

**BOARD MEETING**14<sup>th</sup> June 2022 Crawley Library**MEETING NOTES**

|   | <b>Action</b>   |
|---|---|
| <p><b>1. Welcome, introductions, Apologies and Declarations of Interest</b><br/> <b>Attendees:</b> Luke Longley (LL), Nicki Cheek(NCh), Paul Rolfe (PRo), Wendy Bell (WB), Greg Lazarev via Teams (GL), Simon Cuckow (SC), Sam Murray (SM)<br/> <b>Apologies:</b> Duncan Crow, Susana Lopez, Peter Rainier (PR), Matt Tyson (MT), Abi Bowden (AB), Daisy Waldron (DW)<br/> <b>Guests:</b> Lynn Hainge (LH)</p> <p>The following standard <b>Declarations of Interest</b> were noted:</p> <ul style="list-style-type: none"> <li>• Matt Tyson - Executive Member of Gatwick Diamond Business; Richard Place Dobson (MT's employer) are auditors for the Manor Royal BID and Crawley Town Centre BID.</li> <li>• AB – Bankers for Crawley Town Centre BID</li> </ul>  |   |
| <p><b>2. Minutes of the last meetings (April 22)/Matters Arising</b><br/>           It was confirmed that Peter Smith had stepped down from the council and his cabinet duties, his replacement will be confirmed next week. LH will see if his replacement will be available to come along to the next Board Meeting. PRo suggested that Peter Smith's contribution to the BID could be recognised, WB to organise a suitable thank you. Discussions took place regarding various items of the minutes – update received from LH re Orchard Street Car Park and new crossing point. Re-naming unlikely to be agreed due to the location of the entrance of the car park being in Orchard Street. NCo suggested that if the renaming was not possible that perhaps there could be an addition to the name to include the High Street. WB suggested that perhaps the parking on the High Street could be looked at – LH agreed to look at the way forward with the councils new Parking Services Manager with the possibility of attendance by them at the next Board Meeting. The minutes were formally accepted. WB to send PRo a clean copy for signature<br/>           PRo Formally welcomed everyone, and all introduced themselves. WB to arrange for the minutes of Board Meetings to be added to the website.<br/><br/>           PRo formally welcomed Sam Murray (New Project Manager) to the BID team.</p> | <p style="text-align: center;"><b>LH</b></p> <p style="text-align: center;"><b>WB</b></p> <p style="text-align: center;"><b>WB</b></p> <p style="text-align: center;"><b>LH</b></p> |
| <p><b>3. Items for Information</b><br/>           WB summarised the operational report – Highlights include bid to PCC for safer streets fund to pay for Taxi Marshalls, Brighton Festival Without Walls events on Saturday 14<sup>th</sup> May, Jubilee celebration on the High Street 4<sup>th</sup> June in partnership with Crow Coffee. Vet Car Run event was discussed and WB explained that there had been a site meeting with them, and possible sites had been viewed for a 'pit-stop.' WB will continue to follow up with the RAC directly.<br/><br/>           Nco asked for confirmation that CGBW additional payment had been resolved at the last meeting. SC confirmed.<br/><br/>           PRo confirmed that he had suggested that WB could arrange quarterly local BID Meet ups to share best practice and look at how SE BIDs could work together.</p>   | <p style="text-align: center;"><b>WB</b></p> <p style="text-align: center;"><b>WB</b></p>   |

|   |                                       |
|---|---------------------------------------|
| <p><b>4. Items for Discussion</b></p> <p>First new working group meetings were held – updates received from NCh for enlivenment, SC for Safer and LL for Showcased. WB confirmed that advertising had been agreed at Three Bridges Station until the end of 2022 with opportunities to offer this to levy payers and to advertise events.</p> <p>GL asked about a map, WB confirmed that SM would be taking this project forward and discussions ensued about various incarnations of how the map would work. SM to update at the next Board Meeting. WB also explained that SM &amp; WB had met with the Arora Group Hotels, and we are looking to have advertising in their crew lounges and staff areas. WB also reminded the board that the next Connected Crawley event is on the 5th of July at Astral Towers.</p> <p>Possible Board Team Activity discussed with WB proposing that a team building activity could help with the board development. Various suggestions were made, and most were in favour, GL expressed concern about spending levy funds on this exercise. WB suggested that she collates ideas and works out costing for discussion at the next board meeting.</p>   | <p><b>SM</b></p> <p><b>WB</b></p>     |
| <p><b>5. Items for Decisions</b></p> <p>Finance Note agreed for April 22. WB confirmed that over £260k of the levy had been collected in the first month by the council equating to over 55% of the total invoices raised. NCo asked how much was outstanding from previous years – WB explained that 89% collected from 21/22 £29k write off agreed at last board meeting for unrecoverable debt from both previous years with approx. £6k outstanding from 20/21. WB also confirmed that action to recover outstanding sums invoices considered recoverable was in place with the council/ PRo offered the boards thanks to the team at the Council for collected this year’s levy, WB confirmed that an additional £40k had been collected in comparison to last year’s collection rates. LH stated that she felt that this was also due to the good work that the BID has been doing.</p> <p>Surplus Expenditure Plan<br/>All the items were discussed, and the board voted as follows on each item:<br/><i>Alternative marketing ideas</i> (bus backs and advertising in the everyman cinema) declined<br/><i>CCTV</i> – to be discussed at next board meeting depending on the outcome of the safer streets funding application<br/><i>Levy Payer Marketing support</i> – declined<br/><i>Utilities Reduction Support</i> -Trail agreed (approx. £2K)<br/><i>Funding Pot</i> – agreed in line with to follow similar example of Colchester Create Fund</p> <p>Terms Of Reference<br/>References to Management Working Groups to be taken out where highlighted by NCo. Once completed all agreed.</p> |                                       |
| <p><b>6. AOB</b></p> <p>NCh &amp; GL suggested that the BID could fund a High Street Music Event every weekend over the summer GL felt that £15k would cover the costs. A fully costed proposal to follow.</p> <p>SM suggested that the Board could get involved with Make Music Day on 21<sup>st</sup> June 22, an international collaboration of 120 countries to bring towns alive with music.</p> <p>AP suggested that an electronic community notice board could be considered using either social media or the website. WB confirmed that there is a member’s only area on the website which the showcased group are looking at so can be taken forward at the next working group meeting.</p>  | <p><b>GL/NCh</b></p> <p><b>LL</b></p> |

|  |                     |
|--|---------------------|
| <p>LH advised the STEM in the Park was on the 21<sup>st</sup> of May in the Memorial Gardens and at Crawley College. An apprenticeship event is being held on the 29<sup>th</sup> of June.</p> <p>GL asked everyone to support the Jubilee concert on the High Street on the 4<sup>th</sup> of June and asked whether a community notice board could be considered for the town centre GL &amp; NCh suggested that Christmas Market operators should be in place for the High Street, WB explained that there is already a provider agreed and as per the Working Group Meetings they would be invited to come along to the next working group meeting. Discussions also ensued regarding a stage and PA system for event further investigation is required.</p> <p>The meeting closed at 4.30pm</p> | <p><b>LH/WB</b></p> |
|--|---------------------|