

**ATTENDEES**

**Andrew Fuller (Chair, Independent, voting)**  
**Charlotte Whitaker (Manager, no voting rights)**  
**Stephen Cooksey (Councillor, voting)**  
**Clayton Wellman (Councillor, voting)**  
**Philip Downer (Independent, voting)**  
**Rick Parish (Independent, voting)**  
**Gillian Harris (Independent, voting)**  
**Emily Ayres (Observer, MVDC)**  
**Nick Boot (Office, voting)**  
**Ben Curtis (Resident representative, observer, non-voting)**  
**Richard Green**  
**Laura Caudery**

**Tracy St.Clair (IN ATTENDANCE)**

		<b>ACTION</b>	<b>TIME</b>
<b>1.</b>	<b>Item 1 - Welcome and Introductions</b>		
<b>1.1</b>	Andrew opened the meeting and welcomed everyone. Apologies had been received from Beccy Gunn, Lisa Edwards and Geoff Evans.	<b>INFO</b>	-
<b>2.</b>	<b>Item 2 – Approval of Last Month’s Minutes</b>		
<b>2.1</b>	The minutes of the previous meeting in June were all approved.	<b>INFO</b>	-
<b>3.</b>	<b>Item 3 – Subgroup information for levy payers</b>		
<b>3.1</b>	Discussion took place on the number of members required for The Future Dorking group and the Town Centre Advisory group. It was agreed that 6 official members across the town to ensure a cross section of the businesses in each group and open the group to levy payers to join. Sub-groups to be held 6 times a year.	<b>INFO</b>	-
<b>4.</b>	<b>Item 4 – BID Bill insert letter</b>		
<b>4.1</b>	It was agreed the bill reminders are to be sent out as all the points were needed, but to leave out technical wording.	<b>INFO</b>	-
<b>5.</b>	<b>Item 5 – Monster Safari</b>		
<b>5.1</b>	There was a vote to go ahead with this, due to the low cost it seems beneficial to move forward with the Monster Safari.	<b>INFO</b>	-
<b>6.</b>	<b>Item 6 – Artisan Market</b>		
<b>6.1</b>	Discussion of whether to re-launch the Artisan market in August, taking into account 30 stalls, social distancing and queuing, it was agreed that it was too soon and to look again in September.  Traders are eager to return, and St. Martins walk may be large enough to accommodate stalls and allow for social distancing. MVDC will work with the BID to look into this.	<b>INFO</b>	

<b>7.</b>	<b>Item 7 - Presentation and Questions</b>		
<b>7.1</b>	<p>Richard gave a presentation on the relationship between Mole Valley Council and the BID. The presentation covered the following:</p> <ul style="list-style-type: none"> <li>• Understanding and knowledge of BIDs from Richard point of view.</li> <li>• 5 different relationships that MV have with the BID.</li> <li>• Mid Term Review.</li> <li>• Evaluate if the BID fails to secure a second term.</li> <li>• Assessment of what the BID has done over the last 12 months.</li> <li>• Overview of the next 12 months that the BID needs to consider.</li> <li>• Outlining opportunities that the council and BID can work together on.</li> </ul> <p>It was suggested to have an end of year campaign strategy in place in advance so that it's approved, measured and tested to give the best chance of success.</p>	<b>INFO</b>	
<b>8.</b>	<b>Item 9 – MVDC Memorandum of understanding with the BID</b>		
<b>8.1</b>	The initial draft that was sent over is pending due to it being looked over and reconvene at a later date then present back to the BID.	<b>INFO</b>	
<b>9</b>	<b>Item 10 – Review Next Steps and Action Points</b>		
<b>9.1</b>	<ul style="list-style-type: none"> <li>• Charlotte to draft BID insert letter</li> <li>• Charlotte to send out the letter to the subgroups</li> <li>• Charlotte to discuss St. Martins walk for markets with Mole Valley</li> <li>• Clayton to present draft of memorandum to BID</li> <li>• Charlotte to provide footfall data for the last month</li> <li>• Emily to provide Charlotte with webinar information</li> <li>• Richard to send Charlotte mid-term case study</li> </ul>	<b>INFO</b>	
<b>10</b>	<b>Item 11 – AOB</b>		
<b>10.1</b>	Masks may have to be worn in shops but waiting on government guidelines. It was suggested to communicate to everyone to wear a mask and stay safe across social media.	<b>INFO</b>	
	<b>NEXT MEETING</b>		
	<b>The meetings are the second Tuesday of the month – the next meeting is schedule for 11<sup>th</sup> August 2020.</b>		