

## Minutes of Meeting Bute BID Board Meeting

**Date:** 13<sup>th</sup> March 2024

**Location:** Bute Fabrics 5.30pm

**Attendees:** Sophie Reid (SR)  
Alistair Forsyth (AF)  
Sara Goss (SG)  
Erin Murphy (EM)  
Duncan Martin (DM)  
Willie Glen (WG)  
Fergus Murray (FM) – Teams  
Dorothy McDonald (DCM)  
Alayne Byers (AB)

Points Discussed	Action	Timescale
<p>1. <b>Apologies for Absence:</b> John Glen, Jennifer Dougal and David Adams McGilp</p> <p>2. <b>No Declarations of Interest.</b></p> <p>3. <b>Minutes</b> of the Meeting held on 14<sup>th</sup> February were approved.</p>		
<p>4. <b>Update from Argyll and Bute Council</b></p> <p>a. Matters pertaining to the Pavilion, Academy site, Royal Hotel and the Albert Pier are still ongoing as previously reported.</p> <p>b. FM reported that Argyll &amp; Bute is 3<sup>rd</sup> highest in Scotland on Booking.com. and Bute is in the top 10.</p>		
<p>5. <b>Annual Plan Progress Report</b></p> <p>The Annual Plan was circulated to the Board before the meeting.</p> <p>a. DCM recently met with Bute Yard who are keen to work with us to host Business Breakfasts on a range of topics with invited speakers. These will replace the less structured levy-payer meetings. DCM also met with Stuart Brownlie of Bute Enterprise to discuss the format for one of these meetings and suggests others such as Cathy Craig, Business Gateway and Marsh Commercial. DCM to organize.</p> <p>b. For the re-opening of Rothesay Castle we organised projections of children’s artwork onto the castle walls. We also approached local food outlets in the vicinity of the castle who agreed to open on Sunday 17<sup>th</sup> March.</p> <p>c. DCM has made the planning application for Advertising consent for banners in Guildford Square and on the pier approach. There will be a meeting with local event organisers on 19<sup>th</sup> March to obtain images for the banners then once consent is received the work will be put to tender. A local contractor has offered to paint the 6 lamp posts free of charge and have submitted a Method Statement and Risk Assessment.</p> <p>d. AB has applied to the council for permission to use the amphitheatre but Planning Permission for the tables and chairs may be required. FM will advise.</p> <p>e. We will advertise for seasonal workers at Scottish Living Wage asap, and we are planning to work with the Phoenix Centre &amp; Lade Centre on setting up a volunteer group to tend the garden and hanging baskets in the amphitheatre.</p>	<p>DCM</p> <p>DCM</p> <p>FM</p> <p>DCM</p> <p>ALL</p>	<p>By end March</p> <p>By end March</p> <p>April</p>
<p>6. <b>Governance</b></p> <p>a. The AGM will take place on 26<sup>th</sup> March in the Discovery Centre Cinema from 5.30 -6.30pm. Phil Prentice and Jim Ross have been invited. The board discussed the format and arrangements for the</p>	DCM	14 <sup>th</sup> March

meeting and will send any items to add to the AGM presentation by Thursday 14<sup>th</sup> March.

- b. BID Mid-term independent evaluation is due this year. It was agreed that DCM should liaise with STP about this.

**7. Financial Report**

- a. The Annual Accounts for 2022/23 prepared by Ross & Co have been circulated in advance. Whilst there was an operating loss of £3,985 during the period, the board should note that the bank balance at the end of September was £11,145 and £33,762 in levy income had not been drawn down before the end of the financial year.
- b. The current bank balance is £108,325. Expenditure from October to date is in the region of £40k. Now that the accounts have been finalised DCM can prepare a full budget and cashflow for the next meeting.

DCM April

*FM left the meeting.*

**8. Project Proposals: Marketing Strategy and Website**

- a. SG and AB are working on marketing and the website. Photographers and others have been contacted to create a bank of photographs which will be updated regularly by AB.
- b. SG gave a presentation on the tri-fold leaflets for Direct Distribution to obtain the views of the Board, they were happy for SG to finalise and publish as soon as possible.
- c. Carriage cards for the Glasgow Subway also approved.
- d. SG advised work is ongoing for the designing of the new Visit Bute website and hopes to share with the Board soon.

**9. Management Matters**

It was agreed that DM would be the board member with responsibility for HR and would meet with DCM and AB to discuss Job Descriptions.

DM/DCM/ AB March

**10. Any other competent business**

- a. Story Wagon project was discussed and it was agreed that since Luke Winter had previously made arrangements with JW in good faith, that the BID should provide the requested funding of £300 for 6 sessions in the amphitheatre between April and August. DCM to contact Luke Winter.

DCM 14th March

**12. Summary of Board Approvals:**

- a. Business Breakfasts to be arranged. DCM
- b. Guildford Square improvements & banners to be progressed. DCM
- c. External evaluation by STP to be arranged. DCM
- d. Seasonal workers jobs to be advertised asap. AB
- e. 30,000 Trifold Visit Bute leaflets to be printed. SG/AB
- f. Carriage Cards for Glasgow Subway for 4 weeks to be progressed. SG/AB
- g. Staff job descriptions to be updated. DM/DCM/ AB
- h. Story Wagon Project to be arranged. DCM

**Date of next Board Meeting:** 10<sup>th</sup> April 2024

**The meeting concluded at 7.20pm.**