

September 2025



# Project Manager Report September 2025

box size below relates to proportion of time spent on each area



# **SAFE & CLEAN**



## **CLEAN**

- **Liaison with Scottish Borders Council as continuing follow up to 4<sup>th</sup> August Walkround.**
- **Regular meeting schedule agreed**
- **Broken bins removed**
- **Concrete benches, Tapestry Way, cleaned**
- **Discussions re filling two empty 'tree' pots Tapestry Way**
- **Discussions re 'adoption' of bins**
- **Planning for community clean-up day (date to be agreed with BID Board and in consultation with existing Volunteer groups)**
- **Discussion re capacity and collections Overhaugh Street (SBC confirming)**
- **SBC confirm that jet washing is not appropriate due to (1) risk to grouting (2) risk to older buildings. Asked them to review and suggest how we can clean.**
- **Confirmed that CCTV is now active and has capacity to 'trace' eg number plates.**

## **VACANT UNITS**

- **Liaison with Jay, Andy and partner organisations**
- **Funding identified from SoSE (£2k, application to be completed. Awaiting papers.)**

# EVENTS

## EVENTS - CHRISTMAS

- **Liaison with BLD sub group, Scottish Borders Council, Police Scotland.**
- **Liaison with Community Council**
- **Completion and submission of forms**
- **finalising and submitting Risk Assessment**
- **Reviewing and updating above**
- **Liaison with entertainers, collation of bills, passing for payment**
- **Drafting offering for traders - town trail and market**
- **Town Trail, meeting with traders, sign up, working with designer and MM**
- **Proposing, drafting sponsorship offering for Snow Globe**
- **Meeting, sub=group and McGowan Marketing**

# **FOOTFALL & SPEND**



## **FOOTFALL**

- **ongoing communication with SSDA, Scotland Starts Here and SoSE**
- **Meeting with Borders Railway Partnership re potential for partnered events/initiatives in 2026**
- **e-meeting re Digital Town initiative**
- **half day Forum as organised by Scotlands Towns Partnership/Scotlands Investment Districts**

# **LEVY PAYER CONSULTATIONS**



## **SCHEDULED MEETINGS**

- **The 1953**
- **MacArts**
- **Room at the Borders**
- **BRCP**

## **UNSCHEDULED MEETINGS**

- **Untangled**
- **Jeannie's**
- **Pavilion Cinema**
- **Card Factory**
- **TK Maxx**
- **Guess What**
- **The Trophy Guy**
- **Inis**
- **Nobles**
- **MacDonalds**

**plus PHONE CALLS and EMAILS**

**1:1 SUPPORT as per levy consultations. Includes:**

- **signage, Interchange - project with Go Tweed Vally and Live Borders**



- **liaison re CRM**
- **preparing and submitting invoices to SBC for levy draw down, circulating monthly report to Chair and Vice Chair**
- **updating BID for Galashiels website**
- **researching eg High Viz jackets, VOIP phone**
- **setting up of systems/processes - eg VOIP phone**
- **managing/monitoring suppliers - eg MM, Howdens Insurance**
- **answering day to day inquiries (ie no technical or expert knowledge needed)**
- **Arranging meetings; inviting attendees, arranging venues, distributing papers**
- **reviewing /updating excel spreadsheet of BID members**
- **basic design on Canva for eg Sponsorship letters, papers for meetings**