



## Business Bulletin 20th August

In this Bulletin:

[Phase 3 Update from Scottish Government](#)

[Meet Gemma our new BID Manager](#)

[Parking in the town centre](#)

[Elgin Gift Card- would you like to sign up or become our 3rd sales point?](#)

[Promotion](#)

[Closed Facebook Group](#)

[Moray Chamber Commerce- Keep 2m Apart - Or 2 Whisky Casks...](#)

[HMRC Changes to Job Retention Scheme](#)

### Phase 3 Update from Scottish Government

The Scottish Government announced today the following updates for Phase 3.

#### With effect from Monday 24 August

- Outdoor contact sports (all ages) can resume following guidance of relevant sports bodies.
- Outdoor seated live events and outdoor open space live events – with physical distancing, enhanced hygiene, and restricted numbers – following guidance. Work will be undertaken with the sector on options for larger pilot events.
- Driving lessons can resume – following guidance.
- Child contact centres can re-open following guidance.
- Face-to-face advice services, including Citizens Advice, can resume – following guidance.
- Bingo halls can re-open with physical distancing and following guidance.
- Amusement arcades and casinos can re-open following guidance (incl. enhanced hygiene).
- Snooker/pool halls and indoor bowling can re-open – following guidance (incl. enhanced hygiene).

#### With effect from Monday 31 August

- Gyms (indoor) can re-open – following guidance.

- Swimming pools can re-open – following guidance.
- Indoor sports courts can reopen – following guidance, incl. skating, dance studios: Children (0-12) years can resume all activity; adults and young people (12+) can resume non-contact activity only.
- Indoor activities for children and young people (unregulated) can resume subject to guidance that will vary by activity. Indoor youth work can resume for young people in line with guidance.

**The following are indicative dates only – conditional on 10 September review  
With effect from Monday 14 September**

- Indoor soft play can re-open – following guidance (e.g. no ball pools, enhanced hygiene).
- Certain indoor live events such as standing concerts – with physical distancing, enhanced hygiene, and restricted numbers – following guidance. Work will be undertaken with the sector on options for pilot events.
- Other indoor entertainment venues – following guidance with physical distancing requirements (e.g. theatres, live music venues). Not nightclubs.
- Indoor sports courts– including skating and dance studios – can be used by adults and young people (12+) for contact sports – subject to guidance.
- Stadia – limited re-opening – following guidance (e.g. physical distancing, restricted numbers) – with option for testing on earlier dates subject to agreement with government.
- Outdoor focussed standing live events – with physical distancing, enhanced hygiene, and restricted numbers – following guidance. Work will be undertaken with the sector on options for larger pilot events.

**The following have not yet been set a date and should await further review**

- Non-essential offices and call centres can re-open following implementation of relevant guidance (including on physical distancing). Working from home and working flexibly remain the default.
- Remaining indoor live events– with physical distancing, enhanced hygiene, and restricted numbers – following guidance. Work will be undertaken with the sector on options for pilot events.

[You can read the full update here](#)

## Meet Gemma our new BID Manager

Gemma is settling in well to her new role and is keen to meet as many of you as possible. Due to social distancing and limited numbers in businesses at one time, we have set aside some time for you to make an appointment to come and have a chat.

Tuesday 25th 09:00-12:00

Wednesday 26th 14:00-17:00

Thursday 27th 09:00-12:00

Drop Gemma an email at [gemma.cruickshank@elginbid.co.uk](mailto:gemma.cruickshank@elginbid.co.uk) to book your appointment.

## Parking in the town centre

With the parking in the town centre being free until October, the car parks closest to the town centre are filling up very quickly in the mornings with employees. We have now had a number of businesses get in touch to tell us their customers were unable to park close to the town centre. For one business in particular this causes problems as the majority of their clients are elderly and are late for the appointments as they are trying to find somewhere to park.

There have also been comments from the public on social media saying they try to come in to the town centre but cannot get parked close enough for their needs.

While people can park anywhere they like (within regulations), it would be great if you could perhaps remind staff that all car parks are free at the moment and encourage them to use the multi stories, Hall Place and Lossie Green as their first choice. This will help to encourage more customers to come in to the town centre.

## Elgin Gift Card



The Elgin Gift Card continues to be the gift of choice! Since April, 17 online orders have been placed worth over £560, this is almost double the number of online orders & amount at the same time last year.

If your card machine can accept swipe payments you can sign up to accept the Elgin Gift Card! It only takes a couple of minutes to set you up and there are no additional costs for you to accept it as we are covering all the costs. If you would like to sign up, drop Tina an email at [tina.mainland@elginbid.co.uk](mailto:tina.mainland@elginbid.co.uk)

*Would you like to be our 3<sup>rd</sup> Sales Point?*

Currently the Elgin Gift Card can be bought at Elgin Shoe Repairs, Gordon & MacPhail and online. We are currently looking for a 3<sup>rd</sup> sales point. To be a sales point you only need access to Wi-Fi, all the equipment will be provided for you. This is another great way of getting people over your door. If you are interested or would like to know more please drop Tina an email.

For those that already accept the Elgin Gift Card, please remember to get in touch when your card machine updates as these can sometimes knock you off of the programme. Whenever your machine updates get in touch with Tina and she will arrange to come and re-swipe you- again it only takes a couple of minutes and will allow you to keep on accepting the gift card without problems.

---

## Promotion

Remember we are always happy to promote your business on our social media platforms!

We will promote whatever you like, a special offer/promotion you are offering, a new product or just a generic come and see us message. Just send what you'd like shared to Tina

at [tina.mainland@elginbid.co.uk](mailto:tina.mainland@elginbid.co.uk) or you can tag our Facebook Page 'Elgin BID' to the post you would like shared. And remember there isn't a limit to the number of posts we will put up for you!



---

## Closed Facebook Group

Another way to put forward your ideas and keep up to date with our work is to join our new BID Businesses Closed Facebook Group.

Through this Group Elgin BID will provide:

Improved communication between Elgin BID and Members by letting you know when the latest information bulletin has been sent out. Elgin BID will also post urgent messages and opportunities for business to get involved in activity. We will continue to use the information bulletin and messages as normal, but we wanted to offer an additional, quick and convenient way to keep people updated.

The group can also be used by BID businesses for business to business collaboration.

Here is the link to the group if you would like to join- <https://www.facebook.com/groups/351674055533950/>

*Please answer all the questions and agree to the rules when joining the group.*

---

## **Moray Chamber of Commerce- Keep 2m Apart - Or 2 Whisky Casks...**

Please read the below information sent to us from our partners at Moray Chamber of Commerce.

*As part of our 'Opening with Confidence' campaign, we are delighted to bring you our new Stay Safe posters. These are available for you to download and use wherever you feel appropriate. We know that people can enjoy our region safely, and these posters will encourage people follow guidance at the same time. We've two designs for you to choose from:*

# WELCOME TO MORAY SPEYSIDE

Stay safe. stay distanced.



PLEASE  
KEEP A SAFE  
DISTANCE



ENOUGH ROOM  
FOR TWO CASKS



PROTECT.MORAYSPEYSIDE.COM

[Download Here](#)



[Download Here](#)

## HMRC Changes to Job Retention Scheme

Please read the below information from HMRC on the changes to the Job Retention Scheme.

### What you need to do from 1 September

- **From 1 September** CJRS will pay 70% of usual wages up to a cap of £2,187.50 per month for the hours furloughed employees do not work.
- You will still need to pay your furloughed employees at least 80% of their usual wages for the hours they do not work, up to a cap of £2,500 per month. You will need to fund the difference between this and the CJRS grant yourself.
- The caps are proportional to the hours not worked. For example, if your employee is furloughed for half their usual hours in September, you are entitled to claim 70% of their usual wages for the hours they do not work up to £1,093.75 (50% of the £2,187.50 cap).
- You will continue to have to pay furloughed employees' National Insurance (NI) and pension contributions from your own funds.

Further guidance and live webinars offering you more support on changes to the scheme and how they impact you are available to book online – go to GOV.UK and search 'help and support if your business is affected by coronavirus'.

We are still receiving very high demand on our phone lines and webchat, so the quickest way to find the support you may need is on GOV.UK. This will leave our phone lines and webchat service open for those who need them most.

### **Making sure your data is right**

It's important that you provide all the data we need to process your claim. Payment of your grant may be at risk or delayed if you submit a claim that is incomplete or incorrect, so we want to help you get this right. We will get in touch if we see any employee data missing from your previous claims.

You can find everything you'll need to help make your claim on GOV.UK, including a useful calculator and guidance on the data you need to provide and the format you need to use to ensure your claim is accepted. Search for 'claim for wages through the Coronavirus Job Retention Scheme'.

If you're claiming for 100 or more employees, please download and use our template as this will help you make sure your data is right – search 'download a template if you're claiming for 100 or more employees through the Coronavirus Job Retention Scheme' on GOV.UK.

### **Finding previous CJRS guidance**

We've recently updated our CJRS guidance to make it easier for you to find the most relevant, up-to-date information.

If you need to check older guidance – for example, information for your claims ending on or before 30 June – you can search 'check if you can claim for your employees' wages through the Coronavirus Job Retention Scheme' or 'check which employees you can put on furlough to use the Coronavirus Job Retention Scheme' on GOV.UK. A link to previous guidance can be found in boxes at the top of these pages.

### **Protect yourself from scams**

Stay vigilant about scams, which may mimic government messages as a way of appearing authentic and unthreatening. Search 'scams' on GOV.UK for information on how to recognise genuine HMRC contact. You can also forward suspicious emails claiming to be from HMRC to [phishing@hmrc.gov.uk](mailto:phishing@hmrc.gov.uk) and texts to 60599.

I hope this information helps you and your business and we'll continue to keep you updated on scheme developments over the coming weeks.

Yours faithfully



Jim Harra

Chief Executive and Permanent Secretary – HMRC

---

**Many Thanks  
Gemma & Tina**

