

Friday 02 SEPTEMBER 2016 at Avensys, Fleming Way

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Clem Smith (Crawley Borough Council), Jeremy Taylor (Gatwick Diamond Business), Keith Pordum (Bon Appetit), Sam Murray (MRBD Limited), Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys), Cllr Peter Smith (Crawley Borough Council), John Peel (Coast-to-Capital LEP), Duncan Barratt (West Sussex County Council).

Apologies: Zoe Wright (BandCE), Joanne Rogers (Prowse), Paul Searle (P&H Motorcycles)

Meeting outcome		Action / outcomes
1	<p>Welcome Trevor Williams welcomed Board members to the meeting.</p>	
2	<p>Approval of minutes The minutes from the previous Board meeting of 11 March were approved.</p>	
3	<p>Executive Directors Report Current Budget & Project Overview (year three 2015-6) The detailed budget sheet was circulated for comment.</p> <p>Budgets Collection rate is 94.8%. 2% behind point last year but no concerns. SS thanked DB for resolving finance around Gateway 3 and Wayfinding. Taking account of predicted income and commitments there will be a budget gap of £249,160 on the year. The gap can is mostly accounted for Gateway 1 entrance improvement costs.</p> <ul style="list-style-type: none"> • Gateway 1 – The major works are now unlikely to begin in this financial year meaning the related costs will occur in the next financial year thereby resolving the immediate funding gap issue. SS to confirm at December Board meeting. • CCTV - SS indicated that CCTV will be formally operational and announced during the AGM on 29 September with formal signing of the MOU (the official data sharing, management and maintenance agreement between the police and the BID). SS clarified that individual businesses will not have direct access to data, but the BID will receive quarterly reports on camera activity, and data sharing will be between the police and the BID via Business Watch. Businesses should report crime to the police and via Business Watch. Maintenance and camera costs are lower than budgeted, allowing minor recycling of funds. <p>Write offs / Refunds SS outlined details surrounding a Levy payment of £1,101.60 by Parham Property Holding in respect of Westinghouse, Sterling Park. Due to the exceptional circumstances SS recommended issuing a refund.</p> <p>The Board approved the request for a Levy refund as exceptional circumstances. The Board noted and approved the current budget position.</p>	
4	<p>AGM – Accounts, Annual Report and Arrangements</p> <p>i. Final audited accounts for Year 3 (2015/6) The auditors reported that the Audit of accounts was “clean” with no significant issues. Recommendations were made to improve the process of control for making payments.</p> <p>ii. Annual Report SS presented the accounts for approval by the Board and explained an additional note on page 9 had been produced to explain to levy payers how the surplus was accounted for and committed to future projects. With reference to Note 6 - setting aside £50,000, JP would like to see this figure brought forward into the main accounts as a separate item.</p>	SS to pick up in Procurement document

	<p>CS queried the purpose of ‘register of interest’. SS clarified that it is there to protect the directors from criticisms of exerting undue influence or benefiting commercially from their role on the Board.</p> <p>iii. Nominations to the Board of Directors Keith Pordum and Trevor Williams to be re-elected at the AGM. Tony Maynard of CGG has declared an interest in becoming a Board Director. The Board noted Tony Maynard’s nomination to be put to BID members attending the AGM.</p> <p>iv. Arrangements for AGM on 29 September at 5pm (Premier Inn) SS to invite members of Sussex Police to say a few words regarding the CCTV and MOU agreement, partnering with the BID.</p> <p>The Board approved the Accounts for presentation at the AGM The Board approved the Chairman to sign the Accounts.</p>	<p>SM to add members of the police to the guest list for the AGM</p>
<p>5</p>	<p>Survey Results and early implications for BID 2</p> <p>i. Survey Results SS circulated copies of the detailed survey results. British BIDs guidance (not statutory) for a healthy response rate is 40%. This figure includes interviews, meetings and survey responses. Manor Royal BID generated a good response rate of 35% (calculating only Levy paying responses) comparable to other BIDs, allowing confidence in the responses.</p> <p>Comments are revealing, with 70% of respondents supportive of the BID, expressing that Manor Royal is getting better and that respondents are supportive of projects. More detailed work is required to assess how the BID should respond to those issues raised, both during this BID term and any possible second term BID. There are strong concerns over the condition of the roads and transport.</p> <p>There was discussion over any negative responses to survey questions. A response, whether negative or positive is indication that businesses care enough to participate. It was concluded that it is positive for the BID to receive negative responses to assess where changes can be made.</p> <p>ii. Plan of Action: Proposal for responding to the survey SS requested the formation of a subgroup to work through the survey details to formulate a response share at Manor Royal Matters (9 November). To ensure that BID investments are Levy paying business led decisions, it was decided to hold a subgroup meeting with Business Board members, followed by a meeting with the local authorities. JP indicated that the BID ought to be mindful of the potential impact of the Government’s Autumn Statement.</p>	<p>SM to set up meeting between TW, KP, MDJ, JT, MW and SS.</p>
<p>6</p>	<p>A.O.B.</p> <p>Procurement Policy Draft SS circulated a paper for comment. Comments were made regarding the threshold of £50,000 for competition being typical, that an explanation of how tenders would be scored to be included while being mindful of the need to retain some flexibility and the statement on supporting local suppliers be re-visited. The Board considered the document to be generally fit for purpose and could be refined through use and periodic review.</p> <p>SS to make necessary revisions including more detail on the process for approving orders and payments.</p> <p>Development Pages and Welcome Pack SS circulated printed copies of Development Pages from Manor Royal News as a tool to promoting the positive development across the business district, together with the newly printed Welcome Pack, (folder and inserts) with detail on Manor Royal business district, specifically to promote the BID to new businesses and potential businesses coming to the area. The folder was well received by the Board.</p>	<p>SS to make revisions for approval.</p>

<p>BID Office move Due to the University of Brighton deciding to give up their lease of Magellan Terrace, the BID will have to relocate before January 2017.</p> <p>Green Lane subway SM indicated that there have been reports of vandalism to the BID signage at the entrance of Green Lane which has been reported to CBC. Costs for new signage and installation have been requested, with consideration of replacing or relocating signage.</p> <p>LEP representation - JP retires from the LEP in May 2017 and will offer a recommendation for representation of the LEP on the BID Board.</p> <p>Gatwick Road Footbridge The bridge installation will take place on 26 September.</p>	<p>SS and SM reviewing premises during September.</p> <p>Board members to contact SS with options for BID office locations.</p> <p>JP to contact SS with LEP contact.</p>
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All business having been completed the meeting was CLOSED at 10.15am.

DATES FOR THE DIARY

- Thursday 29 September – Annual General Meeting, Premier Inn, (5pm – 7pm)
- Tuesday 4 October – HR People Forum, Welland Medical (12noon – 2pm)
- Wednesday 26 October – Management Meeting, Doosan (8.30am – 10.30am)
- Wednesday 9 November – Manor Royal Matters, Sandman Signature, (9am-2pm)
- Monday 21 November – BID presentation to WS and CBC Councillors, Thales (5.30pm – 7.30pm)