

# Minutes of Bute BID Board Meeting

**Date:** 13<sup>th</sup> November 2024

**Location:** Bute Fabrics 5.30pm

**Attendees:** John Glen (JG)  
Sophie Reid (SR)  
Alistair Forsyth (AF)  
Duncan Martin (DM)  
Erin Murphy (EM)  
Fergus Murray (FM) online from 5.55pm  
Kirsty Durrant (KD) online  
Danielle McRorie-Smith (DMS)  
Dorothy McDonald (DCM)  
DL Gordon (DLG)

**Apologies for Absence:** David McGilp, Ian McCulloch, Reeni Kennedy-Boyle

## Matters Discussed

**Action**

**1. Minutes of previous meeting of 23<sup>rd</sup> October 2024:** Approved

**2. Declarations of Interest:** None

### **3. Governance and Procedures for Ballot for Second BID Term**

All Board

Danielle McRorie-Smith of Go Forth Stirling BID, Scotland's Improvement Districts, and the Advisory Board of British BIDs gave a presentation on the recommended procedures and timeline for the renewal ballot for Bute BID. Bute BID is due for renewal in September 2026. DMS advised the ballot should take place 3 months prior, in June 2026, and the ballot papers issued 6 weeks prior to that. The whole process should begin a year before, in May / June 2025, to complete all the required legal paperwork. There are costs involved and so a ring-fenced fund should be put in place. The ballot will have to be conducted by someone independent, such as the Local authority or Civica. A 25% minimum turnout is required.

### **4. Recruitment of new BID Manager**

All Board

In her role within Scotland's Improvement Districts, DMS can assist with recruitment of a new BID manager

### **5. Manager Handover**

DCM presented the Board with several handover documents outlining the projects she has completed and any outstanding items to be carried forward. JG and the Board thanked DCM for her service, particularly with reference to her skills in Governance.

**DCM and DMS left the meeting at 6.15pm**

### **6. Strategic Priorities for 2025**

EM

The Board had a brainstorming meeting in October to develop Bute BID's strategic priorities for 2025, based on the core business plan and feedback from the Mid Term review prepared by Context Economics. EM is preparing a document and action plan from that meeting. The Board should also take time to read over DCM's handover documents and DL will pick up in the meantime

All Board

DLG

## **7. Update on Christmas Event: “Winter Garden Glow”**

DLG

DLG has now taken responsibility for the completion of this event following DCM’s resignation and presented the Board with an update on the plans. DLG had a meeting this afternoon with Council representatives and electricians to try to resolve the issue with the Christmas lighting. The previous stumbling block was that we were unable to find an electrician with a G39 certificate. It was clarified that this would only be necessary if we were taking electricity from the street lighting, which the Council would prefer us not to do. Alternative plans have been put in place.

## **8. Update from Argyll & Bute Council:**

### **ROTHESAY PAVILION**

The first phase of the building works will be completed by the end of November.

### **VISITOR LEVY (SCOTLAND) ACT 2024**

9 councils are looking into this, including Argyll & Bute. There is a long consultation process and the earliest this could be delivered is 2027

### **ALBERT PIER**

Moving to planning consent to get demolished. The Council are keen to improve the island for coach parking and promote coaches again

### **PLAYGROUND PROJECT**

Lease to be signed and witnessed this evening and posted tomorrow

### **FUNDING**

FM gave an update on the potential availability for capital funding, to be used for economic development purposes. He will update us on the potential for applying for this for projects on Bute when he has more information.

## **9. AOCB**

### **DISABILITY ACCESS**

A levy payer made a request for funding for wheelchair access to their premises. EM suggested we set up a project team to look at this issue for all businesses on the island with respect to finding funding, hiring access ramps etc.

EM

### **DL’S BUDGET**

DLG / SR

A spending limit of £100 was approved for DLG, with spending to be reported to SR on a weekly basis.

ALL BOARD

### **NEW BOARD MEMBERS REQUIRED**

Action has still to be taken to recruit new Board members

**The meeting closed at 6.40pm**