

Experience Guildford Board Meeting
Monday 19 September 2016
5.00pm Experience Guildford Offices

Present:

Kevin Lorimer, Chair
Esther Dadswell, Vice Chair – Chapters Financial
Keith Churchouse – Chapters Financial
Alan Martin – Food for Thought
Richard Jaeme – The Keystone
Carolien Jones – The Mad Hatter
Chris Ogle – Electric Bikes, Guildford
Ian Blyth – The Mandolay Hotel
Lyn Adams – The Whisky Shop
Jane Lyons – Pub Watch/The Keep
Ken Storr – Waitrose
Amanda Masters – Experience Guildford General Manager
Stuart Craggs – Experience Guildford Night Time Economy Manager
Olivia Pattullo – Experience Guildford Business Support Manager

1. Welcome, Introduction and Apologies

Kevin Lorimer welcomed everyone and introduced Lyn Adams from The Whisky Shop. Apologies were received from Gordon Jackson, Darren Francis, Philip Denning, Andrew Colborne-Baber, Tim Brinkman and Charlotte Whittaker.

2. Minutes of last meeting

The minutes of the meeting on 12 July 2016 were approved and signed.

3. Items for Information

GM report

- BID Renewal: now heading into the BID renewal campaign with feasibility study to be carried out as the first stage of the process. KS asked if there was a “worst-case” scenario plan; AM advised that levy payers would be reminded of what they have, which would not be there if the BID renewal did not go ahead. CJ enquired about picking up ballot papers from levy payers; AM said this would be something to consider nearer the time.
- AGM: booked for 22 September at the Guildhall.
- Tunsgate Square: EG will hang 2 banners in Tunsgate Arch highlighting Tunsgate shops and the castle. Queensberry are to attend the AGM to present their development plans.
- Footfall counters: now the work on the High Street setts has been completed, it is hoped that footfall will return to usual levels for the time of year. The Noggins are able to produce comprehensive monthly reports.

- Staff training: all staff are now trained to use the defibrillator, which has been added to the insurance.

Project updates

These were taken as provided. No questions were raised

Members were encouraged to download the EG app. and sign up for the digital Privilege Card; all feedback regarding the app. will be gratefully received.

4. Items for Decision

Feasibility study by The Retail Group – this will entail 1-to-1 quick fire questions and answers, with 100% of questions answered. It would save AM and her team man hours and would be an independent company seeing what members would or would not like. A report would be produced for the BID at a cost of £2,500 with the work being done in October and the report available for the November board meeting.

CO asked what other costs would be incurred in the BID renewal; AM advised that the main cost was the time spent by the team on the BID renewal, design and printing costs and the ballot charge. KL noted that the first year spend was £75k when a consultant was employed, and that this time around it would be nearer £30k.

Proposed: Ken Storr

Seconded: Keith Churchouse

5. Items for Consideration

No items for consideration

6. Finance and Legal

- KC advised that the financial model was a 5-year plan with in-built contingencies for the BID and costs of renewal.
- KC commented that cashflow was good, funds were spread across 3 bank accounts to reduce risk, and that spending was in line with the business plan.
- KS enquired about the refund of £8,200; KC said this was a business rates overcharged.
- KS asked why there was a difference between budget and actual; KC advised that the budget was not phased. The 2016 and 2017 overspend of £40-50k each year will go against the income, and the surplus carried forward will fall.
- KS commented that there was an overspend on The Beach; AM replied that it was an accumulation of lots of small costs, and that the event was very busy on all 3 days with nearly 2,000 people visiting.
- RJ asked how the traders fared on The Beach; AM replied that there were none at The Beach as everything (candy floss, balloon modelling etc) was provided by EG.

7. Health and Safety

No issues

8. Staff

No issues

9. Any other business

- JL advised that she was standing down as a Board member of EG with effect from the AGM due to conflict of interest; KL thanked her for her contributions.
- KS noted that Monopoly Guildford was to be launched. EG are invited to go along to the launch however no further details were available.
- AM reminded everyone to attend the AGM on 22 September 2016.

10. Date of next meeting

The next meeting will be held on 15 November 2016 at the Experience Guildford offices.