

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

**Thursday, 14 November 2019 at 915am
At Sandman Signature Hotel, Tinsley Lane South, Crawley, RH10 8XH**

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 915am on Thursday, 14 November 2019 at Sandman Signature Hotel, Tinsley Lane South, Crawley, RH10 8XH and forms part of the Manor Royal Matters Conference 2019.*

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 Friday, 13 September 2019**

(*) Only registered members of the Manor Royal BID Company (MRBD Limited) may 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).

Please email clare@manorroyal.org to confirm your attendance at the Annual General Meeting. Alternatively you can return a letter to Clare Silva (Operations Manager) at the MRBD Limited office.

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



Events at Manor Royal

Be part of it!

MANOR ROYAL MATTERS

(incorporating the Manor Royal BID AGM and Annual Review)

Date: Thursday 14 November 2019

Time: 9 am – 2.00 pm

Location: Sandman Signature London Gatwick Hotel, Crawley

Discussing the issues that really matter on Manor Royal

‘Manor Royal Matters’ brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal. The event will allow delegates to feedback using electronic voting pads. This year, for the first time, the event will also include the Manor Royal BID Annual Review consider and AGM.

09:15 **Registration and coffee**

09:40 **Opening remarks** (Event Chair)

09:50 **Our year in review and thoughts on future challenges and projects**

10:05 **Annual Review & AGM**

1. Approval of minutes and consideration of accounts
2. Appointment of auditors and authority for Board to agree remuneration
3. Election and re-election of Directors of the Board
4. Questions from the floor

10:25 **Our economic outlook**

Marcus Wright, Senior Economist and Head of Economic Forecasting & Stress-testing Economics at Royal Bank of Scotland.

10:55 **Your say: voting on key issues and panel debate**

Delegates vote on key issues using electronic voting pads for the panel to debate.

11:20 **Coffee break and exhibition**

11:45 **BREAKOUT SESSIONS** (*Delegates join one of these sessions that run concurrently*).

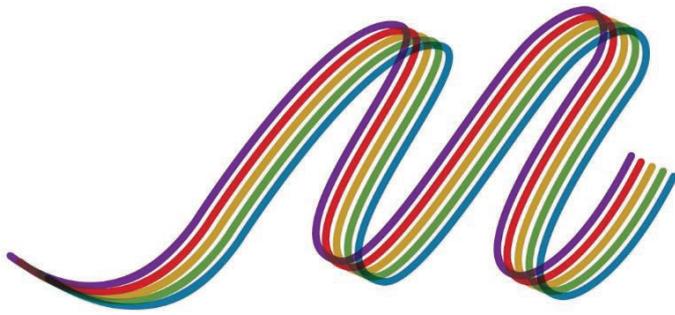
- A. Place Matters:** Marc Tomes (Allen Scott Landscape Architects) and Richard Wolfstrom discuss the latest plans for improving the business district, why it’s important and how businesses can get involved.
- B. Wellness & Community Matters:** How partners are working to promote staff wellbeing and details of new ways the BID is working to support staff and businesses in Manor Royal, and to celebrate their achievements.
- C. Property Matters:** A facilitated panel debate to discuss the latest developments and property trends.

12:30 **Event wrap-up and competition winner**

Tickets available on a first-come-first-served basis including FREE networking lunch.

This event is exclusively for Manor Royal based companies and is provided by the Manor Royal BID Company

Reserve your free place without delay at www.manorroyal.org/events



MANOR ROYAL
BUSINESS DISTRICT
Be part of it!

Becoming a BID Director

HOW TO BECOME A DIRECTOR OF THE MANOR ROYAL BUSINESS IMPORVEMENT 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.

For further information:

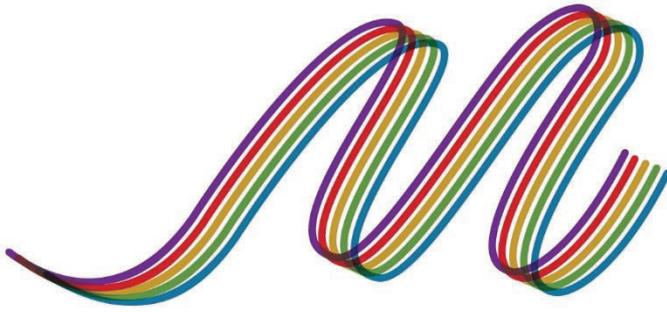
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Nomination Form

Use this form to nominate yourself or someone else to become a Director of the Manor Royal BID. Alternatively, you can make your nomination by email to info@manorroyal.org provided your email contains the relevant information. Please make sure you have read and understood the guidance notes about becoming a Manor Royal BID Director and that the person you nominate is aware, is a registered BID Member and has given their agreement to be nominated.

1. YOUR DETAILS

Your Name	
Your position	
Business name	
Your business address	
Your email	
Your telephone number	

2. CANDIDATE DETAILS / THE PERSON YOU ARE NOMINATING

Who are you nominating? (Please tick)

Myself	<input type="checkbox"/>	Someone else	<input type="checkbox"/>
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**If nominating yourself move to section 3*

Candidate Name	
Position	
Business name	
Business address	
Email	
Telephone number	

3. YOUR STATEMENT

A short statement of no more than 50 words about what you would hope to bring to the Manor Royal BID Board.

4. DECLARATION

The person I am nominating understands they are being nominated as a director of MRBD Limited and is prepared to serve as such if their nomination is approved.

Signed		Dated	
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