

## Minutes of Meeting Bute BID Board Meeting

**Date:** 13<sup>th</sup> December 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)  
Alistair Forsyth (AF)  
Fergus Murray (FM) – Teams  
Dorothy McDonald (DCM)  
Alayne Byers (AB)

Points Discussed	Action	Timescale
1. JG gave apologies for those not in attendance – David Adams-McGilp and Duncan Martin (DM).		
2. <b>Declarations of Interest:</b> William Glen for item 10.		
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. <b>Update from A&amp;BC – Fergus Murray:</b>		
a. Hoping to sign the deal for the Rural Growth in March 2024		
b. Pavilion – work continues, preparing tender for the next steps in (April) FM offered the Board to have a look round the Pavilion. DCM advised that through our consultations with the community recently many requested the need for a restaurant on Bute and asked if the Pavilion will have a restaurant or a café, FM requested if the BID have any ideas for the Pavilion they put them in an email to him.	DCM	
c. Albert Pier – money has been approved for the demolition, once the building is down FM will discuss with the BID what could be done there.		
d. Academy Site – still ongoing with Fyne Homes for multi-family housing.		
e. There will be Place Making funding in 2024.		
f. DCM asked about the Play Park, we still have not received the plan or license to occupy from the Council, DCM has contacted Tom Murphy and Leanne. DCM to send FM an email and he will follow up. DCM explained she had been told the fund needs to be spent by end of June 2024. FM advised that there is flexibility, and he will put it on the agenda for his management meeting next week.	FM	
g. SG asked if the Capital funding had been decided as we have not heard anything back from Marilyn Riley, FM advised she currently off work, and he will chase the list.	FM	
6. <b>Update from VisitScotland – David Adams McGilp.</b>		
JG advised DAM will give a full update in January.		
7. <b>Annual Plan: Progress Report against Business Plan Objectives.</b>		
a. DCM, SG and EM are putting together an annual plan, which will be discussed in full at the next meeting on the 10 <sup>th</sup> January.	DCM/ SG/ EM	10 <sup>th</sup> Jan
b. DCM will prepare items for a Newsletter including items based on recent feedback from levy-payers. This should be ready for the 10 <sup>th</sup> Jan meeting.	DCM	10 <sup>th</sup> Jan
c. Drop-In Sessions went well, we learnt that some people found it difficult to complete the forms for the Shop Front Grant, EM suggested if we do this again we run a drop-in session to assist in filling the forms.		

- d. Buy Bute – is going well, we have 31 participating outlets, another coming on board. We have received a good amount of completed cards and responses from shoppers has been positive.

**8. Governance:**

- a. It was discovered that JW had not sent the correct documentation to Companies House for the Memorandum of Articles and Association. DCM will rectify this as soon as possible. DCM      ASAP
- b. DCM updated the Board about recent helpful communication she had had with a levy payer regarding the Memorandum of Articles and Association, which she is currently working through. DCM will prepare Membership Application Forms and will contact all levy-payers in due course having taken suitable advice including from SID. DCM      ASAP

**a. Finance:**

- b. Ross & Co Chartered Accountants are currently in the process of setting up new management accounts for the BID using SAGE accounting software.
- c. Budget - Due to not having yet had a meeting with Ross & Co DCM was not yet able to propose a full budget or cashflow for the current financial year. However, having examined last year's expenditure DCM has some suggestions to reduce costs and it was agreed it would be prudent not to commit to any large items of expenditure until a full picture of our financial position is known.
- d. DCM had a Monitoring Meeting with the council's NDR team on 24<sup>th</sup> November, during which the position about waiving of levy fees was clarified. Individual BID Boards have discretion to waive levy fees only under extenuating circumstances. The Board had received several informal waiver requests over recent months and it was agreed that in future levy payers would be referred in the first instance to the NDR team or valuation assessors. Only in exceptional circumstances, will requests for fee waivers be considered. These must be put in writing to the BID Manager, who will then bring them to the next board meeting for discussion and decision.

- 9. Project Proposals:** DCM updated the Board regarding HUQ, and forthcoming meetings in the new year.

*At this point WG left the meeting*

**10. Management Matters -**

- a. To reduce management costs it was agreed to relocate the BID office as there is no need for the office to be in a shop. It was agreed to consider sharing office space, JG advised that a notice be placed on the BID website and levy-payers emailed to submit expressions of interest by 31<sup>st</sup> December. DCM
- b. We need to go through the store behind TSB and create an inventory. DCM /  
AB

**11. Summary of Board Approvals:**

- a. It was decided the main purpose of the next meeting would be to discuss feedback from levy-payers, and to incorporate suggestions in the Annual Plan.
- b. Agreed to relocate BID office.
- c. Agreed to prepare membership forms and revise Memorandum and Articles of Association.

**12. Date of next Board Meeting:** 10<sup>th</sup> January 2023