

Friday 15th August 2014 at The Office Building, Gatwick Road

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Jeremy Taylor (Gatwick Diamond Business), Cllr Peter Smith (Crawley Borough Council), Steve Sawyer (MRBD Limited), , Joanne Rogers (Prowse), John Peel (Coast to Capital LEP)

Apologies: Paul Searle (P&H Motorcycles)

Meeting outcome	Action / outcomes
<p>1 Approval of minutes The minutes from the meeting of 25 April were approved.</p>	
<p>2 Budget 2014/5 The budget was presented. Income collection was in line with expectations. Underspend in running costs relate to not appointing to assistant post. It was noted that there was now a need to appoint.</p> <p>Executive Director reported that there would likely be an underspend in the year mostly accounted for by the delayed starts to capital projects due to problems on both prioritised projects for year two. The delayed start and the dependencies on other agencies for permission and approval were cited as reasons for the predicted end of year surplus. A sum was also being retained for the delivery of the Buy Manor Royal inter-trade project.</p> <p>PS stated Crawley BC’s support for achieving project delivery and the need to identify support needed.</p> <p>JP advised that HR support should be provided to ensure HR legislation was complied with.</p>	<p>Budget position noted</p> <p>Support for recruitment noted.</p>
<p>3 Projects Update Executive Director presented a report on project status. The park was on target for delivery (although the official opening would be delayed for VIP involvement), CCTV was also in target although ANPR was still delayed. Broadband cabinets were being “stood up” although there were technical issues affecting some.</p> <p>Gatwick Road Bridge (Gateway 1), Rabbit Roundabout (Gateway 3), signage strategy and subway identified as year two capital projects.</p> <p>Other projects for year two included HR Forum, Training provision, Buy Manor Royal project alongside broader events provision.</p> <p>Chairman proposed that a dedicated projects session be organised to take stock of projects.</p>	<p>SS to organise projects session with appropriate people.</p> <p>Proposal for year two projects agreed.</p> <p>Board approved appointment and signing of signage audit contract..</p>
<p>4 Marketing JR provided an update on marketing activities including changes to logo, plans to re-vamp website, latest press coverage, refresh of Manor Royal News, plans for events and People’s Park formal opening and creation of tenants pack.</p>	<p>Board noted activity</p>
<p>5 AGM and Board nominations List of registered members was circulated. Executive Director reminded Board only registered members could attend the event and vote. Nominations to the Board (Keith Pordum - Bon Appetit, Zoe Wright – B&CE, Markus Wood – Avensys and the</p>	<p>SS to send notice of AGM to registered members and publish</p>

	<p>re-election of Michael Deacon-Jackson) were all endorsed and would be presented at the AGM.</p> <p>The articles allowed for a Board of up to 9. The nominations would allow the Board to achieve a full complement of BID member directors without the requirement for a formal ballot.</p> <p>The Board considered the end of year accounts and agreed to present for approval at the AGM without amendment. As unaudited accounts this did comply with small company law however the Board requested that fully audited accounts be produced for future years.</p> <p>The Board were informed that an Annual Report would also be produced, presented at the AGM and available online after the event.</p>	<p>online with the accounts.</p> <p>SS to approach RPD (accountants) to attend the AGM and provide a quote for a full audit.</p>
6	<p>Other matters</p> <p>Planning policy: the issue of permitted development that allowed conversion of offices to residential was discussed at length. The Board also noted with concern plans to extend these rights to industrial buildings. PS, informed the Board that Crawley BC had applied for an exemption for Manor Royal but it had been refused.</p> <p>Gatwick Airport: The discussed the issue of Gatwick airport, the latest reports from Gatwick and the next step in the consultation exercise. Close liaison with Gatwick was necessary.</p> <p>Manor Royal Showcase (20th November at Thales): The Board were reminded of this event as an opportunity to bring Manor Royal businesses together to keep them informed of progress, receive updates, network and provide feedback on progress.</p> <p>South East in Bloom award ceremony (17th September): Manor Royal has two tickets to attend this event at Brighton and Hove Albion FC AMEX Stadium.</p> <p>LEAG: MRBD Limited had been approached to host a future meeting of Crawley's Local Economy Action Group (LEAG) on the 13th November. In principle the Board agreed.</p> <p>All business concluded the meeting was closed at 11am</p>	<p>JP to approach his contact at DCLG.</p> <p>SS to meet with Hannah Staunton of Gatwick Airport.</p> <p>SS to attend SEiB awards. Invitation to be extended to others.</p> <p>SS to confirm LEAG meeting.</p>

FUTURE MEETINGS (all meetings take place between the hours of 830am and 1100am)**

10 September 2014:	Management Group (B&CE, Manor Royal)
25 September 2014:	AGM (Premier Inn)
22 October 2014:	Management Group
12 December 2014:	Board meeting

****Volunteers for hosting any of the above meetings to get in touch with SS. Board meetings up to 7 people, full MRBG meetings (Board and Management Group) up to 15**