

Manor Royal Business Group (MRBG): Meeting outcomes and notes from 28 JUNE 2013

Meeting outcome	Action
<p>1 Welcome: Attendance and apologies noted.</p>	
<p>2 Minutes from last meeting. Minutes were approved.</p> <p>Actions undertaken</p> <ul style="list-style-type: none"> - Capital projects prioritised (as at 24 May exceptional meeting) - Accountants appointed to run payroll and audit final accounts. - Bank account (and signatories) set up. - Company registered as MRBD Limited with Companies House - BID launch event organised (10th July at Virgin) - Programme of future Board and Management Group meetings proposed. - Financial statement produced - Levy collection charge agreed with CBC <p>Outstanding actions</p> <ul style="list-style-type: none"> - Cllr Claire Denman needs to be registered as a director with Companies House - Terms of reference for Board and Management Group have been drafted but need amending and presenting for sign off - Support to Executive Director needs to be put in place. Question raised about support GatwickDiamondJobs.com may be able to provide. - Signed MoU and Baselines from WSCC still outstanding. - Arrangements for on-going office accommodation needs to be resolved 	<p>CD – to provide details of DoB, home address and other directorships</p> <p>SS – to review ToR</p> <p>GC – sorting WSCC MoU and baseline sign off</p> <p>SS – sort office accommodation and set up</p>
<p>3 Budget</p> <p>Budget presented and agreed. Financial year to run April to March with the first BID year being a short year (10 months). Total levy income £333,333 plus £600,000 from WSCC for capital projects. £815,000 (89%) available for projects and services. Minimal costs incurred to date. WSCC funds to be spent by financial year end.</p> <p>Discussion about charging for insert and adverts in Manor Royal News was discussed as a possible revenue stream but not taken forward at this time.</p>	<p>SS – separate running costs from project costs for reporting to the board</p>
<p>4 Projects and initiatives</p> <p>The initial proposed partnerships were agreed as easit (travel), GDJobs.com (recruitment), Business Watch (security), Auditel (Procurement), West Sussex Credit Union (Manor Royal Savers) and Crawley Town FC.</p> <p>Three capital projects agreed as CCTV/ANPR (security), Broadband (connectivity) and People’s Park (facilities). Discussion on broadband concluded with agreement to continue liaison with WSCC on BDUK roll out but to test the market for other options to ensure the Business Group is well placed to address the issue with full awareness of the issues and options and the ability to facilitate a solution.</p>	<p>SS/TW – to meet with WSCC re:broadband and kick start projects</p> <p>SS – to progress capital projects as a priority</p>
<p>5 Critical path / roadmap</p> <p>The roadmap for year one of the BID to May 2014 was presented with key milestones marked. When project delivery dates are known this to be populated and made widely available.</p>	<p>SS – to populate roadmap with project milestones.</p>
<p>6 BID Launch, 10 July @ Virgin</p> <p>Communications for the event and subjects to be covered were discussed and agreed along with the latest position on sign-up. A discussion followed concerning the challenge of communication, marketing and promotion to ensure everyone was informed about the progress of the BID. Now the BID is in place these communication channels would need to be better.</p>	<p>MO – to put WSCC comms team in touch with SS</p>
<p>7 Other business</p> <ul style="list-style-type: none"> - Roads: Major road works on a number of Manor Royal roads have been brought forward by WSCC and scheduled for October. - Strategic issues: The MRBG would need to formulate clear positions on strategic issues affecting Manor Royal e.g. Gatwick, planning, development and ensure it maintains profile with key partners such as Crawley BC, West Sussex CC, Gatwick Diamond Initiative and LEP. 	<p>MO – to keep MRBG informed of road works.</p> <p>SS – to bring strategic issues back to the group.</p>

NEXT BOARD and MANAGEMENT GROUP MEETING: Wednesday, 25 September 830am to 1130am

FUTURE MEETINGS**

25 September 2013: Board and Management Group
20 November 2013: Management Group (Welland Medical, Brunel Centre)
18 December 2013: Board (Welland Medical, Brunel Centre)
22 January 2014: Management Group
12 March 2014: Board and Management Group
14 May 2014: Management Group

****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**