

## ATTENDEES

Andrew Fuller	Chair, Independent, voting	AF
Charlotte Whitaker	Manager, non-voting	CW
Nick Wright	Councillor	NW
Liz Fuller	Retail Representative, non-voting	LF
Emily Ayres	MVDC Economic Development, observer, non-voting	EA
Nick Boot	Office Representative, voting	NB
Jean Ward	The Dorking Society	JW
Rick Parish	Independent, voting	RP
Basil Doha	Retail, Independent	BD
Paul Bevan	Retail, Independent	PB
Emma Day	MVDC Head of Services	ED
Teresa Weller	Service Provider Representative	TW
Vicky Magnani	Retail Representative, non-voting	VM
Andrew Magnani	Retail Representative, voting	AM
Roger Jones	Night Time Economy Representative, voting	JG
Graham Davey	Retail Manager, Waitrose, non-voting	GD
Sarah Brown	Leisure and Tourism, non-voting	SB
Apologies	Clayton Wellman Beccy Gunn Ben Curtis	

	<b>Item 1 – Chairman’s Statement</b>	Action
<b>1.1</b>	<p>AF opened the meeting and read the Chairman’s report.</p> <p>AF acknowledged the difficult times that businesses have faced over the last twelve months as they have reopened but also noting a trend in customers becoming more loyal to high street shops and avoiding the internet where possible.</p> <p>AF thanked CW for all the hard work put into the BID, recognising her input which often goes above and beyond that required in the role of BID Manager.</p>	
<b>2.</b>	<b>Item 2 – BID Manager Report</b>	
<b>2.1</b>	<p>CW gave a presentation on activity and projects undertaken by DTP:</p> <ul style="list-style-type: none"> <li>• CW welcomed attendees to the BID 2022 AGM and delivered the Dorking Town Partnership – BID Review 2021-22 presentation. This gave information regarding the BID and an overview of its achievements.</li> <li>• The BID Ballot will take place in the summer. Businesses that pay the levy are eligible to vote. If the majority of businesses vote in favour of the BID by number and by total rateable value, the levy will be mandatory on all businesses in the BID area (apart from exclusions). It is important to get people voting in the process.</li> <li>• CW detailed the BIDs achievements during its tenure including the creation of a strong public facing brand with the launch of @hellodorking, the growth of the social media following, several successful branded campaigns and an ambitious events program. There have also been 24 Artisan Markets and the Free After Three initiative offering</li> </ul>	

	<p>free parking on Fridays after 3pm to encourage people into the town to boost the evening economy.</p> <ul style="list-style-type: none"> <li>• CW advised that following the unsuccessful attempt to install yellow crosshatch boxes in the town to ease congestion, Surrey County Council have taken an interest and following further meetings with them the Future Dorking Placemaking project has been commissioned. A survey will be launched this week so people can give their opinion on the plans, which include images of what Dorking could look like following the changes.</li> <li>• The BID sent out thirty newsletters to support and advise businesses during the pandemic, offering help and practical support like information on grants, floor stickers and hand sanitiser.</li> <li>• The BID has worked hard to bring Dorking together and has done this by placing lamp post banners around town to create a cohesive feel across the town, supporting local organisations such as Men’s Shed, The Food Float, Dorking Museum and Dorking Cave tours. The BID has also provided training for business in first aid, mental health first aid and social media. The negotiation of a trade waste contract with Environmental Support Services has delivered savings to those who have used it; and in partnership with Friends of Dorking, the BID has delivered Christmas lights, trees and boat planters around the town and provided hanging baskets and planters to more than 110 businesses.</li> <li>• Through the support of the BID, Dorking won gold in the South East in Bloom, Business Improvement District category and was overall category winner. CW thanked LF for the support provided to achieve this great win.</li> <li>• The BID is also creating a new website which will provide much clearer information on what the BID does and the services it provides. The website is available to levy payers who log in and have access to a range of information. There is scope for businesses to let the BID know what they would like to see on the website so it is as useful as possible.</li> <li>• AF asked if there were any questions and advised the attendees could email CW with any further queries.</li> </ul>	
<b>3.</b>	<b>Item 3 – Presentation of the Financial Statements of Dorking Town Partnership</b>	
<b>3.1</b>	<p>NB provided an overview of the DTP accounts.</p> <ul style="list-style-type: none"> <li>• The accounts show a fall in income for 2021 with the reason for this decline being that DTP gave levy payers more time to pay because of the pandemic and so there is some cash there, it’s only recorded once it is invoiced to Mole Valley Revenue Team, who are the collections agents. The BID was very careful in the pandemic in not wanting to overspend. It was felt that some businesses would find it hard to pay so the BID was careful in using reserves built up over the last couple of years. Cash flow was especially important to the BID.</li> <li>• The surplus for the year of £18,389 is the result of meetings held by the Directors as to what can we, and what do we need to spend.</li> <li>• Extra Government support was received in a £10k grant.</li> <li>• The BID maintained a project expenditure during this time, it was felt this was important to deliver consistently for the businesses in Dorking.</li> <li>• There is a more detailed summary in the notes on pages 8/9 of the Income Statement should anyone wish to see them.</li> <li>• Page 5 shows the balance sheet of Dorking Town Partnership to 31<sup>st</sup> March.</li> <li>• This shows assets, which are mainly office equipment, right of use of Christmas light which will be fully depreciated by 31<sup>st</sup> Match 2022. Debtors are also shown, this is</li> </ul>	

	<p>where we have invoiced MVDC for money that is due at the end of March where it is paid in April. There are also a few pre-payments for expenditure which is 2022. Cash at bank balance is not as high as reflected in the accounts paperwork, it was kept like this should BID levy payers not be able to pay their funds in 2022 as well. The creditors at £23k are mainly made up of accruals – money DTP is due to pay creditors, which hadn't been paid out at year end. Amounts falling due after more than one year is the repayment of the loan that MVDC gave at the outset of the BID which is repayable over the five-year term.</p> <ul style="list-style-type: none"> <li>• NB invited questions.</li> <li>• A vote was held to agree the accounts which was carried.</li> </ul>	
	<p><b>Item 4 – AOB</b></p>	
<p><b>4.1</b></p>	<p>VM asked whether the BID had plans for the Queen's Platinum Jubilee. CW explained it firstly depended on the rebalot, however, if this was achieved there would be a plan to have entertainment in the high street as well as an art trail similar to the Christmas window trail with the same artist, Sam, commissioned to do the artwork, which would show the achievements of the Queen over the years. There could also be bunting for the shops. VM asked how to make an application for the window art for a premises in town, CW explained a newsletter had been sent containing all the information on how to apply. VM then asked whether a street party had been considered and CW said the feedback had been that people would be organising their own parties and closing the roads to have one in Dorking might prevent people from getting to their own parties! CW added any events in Dorking would be a supporting act to events held by residents. LZ said Friends of Dorking would be doing an Easter hunt and providing hanging baskets and bunting all in red, white and blue.</p> <p>PB asked about the emergency closure of West Street and the lack of communication of Surrey County Council and how this could have been dealt with better to minimise the impact. CW stated that the BID were working hard to get better communications with SCC and no notice of the works was given. BD said 2/3 weeks before the works started Mullins was visited and told that the works would be happening and businesses would be informed but no further information was received until the works were started as an emergency. AM said there was no communication other than from a local business group and there should have been more information. LF noted that when roads are closed for events in Dorking there is a significant amount of red tape but SCC closed the road with no notice and no information for businesses. The consensus was more information could have been provided so businesses could have managed the impact of the road closure. CW agreed and said as well as generally working on better communication with SCC updates will be requested for specific incidents such as this (Action Point).</p> <p>Meeting closed.</p>	<p>CW</p>