

BOARD MEETING**5 NOVEMBER 2020 (virtual meeting)****MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Neil Cooper (NCo), Luke Longley (LL), Peter Rainier (PR), Doug Howell (DH), Simon Cuckow (SC), Matthew Tyson (MT), Duncan Crow (DC), Peter Smith (PS) Guest: Lynn Hainge – Crawley BC (LH)</p> <p>The following standard Declarations of Interest were noted:</p> <ul style="list-style-type: none"> • Peter Smith – Director of the Manor Royal BID • Matt Tyson - Executive Member of Gatwick Diamond Business; Richard Place Dobson (MT's employer) are auditors for the Manor Royal BID. 	
<p>2. Minutes of the last meeting (8 October 2020) The minutes were formally accepted.</p>	
<p>3. Directors BID Co Insurance DH referred to his previous email to the Board and highlighted that if the BID were to be involved in larger events, additional insurance would be required. Insurance proposal agreed. PR to complete signatory process today.</p>	PR
<p>4. BID Management Contract NCo has gone back to Savills with feedback, including queries on clause 15.3 and the length of contract, and is currently awaiting a response. Once received, NCo will circulate to the Board for final approval.</p>	NCo
<p>5. Three Month Plan Initiatives Update</p> <p>a) Street Ambassadors – NCo has met with Paula Doherty and Trish Emmans (Crawley BC Community Services) to progress a jointly funded initiative to implement street ambassadors for a period of 8 weeks. Five companies have been asked to provide a quote and have now done so, targeting provision of 112 hours a week but which will be increased to 128 hours as per the last operational hours during June/July 2020. Two have been rejected on cost grounds, as has another (Prestige) as the Company is not SIA or equivalent licensed. The remaining 2 are being contacted to confirm whether they operate using body-worn cameras (considered essential), that they can be flexible on the start date to coincide with the effective re-opening of the town centre, once the current period of lockdown ends, and to quote based on the revised hours. The BID has agreed to fund £5k (total funding available now is £15k) and it will be labelled as a BID initiative in terms of marketing and communications. NCo to keep the Board updated on progress.</p> <p>b) Creative Crawley / Micro-festival – SC referred to his previous email following a recent meeting with Louise Blackwell from Creative Crawley. LB is developing a programme of works, focused around Queens Square, the High Street and County Mall, starting with a micro-festival on 29-30 January 2021. The BID is requested to contribute £3/4k towards the festival, with a longer term view to support</p>	NCo

<p>further projects later on. This would support the BID’s ‘enlivenment’ theme, and there is potential for Creative Crawley to establish a formal partnership with the BID.</p> <p>DC asked if, as part of the proposal, it was possible to quantify value for money to levy payers, in terms of how the programme will bring more people in to the town centre.</p> <p>PS endorsed using the programme to promote the BID branding to a wider audience and asked whether LB could demonstrate the impact of similar initiatives in other locations, as part of her proposal.</p> <p>SC to feedback to LB and invite her to submit a formal proposal for the Board to consider.</p>	<p>SC</p>
<p>c) Crawley & Gatwick Business Watch (CGBW) – SC referred to his previous email which set out options for all levy payers to receive CGBW membership, through the BID. There are currently 59 levy payers who are CGBW members (45% of total membership).</p> <p>The following questions were raised: <i>Why are there not more levy payers in the scheme?</i> Possible hiatus due to recent absence of CGBW manager due to ill health; affordability for small businesses may also be an issue. <i>Is the cost proposal discounted?</i> Yes <i>Is the scheme open to non-retail businesses?</i> Yes <i>Would TC businesses who already pay for membership be able to join and would there be any duplication?</i> Yes. CGBW would look at the list of existing members and stop those direct debits.</p> <p>The Board felt that the initiative would present a clear benefit to levy payers and expressed support for option 1, for an initial period of 12 months (i.e. BID contribution of £19,500 per annum; payment will not be required until 1 April 2021.)</p> <p>SC will feedback to CGBW and arrange for the TC BID logo to be added to the CGBW website and app site. SC/LL to liaise with CO re press release/comms.</p>	<p>SC</p> <p>SC/LL</p>
<p>d) Marketing & Communications – LL provided an update including:</p> <ul style="list-style-type: none"> • CO is building the BID’s social media profile • Website updated including a Covid-19 toolkit and news stories • CO to set up a new BID email address (not linked to Crawley BC) and Gmail ‘cloud’ account to deliver centralised document management. • Board agreed to wait until a BID Manager is in place before setting up a phone number for the BID (agreed to use email only for now) • Important to get local email addresses (not HQs) for the contact database – suggestion that Ambassadors could help collate this information. • SC offered to collate a list of email addresses using the CGBW database and share this with CO (SC to check GDPR compliance) • CO working on a BID newsletter and would welcome content from Board Directors. • LL to liaise with CO on BID email footer; then share with Directors 	<p>SC</p> <p>ALL</p> <p>LL</p>

<p>e) App based booking system (DariusQ) – The Board agreed not to proceed with this initiative at the current time.</p>	
<p>6. Decision on Accountant NCo has received one proposal back and is awaiting the second. The third company (RSM) declined to quote due to workload. NCo to circulate the two quotes once received for further consideration (excluding MT to avoid any conflict of interest). It was agreed the BID’s procurement policy does not require a third quote in this instance.</p>	<p>NCo</p>
<p>7. BID Manager Recruitment NCo to go back to Savills and request the advert is posted next week with British Bids with a similar advert placed with Love Local Jobs.</p> <p>NCo has liaised with both Steve Sawyer and Chris Barnard who both agreed the approach of advertising on the basis the post could initially be on a part-time basis and full time later on was a good idea. The budget does however allow for a full-time post. Interview panel likely to comprise 2 BID Directors and Steve Sawyer.</p>	<p>NCo</p>
<p>8. Levy Billing and Levy leaflet LH confirmed that, as at 4 November, the local authority had received £90,222 in levy payments. The original target for 2020/21 was £162,123 (60% of total budget).</p> <p>LH to check process for reminders and share this with the Board</p> <p>There have been 17 written enquiries sent to the BID email address, requiring a response. LH & NC are working through these, supported by Savills.</p>	<p>LH</p> <p>LH/NCo</p>
<p>9. Budget NCo awaiting latest budget from CB, revised to include Local Authority collection costs. An invoice for £11,250 from Savills for the final stage of BID establishment, has been paid by Crawley BC (using the remaining BID Loan funds). This will be repaid by the BID in the next financial year.</p> <p>Once received, NCo will circulate the latest budget to the Board.</p>	<p>NCo</p>
<p>10. Marketing and Communications Covered under item 5.d above.</p>	
<p>11. Operating Agreement NCo to review final version with Savills and send to Crawley Borough Council for signing.</p>	<p>NCo</p>
<p>12. Any Other Business</p> <p>Bank mandate and payments due – SC to visit Metrobank to sign bank mandate.</p> <p>Payments by the BID - MT has agreed to assume responsibility for actioning payment of invoices via BACS from the BID’s Metrobank account, that are appropriately authorised for the time being, those outstanding to date requiring payment being:</p> <ul style="list-style-type: none"> - Website hosting fee £103.68 - Legal challenge fees £7,800.00 	<p>SC</p>

<ul style="list-style-type: none"> - Web domain renewal £40.30 - Companies House filing fee (Balhams) £13.00 <p>NCo to send details to MT for processing.</p>	<p>MT/NCo</p>
<p>Crawley BC Christmas Events – NCo referred to the recent email from Rebecca Hallifax to the Board setting out provisional plans for a Christmas events programme. NCo to respond to Rebecca confirming that with the uncertainty as to the level of the BIDs available budget at the moment and other initiatives being taken forward, that BID is unable to commit funding to this.</p>	<p>NCo</p>
<p>BID Director footers – LL agreed to liaise with Chris Oxlade re revising the content of e-mail footers to include reference to all appropriate social media vehicles being used and then circulate to the BID Board Members for adoption and use as appropriate.</p>	<p>LL</p>
<p>[Addendum] Crawley Live Q&A 13 November – NCo has agreed to sit on the Q&A Panel on behalf of the TC BID. The event will take place on 13 November from 11am-1pm and will be broadcast live online.</p>	<p>NCo</p>
<p>13. Date of the next meeting 3 December 2020 at 10.00am</p>	