

Minutes of Bute BID Board Meeting

Date: 19th June 2024

Location: Bute Fabrics 5.30pm

Attendees: John Glen (JG)
 Sophie Reid (SR)
 Erin Murphy (EM)
 Sara Goss (SG)
 Ian McCulloch(IM)
 Duncan Martin (DM)
 Willie Glen (WG)
 Reeni Kennedy-Boyle (RKB)
 Dorothy McDonald (DCM)
 Alayne Byers (AB)

Points Discussed	Action	Timescale
1. Apologies for Absence: Fergus Murray, David Adams McGlip and Alistair Forsyth.		
2. Declarations of Interest: Reeni Kennedy-Boyle advised that she is on the Board in her capacity as a representative of Argyll & Bute Council and will not therefore comment on any business relating to her employer Fyne Futures, a levy payer.		
3. Minutes of the Meeting held on 8 th May were approved.		
4. Matters Arising from Minutes:	DCM	
a. Mid-term Evaluation by Context Economics – Richard Whitcomb has begun his series of meetings and provides a weekly progress report.		
5. Update from Argyll and Bute Council:	JG	
a. FM provided JG with a brief written report which will be circulated to the Board.		
6. Update from Visit Scotland:	DAM	
a. JG requested DAM to send an update regarding the Discovery Centre.		
b. DCM advised the date for the closure of the Discovery Centre is now Sept 2025. RKB added that the cinema is protected and will stay open until any change of ownership happens.		
7. Visit Bute Website:		
a. SG provided a run-through of the new Visit Bute website, there is still some work to be done to complete this.		
b. AB will check with the website designer to see when we can go live.	AB / SG	
c. AB will check if the digital billboard application can be used for the What's On page of the website.	AB	
d. Spring Watch to be added.		
e. SR suggested we highlight some of the items on the new website through our socials once we go live ie. Bute Focus.		
<i>JG left the meeting 6.45pm</i> <i>RKB left the meeting 7pm</i>		
8. Annual Plan Progress Report and Financial Report:		
DCM's written report was accepted and the matters for board approval were discussed-see item 13 for the full list of Board approvals.		

9. Christmas Event Planning Group:

DCM reported that Tom Murphy has requested a site meeting with us and the H&S officer on 9th July to plan ahead for the Christmas event. SR AB and DCM will form the initial planning group for this event, bringing others on board as and when required. The first meeting should take place before the site meeting on 9th July to discuss ideas and suggestions.

10. Business Workshop - Marketing:

- a. SR suggested that the next Business Breakfast/Brunch event should be a workshop to assist levy payers with marketing.

11. Any other competent business:

- a. RKB advised that an external review has been completed on the performance of Roads and Infrastructure in Argyll and Bute. The review will prompt management changes. There is a business day meeting being held in Sept 2024 which RKB has requested the BID be invited to.
- b. Our insurance is up for renewal so DCM will investigate means of reducing costs based on other BIDs.
- c. IM advised of the difficulty he is facing with the short term lets licence the council has put in place, if the property has 6 beds, then they only allow for 6 people, if someone (6 adults) visits with an infant then there is no facility to add a cot for that infant (ie. they will only be able to accommodate 5 adults and 1 infant).
- d. IM requested that EGM be added to the agenda for the next board meeting.

12. Record of Board Approvals:

- a. The quotation from G Hanson for the foundations of the digital billboard in Guildford Square was accepted.
- b. It was agreed that DCM can obtain quotes from social media/film/content creators to develop filmed content for use in the Digital noticeboard and to organise workshops for levy-payers to help them improve marketing.
- c. Content of Maintenance Agreement with council is approved with DCM to have scope to liaise with Tom Murphy to add other items as appropriate (including if necessary to improve weedkilling/cleanliness in Guildford Square etc).
- d. The Board agreed there was no need to insure the items in the storage yard.
- e. DCM was instructed to invite Bute Kitchen to the next Board meeting to provide more details regarding their request for funding.
- f. Christmas Planning group to comprise DCM, SR & AB.
- g. EGM to be put on the agenda for discussion at the next Board meeting.

13. Date of next Meeting: Wednesday 7th August 2024.

The meeting closed at 7.40pm