

**Dorchester Business Improvement District (BID)  
Meeting of Board of Directors**

**The Dressing Rooms, Corn Exchange  
Wednesday 3<sup>rd</sup> June 2009, 4.30pm**

**MINUTES**

**Present:**

Directors:

Keir Francis – Chairman  
Phil Gordon – Project Director  
Andy Brunning  
Brian Keene  
Tim Batty  
Els Pontin  
Rachel Cole  
Gerald Duke  
Teresa Woolley  
Richard Southam

Observers

Alistair Chisholm  
Mark Andre  
Trevor Hedger

In attendance: Lisa Cartwright - minute taker

**Democratic Period**

Nothing to report

**1. Apologies**

**Chris Sheppard**  
**Molly Rennie**

**2. Minutes of last meeting**

These were approved as drafted and signed by the Chairman

**3. Matters arising**

The chairman is writing to the local MP with regard to the refusal to allow a dinosaur to be installed on a roundabout.

#### **4. AGM Overview**

Several queries were raised as a result of using terminology of Consultancy on the year end accounts. It was considered to use the terminology Sub-contractor instead in future.

Teresa Woolley advised that it was not necessary to put the Profit and Loss Account in to the public domain as this is not required by HMRC or Companies House, which may eliminate such queries in the future.

A suggestion was made to arrange a meeting every six months in order to keep the levy payers better informed.

#### **5. Strategy 2009-2010**

It was agreed that the figures for the current year would be discussed in a sub committee. Keir Francis, Phil Gordon and Lisa Cartwright would make a start and then meet with Tim Batty and Teresa Woolley to discuss further before presenting to the Board.

#### **6. Phil Gordon Report**

Phil Gordon reported on:

- Levy collection and associated queries
- Better uptake on website directory
- Subsidised advertising
- Outstanding Car Park data from WDDC
- Town Promotion and Welcome Packs
- Annual report
- Update on roundabouts
- Delay on litter bins in association with WDDC
- Stop The Drop, nearly 50 bins put up around the town
- Website optimization
- Visitor Surveys

Keir Francis advised that in order to optimize the website further, there would be costs involved in the region of £3000 for 6 months support. This was proposed by Teresa Woolley, seconded by Tim Batty and carried.

#### **7. Finance Report**

Please refer to finance packs.

##### **a. Proposed Revised Budgets and Contingency**

A sub-committee will report back to the Board

##### **b. Levy Collection**

Trevor Hedger reported that to date 2 reminders have been sent for those businesses that have not yet

paid.

The board agreed in principle to write off levies where the business has closed down, if the business has moved to another premises within the BID area, these will be pursued.

It was agreed to allow Keir Francis authority to judge each case requesting special payment terms on its own merit with assistance from Phil Gordon and Lisa Cartwright. Keir Francis will write to Trevor Hedger and advise what decisions have been made.

### **c. Account Signatory**

Keir Francis proposed Tim Batty as an additional signatory for the BID bank account. This was agreed and carried.

### **8. Open for Business**

It was decided that this would be considered at a later meeting.

### **9. Items for Agenda – Next Meeting**

To be forwarded to Lisa Cartwright for inclusion

### **10. Any Other Business**

Brian Keene reported that he had heard radio advertising for the Winchester BID

Richard Southam suggested that the BID could be involved in the push for a pedestrian crossing to be installed by the new Skate Park

Phil Gordon extended an invitation from Sunninghill Scholl to all businesses in the BID area that may like a stall at their summer fete.

### **11. Date of Next Meeting – 5<sup>th</sup> August 2009, Dressing Rooms, 4.30pm**

**The meeting was closed at 6.00pm**