



Notice of Annual General Meeting of MRBD Ltd (the Manor Royal BID Company)

**Thursday, 04 October 2018 at 5pm
At Premier Inn, Crawley Business Quarter, Fleming Way, RH10 9DF**

This notice is being sent to all registered Members and Directors of the MRBD Ltd

The Annual General Meeting of MRBD Limited will take place *at 5pm on Thursday, 04 October 2018 at Premier Inn (Manor Royal), Crawley Business Quarter, Fleming Way, RH10 9DF.*

Papers in respect of this meeting, including Accounts of the Company for the last financial year, will be despatched to Members between 14 and 21 days before the date of the meeting for formal approval at the AGM. A copy of the Company's Annual Report will be available to attending members and subsequently online via the Manor Royal website.

In accordance with the Articles of Association of the Company one third of the current Directors must retire from office but thereafter will be entitled to put themselves up for re-election. Details of those Directors who are retiring and those, if any, seeking re-election will be reported in future correspondence and published online at www.manorroyal.org

MRBD Limited formally invites nominations from members(*) who wish to stand for election to the Board.

All nominations received from prospective Board Members (both new and those seeking re-election) will be presented for consideration at the AGM.

In the event that more nominations are received than available positions on the Board an email ballot of members will be conducted prior to the AGM.

Nominations to the Board should be received by the BID Office by **5pm on Wednesday, 08 August 2017**

(*) Only registered members of the Manor Royal BID Company (MRBD Limited) may attend the AGM, nominate Directors and vote on matters arising. Further guidance about registering as a member of MRBD Limited and the process for nominating yourself or a fellow BID Company member as a Director can be found online in the "The BID" section of the website (www.manorroyal.org) and attached.

Please email info@manorroyal.org to confirm your attendance at the Annual General Meeting. Alternatively you can return a letter to Steve Sawyer at the MRBD Limited office (*address below*) to reach us no later than 5pm on Wednesday, 12 September 2018.

As a registered member, if you cannot attend the AGM but wish to make arrangements for a proxy vote for someone to vote on your behalf, please make contact with BID Office.

For further information:

Manor Royal Business District (MRBD) Limited

Unit 38 Basepoint Business Centre, Metcalf Way, Manor Royal Business District, Crawley, RH11 7XX

(e) info@manorroyal.org

(t) 01293 813 866

(w) www.manorroyal.org



MANOR ROYAL
BUSINESS DISTRICT
Be part of it!

Becoming a BID Member

All Manor Royal BID Levy Paying companies are invited to become a member of the Manor Royal Business District (MRBD) Limited BID Company, the registered not-for-profit company limited by guarantee, which is charged with the responsibility for delivering the Business Improvement District Business Plan. Membership of MRBD Limited is open and FREE to all Manor Royal Business District levy payers and offers you access to all MRBD Limited events and services and the opportunity to vote on all BID Company issues at Annual General Meetings.

What does it mean to be a BID member?

By contacting the BID Office and declaring your interest in becoming a member of MRBD Limited you are declaring you have the required responsibility and authority to do so and entitlement to vote on matters affecting the BID on behalf of your company. Only registered members of MRBD Limited are entitled to attend AGMs, nominate themselves or a fellow BID Member to become a Director of the Company and other “members only” meetings. Only those companies who have paid their BID levy are entitled to vote on matters affecting the Manor Royal BID.

Who is entitled to become a BID member?

Representatives from companies in the Manor Royal BID area who are BID levy payers. Only registered members of MRBD Limited are entitled to attend AGMs and other “members only” meetings. Only those companies who have paid their BID levy are entitled to vote on matters affecting the Manor Royal BID. Each company is entitled to one member and one vote.

How to become a member?

To become a BID Company member simply contact the MRBD Office by letter or email specifically declaring your interest in becoming a member.

Other ways to become involved

Being a member of MRBD Limited is not the only way to become involved in the operation and delivery of the Manor Royal BID. The involvement of as many Manor Royal companies as possible is actively encouraged. You can get involved and influence the way in which the BID levy is spent by being a part of one of the working groups that cover the main project areas, you can become involved in more strategic issues via the Management Group or by getting in touch to offer your ideas and input.

Keeping in touch

MRBD Limited makes every effort to keep you informed and up to date on matters affecting Manor Royal and the BID including the quarterly Manor Royal News magazine, monthly eBulletins, Linked In group and twitter. If you are not receiving this information and would like to, please contact the MRBD Office.

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MANOR ROYAL
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Becoming a BID Director

HOW TO BECOME A DIRECTOR OF THE MANOR ROYAL BUSINESS IMPROVEMENT DISTRICT (BID) COMPANY

The Board of Directors provides the strategic oversight and direction of the Manor Royal BID Company (MRBD Limited) – the legal entity that manages the BID – and is responsible for ensuring the BID levy funds are properly invested in accordance with the agreed BID Business Plan as voted for by Manor Royal businesses.

The Board of Directors comprises between 3 and 9 people, unless otherwise determined by the Board.

Who can be a BID Director?

Registered members of the BID Company (MRBD Limited) can become a Director of the company. This means they should be representatives of a company that is located in the Manor Royal BID area, they should be from a company that is liable to pay the BID levy, they should have paid their BID Levy and they should have registered as a member of MRBD Limited on behalf of their company. *See separate notes on registering as a BID Member.*

Can anyone else be a BID Director?

The Articles of the Company allow for “Local Authority Directors” (up to two), “Voluntary Members” from companies that are not automatically liable to pay the BID levy (up to two) and “independent Directors” usually chosen by the Board because they have particular skills or experience the Board believe are useful.

How often does the Board meet?

Quarterly and sometimes, by exception, more often but this is rare.

Who can nominate?

Registered Members of the Manor Royal BID Company. *See separate note about becoming a BID Member.*

How can I make a nomination?

Complete the form on the next page or email info@manorroyal.org providing the required information to nominate yourself or a fellow BID Member. Nominations can be accepted by email WITHOUT the form provided all the required information is supplied

Please note

All nominations to the Board must be approved by the majority of members attending the AGM. Nominations will be checked prior to the AGM to ensure they can be considered by members at the AGM. Should more nominations be received than places available on the Board an email ballot will be conducted prior to the AGM.

The above is a summary of the key points governing Director Nominations. Further information about the Board and MRBD Limited are contained in the Terms of Reference and Articles of the Company available online and on request.

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