

Minutes of Meeting Bute BID Board Meeting

Date: 14th February 2024

Location: Bute Fabrics 5.30pm

Attendees: John Glen (JG)
Sophie Reid (SR)
Jennifer Dougal (JD)
Alistair Forsyth (AF)
Sara Goss (SG)
Duncan Martin (DM)
Fergus Murray (FM) – Teams
Dorothy McDonald (DCM)
Alayne Byers (AB)

Points Discussed	Action	Timescale
<p>1. Apologies for Absence: Willie Glen, Erin Murphy and David Adams McGilp</p>		
<p>2. No Declarations of Interest.</p>		
<p>3. Minutes of the Meeting held on 10th January were approved.</p>		
<p>4. Matters Arising:</p> <p>a. Festivals and Events: The meeting was positive. SR advised John Blue had spoken to her as he was not invited, DCM needs to include him in any future Festival and event meeting.</p> <p>b. Castle Re-Opening Event: The projectors will be used at the castle event and Billy Jenkins asked if the BID can assist with food, drinks and tables and chairs in the Amphitheatre as the event date is looking to be a Sunday and not all food and drink establishments will be open. DCM has spoken with Mhari MacKenzie and the suggestion was made that Bute Kitchen may be able to arrange something in the Amphitheatre for the event and the BID will provide the tables and chairs. An events license will be needed to do this. It was agreed that the BID will assist in supporting the event but will not be the organisers.</p>	DCM	End Feb
<p>5. Update from Argyll and Bute Council</p> <p>a. FM advised the council are focusing on the budget at present.</p> <p>b. Other matters pertaining to the Pavilion, Academy site, Royal Hotel and the Albert Pier are as previously reported.</p> <p>c. DCM asked about the proposed end use of the Royal Hotel, FM advised they are preparing a bid with HES and LHF to take a phased approach starting with securing the external fabrics of the building with a view to providing accommodation in the long term.</p> <p>d. The last building to receive TH funding will be completed in March and there will be an event in Spring highlighting the completion. BID to attend.</p> <p>e. FM confirmed that the grant for the play park is not restricted to the kiddies corner site, DCM advised that at a recent site meeting with Tom Murphy and Ross McLaughlin it was agreed the site was not suitable due to potential problems with a servitude and drainage etc. The site at the putting green next to the pier has been deemed more suitable and DCM will have a meeting with Steven Gove ASAP.</p>	DCM	
<p>6. Approval of Annual Plan</p> <p>The Annual Plan was circulated to the Board before the meeting, JG requested that Board members should read this document and provide any comments / suggestions to DCM by Wednesday 21st February 2024. Approval of individual elements will be assumed unless members raise any matters for further discussion.</p>	ALL BOARD DCM	

SG asked about plans for Direct Distribution. The Marketing Subgroup will meet ASAP to finalise branding and marketing. SR advised that a plan for the use of the projectors had been prepared some time ago and she will forward the details to DCM.

DCM/SG/
AB

7. SG advised the Board that a levy payer who attend the levy meeting in Port Bannatyne had informed her that the way the BID Manager was treated was disgraceful. Action needs to be taken so this does not happen in future.

ALL
BOARD

8. DM asked about SAPUTO Community Funding for lights, and it was agreed that JG will write a letter to SAPUTO requesting an update on progress for the grant application.

JG

9. Governance:

a. 10 levy payers have applied for membership, and all were approved. AB will update the members list and email all of the new members to welcome them.

b. The Chairman will be away on 20th March and so the Board agreed for DCM to check date for the following week instead.

DCM

Mid Feb

c. DCM advised she will create a power point presentation for the AGM and send it to the Board, well in advance for comments, input and approval.

DCM

10. Financial Report:

a. DCM advised she is meeting with Jim Ross next week to go over the financial accounts for 22/23. DCM also provided some provisional figures of income and expenditure which will be confirmed after her meeting.

DCM

11. Website:

a. SG gave a presentation on the new website, which will include an events calendar which will be linked to the proposed digital notice board. There was also discussion to install banners in the town centre.

At 6.40pm JG and AF left the meeting

12. Summary of Board Approvals:

a. All new memberships applications were approved unanimously.

b. SR, SG, DM & JD were in agreement with both the digital notice board and banners.

c. The Waverley gobo to be installed in the gap site on Montague.

d. It was agreed not to advertise in HWH and instead research subway advertising and TV advertising.

Date of next Board Meeting: 13th March 2024

There being no other competent business the meeting concluded at 7.30pm.