

## **Kendal BID Board Meeting**

Tuesday 5<sup>th</sup> November 2024

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### **Item 1 – Apologies and Attendance**

Apologies: Josh Macaulay, Tina Dulson, Kim Davidson

Karl Tchumak has resigned from the Board

In Attendance: Nick Taylor, Sam Butcher, Lee Hughes, Denise Thompson, Helen Ladhams, Nigel Byrom, Rory Fleming & Peter Brendling.

Denise proposed that Jane Tennant from Ivy Bank be elected to the Board.

Nigel proposed that Pat Bell join the Board and help with the secretarial side of the BID

### **Item 2 – Approval of Previous Meeting Minutes**

The minutes from the Kendal BID Board meeting on 1<sup>st</sup> October 2024 were approved by the present board members.

### **Item 3 - Finance and Expenditure Report**

OPENING BALANCE:

£98,821.47

EXPENDITURE:

£45,842.85

LEVY AND OTHER INCOMES RECEIVED:

£120.00

CLOSING BALANCE:

£53,098.62

Nigel asked if we had asked for our VAT contribution to be paid back to us earlier. He explained that it was possible to ask HMRC for the money back. He stated there was a form that could be used to do this. Peter will look into this.

Nigel asked whether we had seen a paid invoice for the work. Peter told the Board an invoice had been seen and that the solar panels had been installed.

### **Item 4 – Project Review**

The Board reviewed the projects undertaken by the BID this year, particularly the Music Festival. The Board felt it was important that realistic budgets were set and adhered to. Further work will need to be done on this and it was felt that for larger projects responsibility should not be left to one person.

There was discussion about what projects the BID should look at doing in the future. It was felt we should be looking more at things like recycling, waste collection and business advise and support.

### **Item 6- Collections Reports**

Sam informed the meeting that he would be able to get a monthly collection report for the next meeting, He said that Elaine who has been responsible for levy collection will be returning to work after illness and that another meeting with her could be arranged.

Denise explained that She along with Lee and Peter had, had a meeting with Sam and had requested that we receive monthly collection reports to ensure we do not give grants to people who had not paid the levy. Details of collection and enforcement policies were asked for as were copies of the letters that were sent out when payment was being chased.

Denise explained that at the moment invoices from previous years were not visible to staff and therefore levy payers were being given false information. So a review of the system was asked for. The question of, what was the minimum amount owing before debts were chased.

Sam reported that a new person responsible for levy collection, should be in post and dealing with collections in the new year.

Denise stated that when these issues had been resolved, it would then be possible to finalise the contract between W&F council and the BID.

### **Item 7 – Review of Current Projects**

Christmas Celebration Festival (1<sup>st</sup> December 2024) – Peter reported there were now about 20 local businesses wishing to take part. And that there was a good range of products on offer.

Santa Christmas Post Train - Peter reported that all of the permissions required for the Land Train had been granted. Unfortunately Spinning Jennies is no longer able to host the post office but fortunately thanks to the help from Rory, Praxis (Westmorland Shopping Centre) have agreed to us using the old Ramsdens shop.

### **Item 8 – BID policies and procedures**

Due to there being a recent significant change in the Board members including a change of Chair, the Board discussed the BID's policies and procedures. It was felt that these needed to reviewed and that all Board members become familiar with them. Rory questioned if British BID's had templates for these policy.

It was proposed that Denise take the role of Chair. Denise accepted on a interim basis but asked that some Board members take responsibility for overseeing certain aspects for BID activity.

These are as follows and names the person who accepted responsibility:

Finance – Nigel Byrom

Legal and Compliance – Lee Hughes

Levy engagement – Sam Butcher

Marketing – Nick Taylor

Denise suggested that the Board would benefit from having Directors from the accommodation sector

### **Item 9 – Urgent Business Arising**

Peter told the Board that Bar watch were asking for funding for security over the Christmas period. The Board asked for a detailed quote.

Nigel asked if a letter could be sent to the flood management company, when some of the carparking near the new building (Kiosk) would be released back to the public.

Nigel also asked about enquiring with Highways about a yellow hashed box at the end of Beeson Road.

There was further discussion about parking.

**Close**