

Minutes of Meeting Bute BID Board Meeting

Date: 8th November 2023

Location: Bute Fabrics 5.30pm

Attendees: John Glen (JG)
Sophie Reid (SR)
Jennifer Dougal (JD)
Willie Glen (WG)
Sara Goss (SG)
Erin Murphy (EM)
Duncan Martin (DM)
Fergus Murray (FM) – Teams
Dorothy McDonald (DCM)
Alayne Byers (AB)

Points Discussed	Action	Timescale
1. JG welcomed Dorothy to the team, and gave apologies for those not in attendance – David Adams-McGilp, Alistair Forsyth.		
2. No Declarations of Interest were offered.		
3. No one had any comments to follow on from the minutes of October Board Meeting.		
4. There were no Matters Arising from the minutes.		
5. Update from A&BC – Fergus Murray: <ol style="list-style-type: none"> a. The council’s Service Centre on Victoria St. is now open with staff from Eaglesham House moving in. b. Royal Hotel – Historic Environment Scotland (HES) and Lottery are working together on a way forward. c. Albert Pier – Demolition will take approx. 2-3 weeks leaving site cleared. d. Pavilion – work continues to raise funds, the tender exercise is underway to keep the contractors on site. e. Business Gateway – working to support businesses with ideas and funding. f. UK Government Autumn Statement – should be making allocations of Rural Growth funding. g. Academy Site – working with Fyne Homes for multi-family housing and to de-list the building still standing. h. Events & Festival funding – deadline is the end of the week, looking at events that attract audiences from further afield. i. SG asked if anyone on Bute had ever received this kind of funding before – FM advised that Bute Noir had. j. SG asked if A&BC own all the of Albert Pier. FM all except the red sandstone building that belongs to Scottish Water. 		
6. Update from VisitScotland – David Adams McGilp. In DAM’s absence JG advised that his department is in the process of reviewing Regional Plans that affect Bute.		
<i>DCM advised that she intended to structure her Manager’s Reports under 5 main headings (items 7-11) following the same format every month for ease of reference.</i>		
7. Annual Plan: Progress Report against Business Plan Objectives. <ol style="list-style-type: none"> a. DCM proposes to set up an Annual Plan, starting from October 2023 in order to schedule and manage the BID’s activities, meetings and projects for the whole year, allocating tasks, setting deadlines, and monitoring and measuring progress. It was agreed that DCM would work with EM & SG to develop the Annual Plan and the first iteration would be presented to the December Board Meeting for approval, and thereafter there should be a standing item on the agenda which will 		

<p>enable consistent monthly reporting on progress against the agreed targets in the Business Plan.</p> <p>b. Prior to the mid-term evaluation due in April 2024 DCM would like to review the existing Business Plan to ensure it reflects the evolving needs of levy payers. If major changes are required we would need to make an Alteration Statement in due course. DCM proposed holding regular open meetings with levy payers to ascertain their views and the board made suggestions about arrangements for the first of these to suit as many levy payers as possible.</p> <p>c. DCM plans to set up Sharepoint in due course so board members will have access to the Annual Plan when they require it.</p>	<p>DCM SG/ EM</p> <p>DCM</p> <p>DCM</p>	<p>December</p> <p>w/c 20th November</p> <p>January</p>
<p>8. Governance:</p> <p>a. Following DCM's meeting with Bill Harvey and Rebecca Mather of SID AB and DCM are working through the "First 100 days" document to ensure that all necessary BID governance actions have been completed and documentation is in place.</p> <p>b. DCM proposes to set up a Risk Register and Scheme of Delegation for the Board. DCM also suggest that the Board reviews the BIDs Memorandum and Articles of Association, develops an Employee Handbook and Code of Conduct for Board Members if one does not already exist. Draft documents will be submitted to the Board for approval in due course.</p> <p>c. An email had been sent in error to all levy-payers on the database raising a potential GDPR concern. The board agreed that this should be dealt with by the Data controller and Administrator as a matter of priority.</p>	<p>DCM AB</p> <p>DCM</p> <p>DM /AB</p>	<p>November/ December</p> <p>Ongoing</p> <p>9th Nov</p>
<p>9. Finance:</p> <p>a. Due to changing the accountancy arrangements DCM was unable to provide a fully accurate financial report on this occasion. Ross & Co Chartered Accountants are currently in the process of setting up new management accounts for the BID using SAGE accounting software. Payroll will be dealt with monthly from now on, and a comprehensive monthly financial report detailing spend against budget will be prepared for the Board. DCM has been working with Ross & Co to identify the relevant cost centres and new budget headings to ensure that all income and expenditure is matched to the appropriate categories of work as detailed in the business plan. Provided the new system is in place on time DCM intends to submit the new budget in time for the next board meeting on 13th December.</p> <p>b. DCM has arranged a meeting with the NDR team of A&BC to discuss various matters in regard to levy payments and proposed drawing down the levy payment on a monthly basis.</p>	<p>DCM/A B</p> <p>DCM</p> <p>DCM</p>	<p>11th Dec</p> <p>24th Nov</p>
<p>10. Project Proposals:</p> <p>a. In order to ensure that every project the BID undertakes meets one or more of the stated objectives of the Business Plan and has the full support of the Board, DCM intends to present costed written proposals for new projects to Board Meetings for approval in advance. DCM presented written information about two projects, one existing and one new ,for board consideration.</p> <p>b. Play on Bute- Existing project: DCM has had a meeting with relevant council officers and established the next steps to take the development of the playground at Kiddies Corner forward. Documentation is currently with the council and a follow-up meeting will take place on 24th November. Meanwhile, DCM is preparing for a consultation meeting with parents/carers of preschool children planned for mid November. It was agreed that DM will work with DCM on dealing with the procurement process, and DM will meet with the Pavilion</p>		

<p>Contractor Robertsons to discuss potential assistance through their community benefit arrangements.</p> <p>c. Buy Bute:- New project to encourage locals and visitors to shop locally. DCM's written proposal was accepted and it was agreed that the minimum spend should be £5 per transaction, with a £50 prize draw. DCM will prepare samples and consult with levy-payers and if there is general positivity about the scheme will organise printing and publicity so the project can be ready in time for a draw before Christmas.</p>	<p>DCM/ DM</p> <p>DCM/ AB</p>	<p>November/ December</p> <p>Mid November</p>
<p>11. Management Matters. Due to constraints on time the management matters reported by DCM were not discussed and will be deferred till the next meeting.</p>	<p>JG</p>	<p>13th Dec</p>
<p>12. Summary of Board Approvals:</p> <p>a. Develop New Annual Plan. b. Levy payer drop-in sessions to be held in Fyne Homes Boardroom, splitting the time to accommodate different sectors but enabling anyone to attend at the time that suits them. c. Play on Bute Consultation meeting to be held in Rothesay Library. d. Buy Bute Project to go ahead. e. Levy payments to be drawn down monthly.</p>	<p>EM/SG/ DCM</p> <p>DCM DCM</p>	<p>Mid November</p> <p>w/c 20th Nov 15th or 22nd Nov</p>
<p>13. Any Other Competent Business: A request has been received regarding sponsorship/financial support for a local voluntary group. It was agreed to defer this till the next meeting.</p>	<p>JG</p>	<p>13th Dec</p>
<p>14. Date of next Board Meeting: 13th December 2023</p>		
<p style="text-align: center;">THE MEETING ENDED.</p>		