board meeting of Royal Tunbridge Wells Together, taking place at the RTWT Office in Ely Court, was called to order by Nicky Blanchard at 8.30am on Wednesday 18 April 2018.

Present

Nicky Blanchard (Chair), Hilary Smith, Karen Pengelly, Lauren Brook, Alex Green, Gilbert Green, Ruth Napier, Jane March, Steve Gurney, Robert Franks, Lara Milan

Apologies

Harry Collins, Nick Moore, Alex Davies, Sara Fuller, Gavin Tyler

Minutes

Matters arising from last minutes were discussed.

KP mentioned that RTWT has a new contact at Ward Mackenzie, our accountancy firm. KP and LB will be delivering all financial paperwork to Ward Mackenzie in the next week, who will then prepare a full set of the annual accounts to be approved at an AGM.

Action: KP to add BID info to next Board meeting email invite on Wednesday 6 June

Action: LB to send out invites for subsequent Board meetings for the rest of the year, as well as a date for the AGM once confirmed

KP also noted that the Annual Report for 2017/18 is currently at the printer, and will be sent out in the next week or so along with membership and sponsorship invoices.

KP is waiting for written confirmation from the ICO regarding the privacy notice for the RTWT website, noted as an action in the previous meeting.

Action: LB to upload privacy notice to RTWT website once guidance from ICO has been received

Action: NB to look at changing RTWT's registered office to the Centre Management Suite as noted in the last meeting's minutes

Civic Complex Development

KP informed the Board that the organisation has been asked to provide a statement of support for the Civic Complex development, a project on which the organisation has chosen to remain neutral until this point.

AG offered his thoughts on the new development – the project will encourage investment in Tunbridge Wells. SG, GG and NB agreed. The Board agreed to issue a statement of support.

Action: KP to prepare a statement and send to the members of the Board for approval



BID feasibility progress

KP and LB have prepared a list of 170 businesses to be consulted as part of the feasibility study. British BIDs will be on the ground for four days, visiting businesses as part of the consultation. The questionnaire is being emailed out to businesses to be completed.

GG noted that it is important to have a diverse mix of professional services and retail businesses included in the list. The Board expressed an interest in seeing the list of businesses compiled by KP and LB.

Action: LB to send feasibility study list to the Board.

KP noted that the next Board meeting, taking place on Wednesday 6 June 2018, will also include a presentation of the results of the feasibility study and a visioning exercise from British BIDs. The AGM could also be held on the same day in the afternoon, making it an all-day session.

AG offered Trinity Theatre as a venue option for the session. LM also suggested One Warwick Park and RN also offered space at the Cripps offices.

Action: KP to find out the deadline for the feasibility study questionnaire to be returned by businesses.

Action: KP and LB to investigate food and venue options for an extended meeting on Wednesday 6 June, including Board meeting, presentation of feasibility study results, visioning exercise and possibly AGM too.

Action: KP to ask British BIDs their thoughts on potentially having the BID team present at an AGM.

Forthcoming projects and update

KP noted that Spencer Nash will be delivering an SEO and digital training day for local businesses on Monday 14 May.

A networking breakfast has been booked in at Woods Restaurant on Friday 11 May. SG has arranged for Clive Relf, Chairman of the Canterbury BID, to speak at the event.

RTWT is helping to facilitate the installation of drinking water fountains in key locations in Tunbridge Wells. KP has met with Chilstone to discuss a bespoke design and South-East Water and the Conservation Officer from TWBC are attending the next meeting about the project. GG suggested filling out a pre-application with TWBC to formally confirm details of what is acceptable for the design, installation and upkeep of the fountain. GG also requested that we go through a competitive tendering process for the design and installation of the fountain.

Action: KP and HS to look into pre-app advice from Conservation Officer for drinking water fountains project

RTWT confirmed the food festival in Calverley Grounds, taking place from 22-23 September, and a number of food themed events throughout the rest of the month. Businesses will be approached as last year.



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 £110,000, with £26,000 carried over from the last financial year, core funding amounting to £70,500, and membership income at £13,500 for the year. There is a projected spend of £91,563.

KP has increased the proposed accountancy budget to £2,000.

KP asked the Board for approval on a contingency amount of £5,000, that can be used without Board approval. GG suggested a limited spend per transaction on this amount and mentioned that a previous sum was agreed. The Board agreed that a contingency was appropriate but did not agree a fixed sum.

NB informed the Board of RTWT's new office space, which has been offered in kind by Royal Victoria Place for a period of one year.

JM suggested adding the potential cost of office space to the budget, to ensure that we are prepared to cover that cost when the year is up.

Action: LB to find out average cost per square foot of office space to calculate potential cost

AOB

KP noted new members since the last meeting – Pipehouse Gin are on board, and Targetfollow have offered £2,500 as their sponsorship amount for 2018-19. KP is talking to the Pantiles Traders about potential joint membership, and KP and HS met with Altitude as well. We are also talking to JMLA and AV Trinity.

RTWT have encouraged Lloyd's Bank to contribute to a floral display at the front of their premises as part of Bloom competition.

SG suggested offering a seminar on Cyber Security for members, a hot topic in business in the last few years.

Action: LB to look into offering an event on cyber security

LB provided an update on the Shopmobility research – we have heard back from all of the towns and cities asked to fill out the questionnaire, and LB is currently compiling the data.

HS also mentioned the new Viewpoint magazine with RTWT's double page feature in it.

Adjournment

Meeting was adjourned at 9:45 am

Minutes submitted by: Lauren Brook