



## **RTWT Board**

### **Meeting Minutes**

Wednesday 28<sup>th</sup> November 2018

#### **Opening**

The regular board meeting of Royal Tunbridge Wells Together was called to order by Nicky Blanchard at 8.30am on Wednesday 28<sup>th</sup> November 2018 at the Town Hall.

#### **Present**

Nicky Blanchard (Chair), Karen Pengelly, Jane March, Ruth Napier, Sara Fuller, Hilary Smith, Stephen Gurney, Tracy Moore, Gilbert Green, Robyn Phillips

#### **Apologies**

Harry Collins, Alex Green, Nick Moore, Alex Davies

#### **Minutes**

The minutes of the last meeting were approved, updates on 2 actions arising:

KP and LB have been working on action plan, it will be prepared in advance of next Board Meeting for approval/discussion.

NB provided an update, responding to Gavin Tyler's query re legal costs of lease from BL. The legal costs are fixed with no flexibility but NB stated that the office space will not be subject to rent, utilities or service charge and will be offered for a set/fixed period so does offer remarkable value for money. Board agreed in principal, KP to forward lease documents to GG for his scrutiny.

**Action: KP to forward all lease documentation to GG**

#### **BID Outcome**

NB congratulated RTWT staff and Board members on the positive outcome in the BID ballot. The challenge period for the ballot expires next week, 6<sup>th</sup> December. Press release and RTWT website statement have taken place but a further statement will be issued at the end of the challenge period.

#### **Project Update**

KP provided a brief explanation of progress to current projects

Members Ice Skating taking place next week (Thursday 6<sup>th</sup>) take up has been steady, c55 attendees so far.

Awards evening next week for Jazz on the Pantiles – party of 11 attending including organisers, sponsors and RTWT.

Small Business Saturday tour bus attended on the 23<sup>rd</sup> November, all went smoothly and well.



Camden Road mural now complete, paid for from Portas funds with planning and organising by RTWT.

Database, newsletter, website etc – all progressing

Lobbying – some businesses have expressed disquiet at the Public Realm Phase 2 works due early next year on Mount Pleasant Road. KP will carry out some further consultation with businesses, providing them with examples of successful schemes and facts on the proposed works. TM stated that the funds are coming from the Local Sustainable Transport Fund budget, if the project does not proceed as planned, funds cannot be spent elsewhere.

**Action: TM to provide KP with case studies of successful projects elsewhere to show to businesses.**

### **Christmas**

KP updated the Board on RTWTs projects and work around Christmas. Increase in Gift Guide participation, contributions towards Christmas lights, refreshments and tree in Chapel Place, sponsorship of Friends of Museum carol evening, Tourism South East visitor newsletter and street performers.

### **BID**

A lengthy discussion on actions to do with the BID delivery company commencing operations on 1<sup>st</sup> April was had by all Board members, with particular reference to governance, structures, scope and range of services. there are many action points arising:

**KP to look further into structures – is our CIC and Ltd by guarantee suitable?**

**KP and HS to meet Mid Kent revenues to discuss despatch of levy invoices in early 2019.**

**Monthly Board meetings will take place in Jan, Feb and March 2019 to prepare for April 1<sup>st</sup> launch.**

**Quarterly Board meetings from April onwards will be diarised – KP and LB.**

**KP to create draft procurement policy.**

**A single Board member having oversight of finance and accounting is necessary – KP to identify.**

**A paper detailing all items for decision making will be presented to the Board at the January board meeting for discussion/approval – KP to prepare.**

**Action Plan and Governance paper for the next Board Meeting.**

### **Budget**

No significant changes since last board meeting – KP informed Board that the aim is to end financial year with a bank balance close to zero but that discussion would take place with Mid Kent revenues to ensure smooth transition from Town Centre Management organisation to BID delivery company.

### **Adjournment**

Meeting was adjourned at 9.30am.



Minutes submitted by: Karen Pengelly