

# MRBD LIMITED

## ANNUAL GENERAL MEETING MINUTES

Thursday, 25 September 2014 (5pm to 6pm)

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

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### In attendance

#### BID Directors

Trevor Williams (TW) (Thales UK) (Chair)  
Michael Deacon-Jackson (MDJ) (FTD Johns)  
Jeremy Taylor (JT) (Gatwick Diamond Business),  
Cllr Peter Smith (represented by David Covill by proxy) (DC) (Crawley Borough Council)  
Paul Searle (PS) (P&H Motorcycles)

#### BID Members

Richie Wicks (RW) (LoknStore)  
Markus Wood (MW) (Avensys)  
Zoe Wright (ZW) (BandCE)  
Keith Pordum (KP) (Bon Appetit)  
Brett North (BN) (Elekta)  
Nick Hance (NH) (HSBC)  
Alastair Watkinson / Paul McConalogue (Natwest)  
Alun Evan (AE) (SOS Systems)  
Mark Curtis (MC) (Split Image)  
Sally Bourne (SB) (TUi Travel)  
Paul MacKenzie (PM) (Vega Global)  
Jeremy Jalie (JJ) (Vision Aid Overseas)  
Chris Primett (CP) (Welland Medical)  
Luke Murphy (LM) (Doosan Power Systems)  
William Perks (WP) (Peter Perks Limited)  
Yvonne Taylor (YT) (Product Perceptions)  
Christina Kerr (CK) (Sayers Publishing)  
Steve Pullen (SP) (Varian Medical Systems)  
Anthony Maynard (AM) (CGG)  
Martha Burring (MB) (The Gatwick School)

#### Non BID Members / Guests (non-voting)

Darren Harding (DH) Richard Place Dobson) – BID Accountant  
Henry Smith (HS) (MP for Crawley)  
David Butcher (DB) (FD Outsourcing / Gatwick Diamond Initiative)  
Steve Sawyer (SS) (MRBD Limited)

#### Apologies:

Sarah Godfrey (Virgin Atlantic), Jane Jones (Eezehaul), John Peel (Coast to Capital LEP), Rosemary French (Gatwick Diamond Initiative), Joanne Rogers (Prowse and Co), Marie Ovenden (West Sussex County Council)

## 1. Welcome

Trevor Williams (TW) welcomed everyone to the meeting and provided a highlights review of the first year.

## 2. Approval of minutes of last AGM

There were no minutes to approve as this was MRBD Limited's first AGM

## 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 2014.

DH explained about the structure of the accounts and that they had been compiled in accordance with the Companies Act 2006. Most of the income was accounted for by Levy Income and the majority of costs associated with the BIDs commitment to infrastructure projects in the year.

At the end of the year there was a bank balance of £122,050, most of which was accounted for by creditors falling due within the year leaving a small surplus of £4,881. DH reported no concerns. Questions were invited.

Christina Kerr (CK) queried the central admin costs and whether it was reasonable that a proportion of these costs be reallocated to the project areas on a time basis. DH explained that good practice rules had been applied typical of a Not For Profit organisation.

Chris Primett (CP) queried why a full audit of accounts had not been carried out. DH explained there was no legal requirement to do so. Trevor Williams (TW) stated that a decision had been taken by the Board to conduct a full audit of accounts for the remainder of the BID regardless of legal requirements.

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 2014/5. The fee for which was set at £4,250 and would cover the full audit of accounts. This was approved by a show of hands.

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

### a) Announcement of those Board Members who have retired

TW announced that in accordance with the articles of the company Michael Deacon-Jackson (FTD Johns) had stepped down as Director.

### b) Announcement of those Board Members seeking re-election

TW announced that Michael Deacon-Jackson (FTD Johns) was seeking re-election.

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

TW announced the following BID Members were seeking election

Keith Prodom (KP) Managing Director of Bon Appetit

Markus Wood (MW) Managing Director of Avensys

Zoe Wright (ZW) Head of People and Organisational Development at B&CE

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

None

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

MDJ's nomination was proposed by JT and seconded by CP. Appointment confirmed by a show of hands.

KP's nomination was proposed by JT and seconded by MDJ. Appointment confirmed by a show of hands.

MW's nomination was proposed by Paul Searle (PS) and seconded by Mark Curtis (MC). Appointment confirmed by a show of hands.

ZW's nomination was proposed by Alun Evans (AE) and seconded by JT. Appointment confirmed by a show of hands.

TW welcomed new and re-elected Board members and thanked previous Local Authority Directors Cllr Claire Denman and Cllr Bob Lanzer who had served during the year.

## **6. Any other business and questions**

TW welcomed Henry Smith MP (HS) to the meeting and asked if he would like to address members. HS thanked members and congratulated them on their progress to date. He reminded MRBD Limited that they should contact him if they feel he can be of any assistance in their future activities. TW thanked HS for his support.

TW asked whether there were any questions.

JT asked about Manor Royal's recent entry in the Business Improvement District (BID) category at the South & South East In Bloom 2014 competition. SS confirmed Manor Royal had achieved a Silver standard and was nominated overall category winner.

Yvonne Taylor (YT) asked about the Broadband project. SS confirmed that MRBD were working with West Sussex County Council and BT to achieve 100% fibre upgrade for Manor Royal. The first phase was already complete and the second phase on target for the end of the year although the second phase was technically more difficult and there were some problems achieving the necessary wayleave permissions from some landlords. SS volunteered to discuss the project in more detail outside the meeting.

JT asked HS about his position on proposals by the Government to extend permitted development rights allowing the conversion of commercial properties (including offices and industrial units) for use as housing. HS expressed the view that he did not think this was appropriate for Manor Royal, that he had asked Crawley Borough Council to send to him their response to the Government consultation and had asked to meet with representatives from the Department for Communities and Local Government (DCLG). SS confirmed that MRBD had responded to the Government consultation and sent that response to HS and Crawley Borough Council.

Nick Hance (NH) asked about plans to create a business directory. SS confirmed that there were plans to create an online directory by the end of the year. In the interests of probity and data protection MRBD had decided to "piggy back" Crawley Borough Council's plans to create a directory for Crawley using Burrows Communications. This would allow for the creation of a bespoke Manor Royal directory that the BID could build on. Companies would have the choice whether to be listed or not. Questions were raised about whether the directory should be members only. Initially the directory would not be members only.

CP asked about the opening of the People's Park. SS confirmed the People's Park was now open. CK raised concerns about security. SS confirmed that the front of the park would be covered by one of the CCTV cameras. David Covill (DC) encouraged members to alert the Community Wardens of any suspicious behaviour.

JT proposed that the efforts of SS be acknowledged.

**Meeting Closed at approximately 6.10pm**