

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Paul Searle (P&H Motorcycles), Paul Roe (Kreston Reeves Markus Wood (Avensys), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Clem Smith (Crawley Borough Council)

Apologies: Zoe Wright (BandCE), Keith Pordum (Bon Appetit), Michael Deacon-Jackson (FTD Johns), Tony Maynard (CGG), Cllr Peter Smith (Crawley Borough Council),

Meeting outcome	Action / outcomes
<p>1 Welcome and approval of the minutes Trevor Williams welcomed everyone to the meeting. The minutes of 8th March were approved.</p>	<p>Minutes approved</p>
<p>2 Finance Update (Section 1) The finance position was discussed with no concerns to report. Levy collection is ahead of the same point last year and the Arts Council had approved a grant of £14,650 towards the cost of the Heritage and Arts Trail. All slots on the Digital Signs have been sold. PR asked whether the income expected from the signs would be more than reported in the Budget. At this stage an end of year surplus of £87,485 is predicted. However, this does not take account of possible contributions required for the Trail Project, any commitment the Board may yet make to other projects or enhancing existing services e.g. maintenance or the requirement to restore the Reserve (£50,000)</p> <p>AGM / Final Accounts The draft final accounts were presented. RPD have once again given the BID a “clean” audit report. There is a difference between surplus shown in the audited accounts and that previously reported to the Board. This was largely to do with the treatment of the digital signs as an asset on the balance sheet while reports to the Board are made on a cash basis. This will be highlighted in future reports to the Board but it was agreed to continue to report to the Board on a cash basis. The Board were asked to approve the accounts for consideration at the AGM.</p> <p>Trevor Williams, Keith Pordum and Tony Maynard needed to indicate whether they intended to stand for re-election at the AGM. Other Board members needed to indicate whether they intended to continue.</p> <p>Board members were reminded that they needed to complete and return the register of interest form if they hadn’t already.</p>	<p>The Board approved the Budget position.</p> <p>SS to reassess the expected income from signs.</p> <p>SS to re-work the budget to reflect changes in staffing and reconcile to audited accounts.</p> <p>The Board approved the draft final accounts for consideration at the AGM.</p> <p>TW, KP, TM and all Board members to indicate their intentions to continue.</p> <p>Outstanding Register of Interest forms needed to be completed.</p>
<p>3 Operational Matters (Section 2) The Board received an update on recruitment. Clare Silva had been appointed to the Operations Manager role and Chris Oxlade to the Marketing Officer role – both part time posts. Costs would be offset by negotiated changes to the arrangements with Prowse & Co, who would continue to provide core PR and Comms support until the end of the calendar year (December 2019) and after be used to support events. The overall effect would be cost neutral to the BID.</p> <p>The Board acknowledged the invaluable support of Prowse & Co but recognised the requirement for changes to be made to ensure greater stability for the BID.</p> <p>The following points were also discussed / resolved:</p> <ul style="list-style-type: none"> The new team structure would be effective from 15 July when Clare and Chris take 	<p>The Board agreed recommendations as set out in the report.</p>

	<p>up their posts.</p> <ul style="list-style-type: none"> • There were challenges recruiting to the vacant Business Ranger role • Sussex Wildlife Trust had come up with a new proposal for the next year, which the Board were recommended to approve. • SS was still waiting costs from Crawley BC for expanding the maintenance team service. It was advised that a conversation with Crawley BC regarding Baselines would be necessary before committing to additional spend in this area. • Cuts in services provided by West Sussex County Council were expected and would impact on the top-up / additional services paid for by the BID if standards overall were to be maintained. A meeting with WSCC was scheduled for 16 July. • The Board were asked to approve moving the date of the AGM and to incorporate as part of the Manor Royal Matters event (14 November) <p>Julie Kapsalis mentioned the opportunity to include specific training focussed on the retail sector e.g. loss prevention</p>	JK to forward details of retailer training for consideration
4	<p>Projects update (Section 3)</p> <p>The Board received an update on projects and approved the recommendations as set out in the report.</p>	
5	<p>Marketing & Communications</p> <p>The Board were asked to note the Marketing and Communications activity as set out in the report, including the dates of upcoming events and publications.</p>	Board noted progress on marketing and comms.
	<p><i>At this point Louise Blackwell joined the meeting to discuss the emerging Arts and Cultural Strategy. Louise made a short presentation and facilitated a discussion about the contribution and value of the arts and culture in support of the work of the Manor Royal BID and in terms of improving the Manor Royal Business District.</i></p>	
6	<p>Other Matters / AOB</p> <p>Natwest Mentor scheme: Discussions had been on-going with Natwest to make available their business support service (Mentor) to Manor Royal businesses via the BID on a pilot basis. The Board approved the trail.</p> <p>New Waste & Recycling partner: The Board were supportive of the change to Biffa as the new provider. SS to circulate details.</p> <p>Strategic matters: The Board were made aware of emerging strategic issues they would have to take a view on and respond to. Specifically; the Local Plan Review (Crawley BC), the Local Industrial Strategy (C2C LEP) and the Gatwick Airport Masterplan.</p> <p>Town Centre BID: Clem Smith updated the Board on plans for the town centre BID and asked that a conversation be had to understand how the two BIDs, if a town centre BID were created, might work together.</p>	<p>SS to progress launch of "Manor Royal Mentor"</p> <p>SS to circulate details of Biffa partnership</p> <p>CS to organise meeting between MRBID and town centre partners</p>

All business having been completed the meeting was CLOSED at 10.50 am.

2019 DIARY DATES

- People Conference, 10 October. 9am – 2pm
- BOARD MEETING, 18 October. 9am – 11am
- Manor Royal Matters, including AGM, 14 November. 9am – 2pm
- Christmas event, 04 December at L3. From 5pm