

Friday 27 JULY 2018 at Thales, Manor Royal

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit), Michael Deacon-Jackson (FTD Johns), Paul Searle (P&H Motorcycles), Cllr Peter Smith (Crawley Borough Council), Duncan Barratt (West Sussex County Council), Joanne Rogers (Prowse),.

Apologies: Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Jeremy Taylor (Gatwick Diamond Business), Markus Wood (Avensys), Zoe Wright (BandCE), Clem Smith (Crawley Borough Council), Tony Maynard (CGG), Sam Murray (MRBD Limited).

Meeting outcome	Action / outcomes
<p>1 Welcome and approval of the minutes Trevor Williams welcomed the Board members to the meeting. The minutes from the previous Board meeting of 02 March 2018 were approved.</p>	<p>Minutes approved</p>
<p>2 Finance update (Exec Directors report sections 1 & 2) The current budget position was discussed. Levy Collection is on target and fractionally ahead of the same point last year. The approach to managing the deficit was discussed with mitigating actions and options for managing spend in the latter part of the year. Cashflow projections were discussed outlining the position for restoring the full reserve during the next financial year.</p> <p>SS was asked to confirm the overdraft position should it be needed. It was stressed that there were no plans to have to use any overdraft facility.</p> <p>As it stands the biggest risk relates to the Digital Signs Project and the connection charges being quoted by UKPN, in particular as they relate to two sites (Fleming Way West and Manor Royal East). The Board discussed the options available for delivering the project, which are being progressed.</p> <p>One write-off has been requested in respect of a property that is no longer listed in the ratings list that was billed in error.</p>	<p>Budget position approved and to be kept under review. Mitigating factors to be discussed at future meetings.</p> <p>SS to confirm overdraft facility.</p> <p>Options on sign delivery noted. SS to report to the Board on progress.</p> <p>Write-off approved.</p>
<p>3 Projects update (Section 3) SS presented the project update report to the Board. The following recorded for the benefit of the minutes: Gateway 1: The Board noted the request for the BID to increase its contribution to delivering this project from £75,000 to £80,000 the rest being contributed by others as part of the Crawley Growth Programme (CGP) Digital Signs: recorded previously Parking Management Plan (PMP): Potential delay to the planned informal consultation with Manor Royal businesses. Awaiting decision from Crawley BC to proceed. Manor Royal Hub / facilities: KP raised the question of slow / no progress. SS indicated that support to undertake the necessary feasibility has not been forthcoming. Future meeting planned with the C2C LEP to explore options. Transport Group: to be reconvened on 25th September</p> <p>Board remarked on the good work by the Maintenance Team and the Business Rangers and asked for their thanks and compliments to be passed on.</p>	<p>Board approved uplift of financial contribution to Gtaway 1 to £80,000</p> <p>Board approved position on projects</p>
<p>4 Contracts renewal (Section 4) Most of the contracts had now been renewed. The exception being the new SWL Security contract to supply the Business Rangers. This required more work on some of the detail and in the meantime it has been agreed to continue the service based on the</p>	<p>Board noted contract renewal position.</p>

	existing terms. TW requested to be involved in negotiations.	SS to invite TW to attend SWL Security contract discussions.
5	<p>AGM arrangements (Section 5)</p> <p>The AGM will take place on 04 October at 5pm at Premier Inn. The notice has been sent out inviting members to make nominations to the Board. Paul Searle (PS) intends to stand for re-election. Jeremy Taylor (JT) has formerly tendered his resignation due to a change in his circumstances but wants to remain involved, initially at Management Group level.</p> <p>The Board discussed options for new Directors and formally acknowledged JT's contribution to the success of the Manor Royal BID. The Board unanimously thanked JT and agreed he would be a valuable asset to the BID as part of the Management Group.</p>	<p>AGM arrangements noted.</p> <p>Board formally thanked JT. TW to contact JT separately to express the thanks of MRBD Ltd.</p>
6	<p>Marketing and Communications</p> <p>JR highlighted recent and planned activities. A particular focus on two significant events in the BID calendar - Know Your Neighbour that attracted 330 delegates and circa 70 stands. An event that continues to be increasingly popular. The inaugural Careers EXPO took place the following day and attracted 380 delegates with 52 organisations exhibiting advertising over 200 jobs on the day. The event was a success with plans to repeat the event in 2019.</p> <p>The next issue of Manor Royal News (a manufacturing special) was at the printers and work was being progressed for the new Manor Royal People Conference (04 October), to replace the HR Forums, and Manor Royal Matters Conference (15 Nov) where we will be using electronic voting pads to inform the Board's December budgeting setting meeting.</p> <p>The Board acknowledged the work of Joanne Rogers (JR) (Prowse & Co) in organising these events on behalf of the BID and recognised the growing popularity of the events programme.</p>	<p>Board noted the success of the recent events and acknowledged the efforts of JR</p>
7	<p>Other Matters / AOB</p> <p>Register of Interests: The Board considered the proposed policy on recording and managing interests, particularly for those attending BID Board meetings. The policy was agreed and it was further agreed that all individuals attending Board meetings should complete the Register of Interest form that would be displayed on the Manor Royal website.</p> <p>Awards: The Board acknowledged that two projects delivered by the Manor Royal BID (Gateway 3 Improvement and Crawler's Brook) and been highly commended by Sussex Heritage as part of the Sussex Heritage Awards. The Terrace Pocket Park had been entered for a British BIDs Project Award.</p>	<p>Register of Interest Policy agreed.</p> <p>SS to circulate Register of Interest form for all Board members and advisers to complete.</p>

All business having been completed the meeting was CLOSED at 11.30am.

DATES FOR THE DIARY

Wed 5th September – BID Management Meeting, Welland

Thurs 4th October – Manor Royal People Conference, Sandman Signature Hotel

Thurs 4th October – Manor Royal BID AGM, Premier Inn

Thurs 8th November – British BIDs Conference, Cambridge

Thurs 15th November – Manor Royal Matters Conference, Sandman Signature Hotel

Wed 5th December – BID Christmas Event, *Venue TBC*

Friday 7th December – BID BOARD Meeting, Budget setting meeting