



BID for Galashiels - Board Meeting Agenda

Date: 07/03/2026

Time: 17:30

Location: Cullen Kilshaw at The Interchange

Guest Speaker: N/A

- Apologies & welcome from the Chair
- Previous Minutes
- Top 3 priorities for 30 days
- Project Management Update
- Vacant Shop Academy Update
- Risk Register
- Finance Update
- Decisions / Approvals
 - Learning at Work Week Proposal
- AOB
 - Christmas Planning
 - Director recruitment

BID for Galashiels - Board Meeting Minutes

Date: 08/04/2026,

Location: Hay Wellbeing

Attendees: Lewis Roden, Angela Buglass-Kelly, Mags Fenner, Jay Hogarty, Crawford Laing, Rory Caverhill, Claire Dalglish, Luigi Caterino.

Apologies: Helen Calder, Deborah Fuller, Lauren Jamieson, Euan Jardine

Next Board Meeting: 05/05/2026, 17.30 – 19.30, Cullen Kilshaw at The Interchange

Key themes of the meeting: Governance, need for planning and strategic direction, Toc and funding.

1. MINUTES

Previous minutes were approved with no queries.

2. Project Management Update

The project management report was presented and noted by the board.

Discussion included:

Internal Documentation & Communication Structure

IT support now in place which should allow for easier operations. This is in progress and SPG are finding time in their busy schedule to accommodate us.

New policies that have been shared: 'Funding and Sponsorship' and 'Directors Terms of Engagement'.

Easter event

This was widely considered a successful event despite last minute pivot due to wet weather. There is now a template for projects which can be adopted easily for future events.

Shopwatch

We are waiting on the printers for the stickers. Discussed the best way to get people signed up is to go into shops and speak to people. Crawford discussed the police presence in the town and advised they are open to ideas and feels the reporting tool for shop lifting will hopefully make it easier. Crawford and Rory were asked about recent shop raids, and they clarified that the police assist trading

standards in these situations. The process for getting these shops shut down is longer though Trading Standards can enforce significant fines. They highlighted that any issues can be reported to the police or to Crimestoppers.

BidBase CRM

Now live and Mags and Claire will schedule training on this soon.

Town of Culture

The Town of Culture bid has been submitted. We are aware that Selkirk have also applied and understand there have been 230 applications in total, which will be shortlisted into small, medium and large categories. Mags felt the application is strong and that these numbers are not too bad given the category structure. We expect to hear back in late Spring on next steps.

If successful, we will need to bring on additional resource to manage this project. A meeting is planned for 14th April to discuss plans for both scenarios - whether we get through or not. The theme is 'Braw Yarns'.

Tour de France Planning

The 14th April meeting will also include planning for Tour de France involvement. Brian McFarland (ex-police) has been identified as the lead contact, with a director appointment still pending. The Tour of Britain is responsible for the UK leg of the event. The first full planning meeting is expected to take place in the summer, with national-level police leads involved.

The provisional route is understood to pass through Edinburgh, the A4, over the Granites, Cloven, Wood Street, through town, and along Ladhope Vale - with a possible extension via Tweedbank, Melrose, St Boswells, Selkirk, the A4 from Hawick, and the Newcastleton road. Policing teams across three different areas will be involved. It will be important to keep the road to BGH open. This is PROVISIONAL AND SUBJECT TO CHANGE.

The event is expected to start on the Friday before the Gala Day, with a 10-11pm start anticipated. It is hoped schools will participate as it falls on the last day of the school term. Opportunities discussed include floats, pop-up campsites, PR and advertising in fields, and making the most of the increased footfall. Rory will ensure information is shared as this represents a valuable market to tap into, and there may be funding opportunities to explore.

The Tour of Britain may also come through Galashiels later this year, though this may not be via the town centre.

Business Needs Survey

Survey created and distributed via newsletter and also direct email to maximise reach. Results will help to inform the Learning at Work plan and broader business support planning.

Developing Young Workforce Event

Early stage planning underway for a 5th June event at the new school - a tour of the school and networking opportunity with the business community.

Volunteer Engagement

A new intake form has been developed to formalise volunteer data capture. This was used during the Easter event and will be used moving forward.

Heartland Membership

Heartland membership has been agreed and is being implemented. This provides added value for BID levy payers and non-levy payers alike and is a potential source of income.

Drop-In Sessions

The first reformatted drop-in was considered successful with 12 people attending and valuable conversations taking place. Discussion around further improvements included:

- Adding a Shopwatch focus and inviting shopkeepers specifically for the next session.
- Considering a different venue or an evening option during summer months.
- Adjusting the layout to a smaller, more welcoming setup with one person on meet-and-greet to capture areas of interest.
- Inviting national businesses into the room to explore funding conversations.
- Ensuring drop-in content directly addresses points raised in the original consultation.

Funding Update

- Raymond Kerr has been met with and will connect the team with the funding app developer. The board noted the need to look at who is using the app and what the success rates are, Claire will report back with more information.
- Several potential funding opportunities have been identified that we may be eligible for - time has been scheduled to look at these in more detail.
- £2,000 from SoSE is in progress.
- We discussed learning from other BIDs re funding. Jay will get in touch with contacts at Moray to understand if they can share any useful information.
- We also discussed that there are specialists in the funding area and Jay will contact someone that he knows about this to see if they have any advice.
- Mags advised that she has been noting future dates of funding and she will share this with the wider board.
- It was noted that funding avenues worth exploring could include, the police, Centre Parks, wind farms, Stow community and the blue cup scheme also asking the VSA email group for advice. Claire will explore all of these options.
- Discussed that time needs to be spent on creating 'shovel ready' projects.

Vacant Shop Academy

Social media posts have had good engagement, and a full updated vacancy audit is now in place. A poster for empty units has been developed – we discussed this and noted interesting marketing approaches such as AI renders of shop images, a post such as 'florists we need you' and also old images of what the shops used to be to generate engagement.

An open-doors approach is being explored - for example, visiting shops once a month following the drop-in meetings.

It was noted that there is a mess outside the former DP / Burton building which was left by scaffolders. Jay will highlight this to SBC.

We discussed that it would be good to develop a criteria for landlords so we can be aware of lease details, rents, due diligence etc.

Jay will look into former Ladbroke's property where no activity seems to be taking place and update Clare Oliver at SBC.

We discussed pop up shop scheme and Jay will connect with contacts in Selkirk to understand how this was run.

Jay suggested reaching out to businesses in other towns to let them know that we have space available and a need for their businesses.

Finance Update

Lewis confirmed that funds are looking healthy. One outstanding ID verification is pending and the individual will send this through ASAP.

Discussion took place around what financial information would be most useful for directors to see on a regular basis - suggested areas included operating costs, Heartland costs, and costs broken down by pillar.

The board is keen to push the warrant process forward.

Lewis's contact Victoria could be a potential option for a FD. Lewis will speak to her to discuss.

Decisions / Approvals

Learning at Work Week

A proposal for Learning at Work Week has been submitted for board approval. This is intended to be a valuable week-long programme of resources and training to support business owners, informed by the business needs survey. Claire will gain approval via email due to low attendance of Directors at the meeting.

• AOB

- Christmas Planning - it was discussed that this needs to be pushed ahead and will be added to the next agenda.
- Director recruitment - Terms of Engagement for Directors have been circulated with the board. Claire will ask all directors to sign and return these.
- Strategic Planning - A strategic away day was discussed as a priority to align the board on direction. Tweed Horizons was suggested as a venue given their facilitation offer. Lewis will enquire.

- Also discussed that the AGM needs to be scheduled - it must be held within 18 months of the BID's start date. September was noted as the target. A date needs to be added to the diary.
- The possibility of recruiting additional support was raised, alongside a broader conversation about capacity and ensuring current marketing spend represents the best use of money.

Action	Owner	Deadline
Develop a criteria for landlords so we can be aware of lease details, rents, due diligence etc	CD	17 th April
Distribute Director Terms of Engagement get Directors to sign these.	CD	14 th April
Seek approval of LAWW proposal (via email)	CD	10 th April
Explore further funding opportunities identified - schedule time to review in detail	CD	24 th April
Review options for a strategic session (tweed horizons option), including format, timing and a volunteer/director thank-you element.	LR	24 th April
BIDbase training to be scheduled	MF	24 th April
Attending ToC and TdF meeting 14 th April	MF / LR	14 th April
Jay to contact Moray BID	JH	13 th April
Jay to contact funding specialist he knows personally.	JH	24 th April
Mags to share funding dates calendar with the wider board.	MF	24 th April
Claire to explore funding avenues - police, Centre Parks, wind farms, Stow community, blue cup scheme, VSA email group.	CD	24 th April
Jay to highlight scaffold mess outside former DP/Burton building to SBC.	JH	13 th April
Jay to look into former Ladbroke's property and update Clare Oliver at	JH	13 th April

SBC.		
Jay to connect with Selkirk contacts re pop-up shop scheme.	JH	13 th April
Lewis to follow up with Victoria re FD role	LR	24 th April
Take on points for improvement for future drop ins.		

Project Management Board Report

March 2026

March Priorities

1. Easter event planning
2. Business Survey
3. Roll out ShopWatch
4. Expression of Interest for Town of Culture
5. Roll out new internal structure / processes
6. Vacant Shop Academy

Delivery Snapshot - March

Project	Status	Pillar	Outcome / Impact	Update
Internal documentation and communication structure refresh	In progress	Internal Management	Improved governance, version control, efficiency and board visibility of key documents	Developing process and governance - IT support is now in progress and MS Teams / Domain issues should be resolved soon.
Internal documentation and communication structure refresh	Done	Internal	Added strcuture and governance	Policies have been created and signed off by Chair / Vice chair.
Vacant Shop Academy	In progress	Increase Footfall / Welcoming Environment	Reduction in the amount of vacant shops therefore improving the town.	Social media posts have had good engagement and full updated vacancy audit is now in place. We have developed a poster for empty units.
Easter	In progress	Development Events and Attractions	Increased footfall & spend	Event was successful despite last min pivot with wet weather.
Retail Crime - launch of ShopWatch scheme with Police Scotland	In progress	Clean, Safe and Welcoming Environment	Improved channels of communication for businesses, deterrence to theft and anti-social behaviour	Project now live - and leaflets are with the printers.
BID base	In progress	Internal Management	Efficeint way of capturing information on business levy payers	Now live - training for Mags & Claire scheduled and roll out planned during April.
Town of Culture	In progress	Increasing Footfall and Visitor Numbers	Galashiels to compete for National Town of Culture award	Application submitted and we should hear back end late Spring on next steps.
Developing Young Workforce event in June	In progress	Business Support	Building relationships and engagement between businesses and future work force at Academy	Early stage planning for 5th June event. Tour of new school and networking with business community.

Project Management Board Report

March 2026



Project	Status	Pillar	Outcome / Impact	Update
Business needs survey	In Progress	Business Support	Allows us to support levy payers by understanding what they need help with. This will help to inform Learning at Work plan.	Survey created and distributed via newsletter / direct email.
Funding	In Progress	All	Met with Raymond Kerr who will be connecting us with funding app developer.	Raymond will connect us.
Funding	In progress	All	Income source to fund projects	Several potential opportunities found that we may be eligible for - time scheduled to look in more detail.
Funding	In progress	All	£2,000 from SoSE	In progress
Drop in event	Done	All	Builds relationships with levy payers and give us understanding of what they are interested in	First reformatted drop-in was successful. Good turn out and valuable conversations.
Volunteer engagement	In progress	All	Allows us to have a pool of resource to help with delivery of projects and events	Have developed a new intake form to formalise volunteer data capture. This was used during Easter event and has been shared with the college.
Learning at work week	In progress	Business Support	A valuable week long program of resources / training to support business owners	Proposal submitted for approval.
Heartland membership	In progress	Business Support	Added value for BID levy payers and non-levy payers too. Source of income.	Agreed and being implemented this week

Project Management Board Report

March 2026



Priorities for month ahead

- Learning at Work Week Planning
- BID Base implementation & training
- VSA

Known blockers / issues

Board decisions or support required

- Approval of Learning at Work Week proposal / budget