

Attendees

BID Board Directors

Andrew Dodd (Canterbury Cathedral) | Dhvani Patel (KPGP Services) | Eddi Taylor (Azets) | Gemma Purt (Girlings) | Jon Mills (Canterbury Brewers & Distillers / Foundry BrewPub) | Jon Brothwell (Pybus Opticians) | Melissa Browne (University of Kent) | Phil Collins (Oliver Bonas) | Steven Flower (Steven James Hairdressing) | Zoe Rodda (Lily's Social Kitchen)

BID Team: Lisa Carlson (CEO) | Rachel Pilard (Head of Marketing and Comms) | Lucy Martin (Ops Manager – Finance, Data and Governance) | Jamie Bentley (Ops Manager – Street Scene / Safe & Secure)

The main purpose of this meeting of Board directors was to follow up on the actions / workshops started at the Away Day in September, including the development of our Leadership Manifesto. The following minutes is a record the official business of the Board that was conducted at this meeting.

1. Welcome, Apologies and declarations of interest

- **Declarations of interest:** Canterbury City Council (Service Level Agreement)
- **Welcome:** Eddi Taylor from Azets as a new Board Director | Helen Banyard and James Easley (The Good Stuff Group) | Leah Brown (The Wayfinders Group)
- **Apologies:** James Clague (The Latchmere House Partnership) | Blake McCaskill (Republic Events) | Clare Millett (Westgate Hall Community Trust) | David Lewis (Café du Soleil / des Amis) | Mark Stuart (Whitefriars/Riverside) | Mike Weed (Canterbury Christ Church University) | Paul Turner (The Marlowe Theatre) | Rachel Sanders (BoConcept)

2. Governance and board updates

Board roles:

- Expressions of interest in the Board Chair and Vice Chair roles were requested by the end of December.
- Gemma Purt of Girlings expressed an interested and was confirmed as the next BID Board Chair, effective immediately. Paul will continue as Chair of the Finance Committee and will also serve as Interim Vice Chair while we seek a permanent appointment for that role.
- Mark Stuart was confirmed as Chair of the City Watch Committee, which is now a standing committee of the Board.
- We are looking for a Chair of the Marketing & Events subcommittee when Blake steps down later this year and we also have a one director vacancy following Claire Bogan's departure from Fenwick. The recommended sector focus is Evening and Night Time Economy. We aim to have these roles confirmed by the AGM in June.

Board committee changes

The Strategic Development Committee will no longer operate as a standing sub-committee. Instead, it will convene on an as-needed basis - for example, as a working group to support BID Impact and

ROI reporting, or a workshop to gather consultation feedback, or a full Board briefing on key local authority strategies, as we did at the November Board meeting.

The City Watch committee will now be a standing committee of the Board.

3. Consultations and petitions

We submitted the following responses to Canterbury City Council consultations – all available on the BID website:

- Parking price increases – objected
- Cultural Strategy – attended workshops and responded to consultation

We also signed the Canterbury Society petition to maintain the heritage lamp posts and engaged in the development of the Council's new City Centre Strategy – attended workshops and requested feedback from the board in November ahead of our final feedback to the Council. The strategy is due to go to Council Cabinet on 9 February 2026.

4. Leadership Manifesto and Next Steps

Helen and James from the Good Stuff Group led us through a workshop to finalise the BID's Leadership Manifesto and to embed the actions discussed at the Away Day into the day-to-day operation of the BID and the governance of the board. This includes a new Board workshop group on how we communicate impact and return on investment to members and updating the Board's Connectivity Matrix.

Canterbury BID's Leadership Manifesto:

This is our Canterbury, our home.

*We will celebrate our prosperity, heritage and culture so we can thrive in a changing climate.
We will listen, understand and learn from the community keeping their best interests at heart.
We have freedom to think, speak, and be bold.*

Canterbury is safe, inclusive and full of opportunity. Our success is shared.

We will stand, speak, be bold, be brave.

5. Actions & Decisions

Decisions:

- Gemma Purt confirmed as Chair of the Board of Directors.
- Mark Stuart confirmed as Chair of the City Watch committee.
- City Watch will be a standing committee of the Board.

Carried over actions:

- Set up Board Working Group on measuring impact and return on investment – LC/LM Q1 2026
- Update Board's Connectivity Matrix – LC / all directors by May board meeting

- Risk register – LC / LM (will be done in line with annual governance finance procedure policy review in June/July)
- Review complaints procedure for the annual policy and compliance review – LC
- Address board vacancy and Board roles (Vice Chair) by AGM and Marketing & Events by Autumn 2026 when BM's board term comes to an end – LC

Signed:

Date: 11 February 2026

A handwritten signature in black ink, appearing to be 'Gemma Purt', written over a light blue horizontal line.

Gemma Purt, Board Chair