

Board Meeting

13th March 2023, 4.30pm, St Giles Centre

In Attendance	Apologies
Angela Norrie (AN) Tina Mainland (TM) Stephen Young (SY) Derek Duncan (DD) John Divers (JD) Katherine Mackintosh (KM) Juliette Buchan (JB) Sarah Holmes (SaH)	Natalie Shewan (NS) Mark Angus (MA) Stuart Huyton (SH)

Discussion: Last Meeting Note & Action Point Update
Sent out prior to meeting, no comments.
Conclusions

Discussion: Staff Proposal	
<p>Prior to the Board meeting two proposals were put forward for two new part-time staff.</p> <p><u>Street Ambassador Post- 15hr</u> An additional street ambassador will create more visibility of the BID team, as discussed above the street ambassadors will also look to take on the additional street cleaning. They will also engage with the public especially during the busy tourist season. AN also commented that Willie Duncan will be looking to retire so we will need to fill the post while he is still employed so he can train them. Should Willie retire the Board will discuss if his post will be replaced or the hours extended on the other position. SaH mentioned BID member feedback on they should see more of the management team and not just the Street Ambassadors, all in attendance agreed.</p> <p><u>Receptionist/Administrator- 15hr</u> Creating a part-time receptionist/administrator post will allow TM to focus more on her role and develop, TM can then take on aspects of the BID manager role. All in attendance and MA & SH (SY phoned them prior to meeting to discuss and get votes) agreed to the additional roles.</p>	
Conclusions	
Board agreed to employ an additional part-time Street Ambassador and part-time Receptionist/Administrator.	
Action Points	Person Responsible

Discussion: Events Update
<p>As discussed at the previous Board meeting, we had hoped to extend the events calendar. However, we cannot add more events or amend the times to our current Public Entertainment License as we would need to apply and pay for a new license.</p> <p>AN and TM had met with the Licensing Standards Officer and they explained the new law that will be coming in called Martyn’s Law which will see every event having to have higher safety measure in place for</p>

anti-terrorism. These measures will put extra time and cost constraints on the event planning. JD asked for a copy of the Event Safety Management plan that is required to be sent to Moray Council for each event. Due to this and the decrease in our yearly budget AN proposed to the Board that the events will have to be reduced to:

- Food & Drink Festival- 19th August
- Cannonbawz Run Launch & International Dog Day Parade- 26th August
- Charity Fundraiser- Mad Hatters Masquerade Topsy Tea Party-
- AGM & Awards- 6th October
- Halloween Fun Day- 28th October
- Christmas Light Switch On- 25th November

All in attendance agreed to decrease the events.

Conclusions

Due to the reduction in our budget and the new anti-terrorism and safety measure we will need to put in place, the Board agreed to reduce the number of events this year.

Action Points

- Send JD the event safety management plan

Person Responsible

AN

Discussion: Deposit Return Scheme

We are working with the Verdancy Group to run a series of surgeries on the 22nd and 23rd March to help as many businesses as possible apply for exemption to being a return point.

We will also be looking to create options for businesses that do not meet the exemption criteria.

JB suggested to hold the surgeries after the new First Minister announcement on the 27th March as the scheme could be pushed back. TM will contact Verdancy Group to confirm.

Conclusions

We will be working with the Verdancy Group to help as many businesses as possible apply for exemption to being a return point. The surgeries may take place after the new First Minister Announcement on the 27th March.

Action Points

- Contact Verdancy Group to confirm moving the surgeries date to after the 27th March

Person Responsible

TM

Next meeting date- 15th May 2023