

MRBD LIMITED

ANNUAL GENERAL MEETING ATTENDANCE



Thursday, 28 September 2017 (5pm to 6pm)

Premier Inn (Manor Royal), Crawley Business Quarter, Fleming Way, RH10 9DF

In attendance

BID Directors

Trevor Williams (Thales UK) (Chairman), Keith Pordum (Bon Appetit) (Deputy Chair), Markus Wood (Avensys), Zoe Wright (B&CE), Anthony Maynard (CGG), Jeremy Taylor (Gatwick Diamond Business), Paul Searle (P&H Motorcycles).

BID Members

Jack Bedell-Pearce (4D Data Centres), Clem Smith on behalf of Cllr Peter Smith (Crawley Borough Council), Nicola Blake (Creative Funding Solutions), Jeremy Day (Doosan Power Systems), Mike Harris on behalf of Archie Harwood (Harwoods Group), Tom Oxenham on behalf of Nick Hance (HSBC), Claire Staniford (Kelvin Precision Products Ltd), Paul Roe (Kreston Reeves), Patrick Warner (Metrobus), Alex Sewell on behalf of Tony Deverson (Niton 999 Group Ltd), William Perks (Peter Perks Ltd), Yvonne Taylor (Product Perceptions), Emily Warburton-Brown (Rescue Global), Liz Laundon on behalf of Mark Curtis (Split Image), Martha Burnige (The Gatwick School).

Non BID Members (Advisors/Partners/Guests/staff (non-voting attendance))

Eddie Finch (Auditel), Danny MacLeod (Business Ranger), Keith Walker (Business Ranger), Christian Threader (BID Maintenance Team), Julie Kapsalis (Coast to Capital LEP), Karen Rham (Crawley Borough Council), Rosemary French (Gatwick Diamond Initiative), Sam Murray (MRBD Limited), Steve Sawyer (MRBD Limited), Joanne Rogers (Prowse and Co), Ron Rogers (Prowse and Co), Darren Harding (Richard Place Dobson) BID Accountant, Simon Laundon (Split Image) – Photographer, Chris Neilson (Sussex Police), Peter Fisher (SWL Security), Marie Ovenden (West Sussex County Council).

Apologies:

Laura Sanders (Amey Plc), Stephanie George (Basepoint Business Centre), Davey Peskett (BID Maintenance Team), Liam Harding (BID Maintenance Team), Bill Bowden (Bill Bowden Event Logistics), Chris Burnage (Blue Elephant), Angela Golder (Boeing UK), John Johnston (Chemigraphic), Cllr Peter Smith (Crawley Borough Council), Mark Elliot (Creative Technology Limited), Michael Low (Cruiseway), Emma Bairstow (Deloitte LLP), Greg Manton (Deloitte LLP), Tony Bunn (DNA Express Couriers), John Hancock (Eezehaul), Michael Easton (Elekta), Michael Deacon-Jackson (FTD Johns), Archie Harwood (Harwoods Group), Nick Hance (HSBC), John Bardsley (Intermedia Brand Marketing Ltd), Gino Choucair (IT Genie Limited), Tony Perfect (Just Motor Care), Steve Cresswell (Kier Construction), Charlie Sheppard (Limpio Office Solutions), Jenny Haynes (Lions Security), Oliver Ellingham (Lok'n'Store), Paul Berry (London Cool), Russell Horscroft (Lookers Mercedes-Benz and Smart), Karen Methven (Manor Royal Business Watch), Stephen Mansell (Mansell Recruitment), Daniel Sibley (NatWest), Tony Deverson (Niton 999 Group Ltd), Bill Stanley (Office Profile), Natalie Smith (Premier Inn London Gatwick Airport Manor Royal), Christina Kerr (Sayers Publishing), Trevor Andrews (Sivanatos Ltd), Alun Evans (SOS Systems), Mark Curtis (Split Image), Rosie Ross (Sussex Police), Paul Palmer (Sussex/Surrey Police), Glenn Dadswell (Tates Citroen Crawley), Sally Bourn (TUI Travel), Steve Pullen (Varian Medical Systems UK), Hal Halil (VEGA Global), Tim Dobson (VEGA Global), Sarah Godfrey (Virgin Atlantic), Michel Agbodjinou (Vision Aid Overseas), Tony Dorey (Vistavis), Chris Primett (Welland Medical), Duncan Barratt (West Sussex County Council).

1. Welcome

Trevor Williams (TW) welcomed everyone to the meeting. TW invited guests to read the Annual Report as it sets out the BID's progress in delivering the Business Plan, the financial performance, information about what the BID has delivered in Year 4 and – on the back page – plans for Year 5. TW indicated that the next key date in the BID calendar is 7th November for the Manor Royal Matters event when the Business Plan for the BIDs second term from 2018-2023 will be launched – and that businesses should be aware that the renewal ballot takes place through February 2018 with the outcome in March 2018.

2. Approval of minutes of last AGM

TW asked that the minutes of the last AGM, 29 September 2016 were approved as an accurate record, which was proposed by Keith Pordum and seconded by Jeremy Taylor. The accounts were approved by a show of hands.

3. Consideration of the Final Accounts, Balance Sheets and Reports of the Board and Accountants

Darren Harding (DH) provided a review of the accounts (which had been circulated before the meeting and made publicly available on the website) for the year ending 31 March 2017. DH gave a summary of accounts, indicating that MRBD Ltd is in good financial shape as an organisation. A full statutory audit had been undertaken and has demonstrated a clean audit report. The audit looked at systems in place and all are robust. DH indicated that where the accounts indicate a deficit of £120k in this financial year, there was a surplus of £115k last year. There were no questions. TW asked for the accounts to be approved. The accounts were approved by a show of hands.

4. Appointment and fixing of the remuneration of the auditors

TW proposed that Richard Place Dobson be appointed as auditors for 2017 until 31st March 2018 and the remuneration be fixed at the next meeting of the Board. This was approved by a show of hands.

5. Election and Re-election of Directors to the Board

Steve Sawyer took the chair for the election and re-election of Directors. SS thanked all Directors and Management group members for their time and dedication and the contribution of Members and Partners – including the introduction of the BID Business Rangers and the BID Maintenance Team.

SS indicated the importance of the new BID Business Plan Prospectus document, being reflective of what businesses in Manor Royal have indicated as important through the mid-term survey and direct conversations with businesses. All of which is intelligence captured within the business plan to shape the objectives for BID2. All who attend Manor Royal Matters event on 7th November will receive a hard copy of the document.

Further important dates in the renewal calendar are 15th December, when the BID formally declares the intention to go to ballot and the voters list is submitted to the local authority indicating who should receive the ballot paper. If the voting contact is unknown at that date, the ballot paper will default to the local address and could be a lost vote. SS stressed that as a BID Member and levy paying business it is your right to vote. The 17th January is the date that the local authority formally announces the notice of ballot. Manor Royal Showcase event on 1st February formally opens the ballot, live from 2nd February – with the ballot result announced on 2nd March 2018. If successful, BID2 is officially launched in June 2018.

SS proceeded with formalities indicating that there is a Board of nine people. Each year, one third stands down. This year three directors stand down all of whom have put themselves forward for re-election.

a) Announcement of those Board Members who have retired

SS announced that in accordance with the articles of the company Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys) and Zoe Wright (B&CE) had stepped down as Directors.

b) Announcement of those Board Members seeking re-election

SS announced that Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys) and Zoe Wright (B&CE) had stepped down as Directors were seeking re-election.

c) Announcement of any BID Members seeking election to the Board

None

d) Announcement of any Voluntary / Independent members seeking election to the Board

None

e) Voting of those persons seeking election and re-election

Paul Searle proposed Michael Deacon-Jackson should be reappointed to The Board, seconded by Jeremy Taylor. The appointment was confirmed by a show of hands. Zoe Wright proposed Markus Wood be

reappointed to The Board, seconded by William Perks. The appointment was confirmed by a show of hands. Markus Wood proposed Zoe Wright to be reappointed to The Board, seconded by Jeremy Day. The appointment was confirmed by a show of hands. There were no members against appointments, concluding the re-election of Board Members.

f) SS welcomed re-elected Board members.

6. Any other business and questions

William Perks (Peter Perks) raised a question regarding the introduction of CCTV and whether there had been any benefit in assisting with crime.

Steve Sawyer answered that, in Paul Palmer's absence (CCTV, ANPR for Sussex and Surrey Police) the CCTV has been in place for a year. During which time reported crime had gone up which could be indicative of better reporting but that SS believes that there has been an increase in crime. Danny MacLeod and Keith Walker appointed as BID Business Rangers have recently picked up on this activity and the policing team has made good use of the intelligence from the cameras. There have been gaps in the CCTV network covering some of the secondary areas and SS has been in discussion with Paul Palmer regarding filling these gaps with 4 additional cameras. The cameras are effective and there will be a report within the next issue of Manor Royal News. Chris Neilson (Sussex Police) indicated that they are instrumental in supporting the BID Business Rangers and will discuss this further during a meeting with Rosie Ross (Crawley District Commander, Sussex Police) Chris Neilson stressed that businesses should not feel worried about the reported increase in crime but will review the figures and look at how to exchange intelligence effectively with the BID Business Rangers.

SS added that the biggest challenge for businesses in some zonal areas is Car Cruising which is particularly difficult for the BID, businesses and the police.

There followed the formal announcement of the BID Business Rangers Service

TW announced that he is incredibly proud that the new service is now in place and thanked Board and Management team members, Michael Deacon-Jackson (FTD Johns), Chris Primett (Welland Medical) and Rachel Thomas (B&CE), Chris Neilson (Sussex Police), Karen Methven (Manor Royal Business Watch) and Nicola Constant-Glemas (Crawley Borough Council) in steering the process and appointing the company to recruit and manage the Business Rangers on behalf of the BID. TW introduced Peter Fisher, General Manager of SWL Security to say a few words.

Peter Fisher expressed his thanks for selecting SWL Security and is proud to be working with Manor Royal BID. Peter indicated the range of activity that the Business Rangers have experienced within the first few weeks and pleased that they were producing a wealth of intelligence to share with the police – explaining that the introduction of the Business Rangers is to provide a proactive service that genuinely produces results for Manor Royal businesses. The Rangers will also report on public realm issues liaising closely with the newly appointed BID Maintenance team. Peter urged businesses to contact the Rangers, day or night on the dedicated mobile number and that businesses can expect a visit from the Rangers team whenever they need.

TW thanks all members and partners for attending. The meeting closed following the signing of the memorandum of understanding between Manor Royal BID and SWL Security for the provision of the BID Business Rangers service.

Meeting Closed at 5.45pm

Date of the Next AGM: Thursday 27 September 2018 - Premier Inn at 5pm (TBC)

Important diary dates for your calendar:

- Tuesday 7th November - [Manor Royal Matters](#) – at Sandman Signature (Launch of Business Plan)
- Wed 6th December – 'An evening with Manor Royal BID' at Caterham Cars (Members, Levy businesses, Partners)
- Thursday 1st February – Manor Royal Showcase event – at Virgin The Base (Launch of BID2 ballot)

Useful links to Manor Royal BID website pages:

- Information on the [Business Rangers Service](#) is within the [Projects Page](#) on Manor Royal BID website
- News pages contain articles on the [AGM](#) and [Business Rangers Service](#)
- The [Resource Centre](#) page hold records of all meetings held and the online copy of [Annual Report 2016/7](#)