

BOARD MEETING**21 APRIL 2021 (virtual meeting)****MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Neil Cooper (NCo), Luke Longley (LL), Doug Howell (DH), Simon Cuckow (SC), Matthew Tyson (MT), Nicki Cheek (NCh), Peter Smith (PS), Peter Rainier (PR). Apologies: Duncan Crow Guests: Lynn Hainge – Crawley BC (LH), Steve Sawyer – Manor Royal BID (SS)</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 (10 March 2021) The minutes were formally accepted.</p>	
<p>3. Budget <u>Action 01:</u> Approve unaudited accounts for 2020/21 – SS referred to the unaudited accounts that had been circulated with the agenda, reporting a surplus of £148,523. Details are being finalised for submission to the auditor. LH to share the latest levy collection figures with SS, for inclusion in the final accounts.</p> <p>NCo referred to recent correspondence with Savills who are requesting a further £10,000 for work undertaken, over and above the previously agreed contract for BID establishment. Details of the work undertaken have been shared with the Board for comment. DH felt the details were reactive and did not include hourly rates; making it difficult to understand what was actually delivered. NCh suggested we need more detailed information, on behalf of the levy payers. LL agreed that the Board should challenge the costs. NCo to cross refer the additional tasks with those in the original contract and go back to Savills with an offer to pay c£7,500. NCo to share details with the Board next week. Subject to the outcome of this, the Board approved the unaudited accounts for 2020/21.</p> <p><u>Action 02:</u> Confirm and approve budget for Year 2 (2021/22) – SS reported the headline budget terms for 2021-22 which had been circulated with the agenda, highlighting the following:</p> <ul style="list-style-type: none"> - Provision for bad debt increased to 30% - Central operating costs reduced to reflect delayed start to office and staff - Reserve of £50,000 not included – SS suggested carrying this forward to support a future re-ballot process. - £5,000 provision for unexpected items and opportunities which may arise. <p>The Board confirmed and adopted the budget for Year 2 (2021-22).</p> <p><u>Action 03:</u> Verbal update on collection rates and any issues - LH confirmed that, as at 31 March 2021, the local authority had collected £195,611 in levy payments. This represents 73% of the total amount billed in 20/21 (original target was 60%).</p>	<p style="text-align: center;">LH/SS</p> <p style="text-align: center;">NCo</p>

<p>The finance sub-committee met on 20th April to review the latest position and agreed the following:</p> <ul style="list-style-type: none"> - If a business proactively contacts the BID/Crawley BC with a proposal to clear their debt in full by 31 March 2022, CBC will apply discretion and accept a payment plan. If the debt cannot be cleared, CBC will refer them to the Finance Sub-Group. - Agreed not to pursue any businesses that have gone into liquidation (on the basis that it is very unlikely costs will be recovered). <p>It had been proposed to issue the first reminders on 15th May 2021 however it was subsequently noted that some businesses are unable to re-open before 17th May, in accordance with the Government’s roadmap. The Board therefore agreed to delay issuing first reminders until at least 17th July 2021. The Finance Sub-Group will meet again on 18th May to review this position.</p> <p>The Board agreed the need to treat all levy payers consistently and, when the new BID Manager starts in June, this will provide an opportunity to contact all businesses; those who have paid and those who have not.</p> <p>NCo to formally request a copy of the ratings list from Crawley BC.</p> <p style="text-align: right;"><i>Simon Cuckow joined the meeting.</i></p>	NCo
<p>4. Welcome Back Fund</p> <p><i>Action 04 – Verbal presentation of Government “Welcome Back Fund” and consider options for town centre – LH referred to the recent announcement that Crawley BC is to receive £100,153 ERDF funding to support the safe re-opening of the town centre and neighbourhood parades. This is an extension to the Reopening High Streets Safely funding received in June 2020 (£100,152).</i></p> <p>Crawley BC is developing a local plan for the funding in accordance with the robust eligibility criteria. This will include updated signage and floor markings, new and enhanced planting and hanging baskets in the High Street and Church Walk, an updated guide to support businesses as they re-open, repainting railings in the Broadwalk and an enhanced cleaning programme across the town centre.</p> <p>Funding <u>cannot</u> be used for capital expenditure, grants to businesses or any activity that provides no additionality. Any procurements must be awarded in line with ESIF National Procurement Regulations. Further information can be found here.</p> <p>The Board suggested that the proposed Creative Crawley programme may be eligible for this funding and agreed to consider ideas at the next Board meeting.</p>	ALL
<p>5. Business Plan Priority Initiatives Update</p> <p>a) SAFE Street Ambassadors – Action 05: Update on shortlist and interview process SS reported that 12 expressions of interest were received, with 5 companies invited to interview. Interviews to be held 29-30 April.</p> <p>b) ENLIVEN Creative Crawley partnership – Action 06: Note progress since last meeting and next steps for developing the “Enlivenment Programme” with Creative Crawley. SC and NCh to form a subgroup and meet with Louise Blackwell to work on a detailed proposal for the Board. SS to liaise with LB and report back.</p>	SS/SC/NCh

<p>c) DATA & INSIGHTS (footfall monitoring) <i>Action 07: Note progress since last meeting and discuss next steps</i> - SC provided an update on the data gathering exercise and confirmed site visits with Springboard and Noggin next week. SC to report back at the next meeting.</p> <p>d) PROMOTE – Marketing & Communications Update</p> <ul style="list-style-type: none"> - CGBW membership – PR to follow shortly - Appointment of BID Manager – June 2021 	SC
<p>6. Operations</p> <p><i>Action 08: Update on Manager appointment and assistant</i> – NCo reported that, following two days of interviews, Wendy Bell has been offered the position of BID Manager. Wendy lives locally and has previously worked for the Sussex Chamber of Commerce. She has accepted the role and will start on 14th June 2021. Salary £45k with work place pension.</p> <p>The interview panel have also offered a position of Assistant BID Manager to Rachel Hughes, to be part funded by the BID. NCo to provide further update at the next meeting.</p> <p><i>Action 09: Approve BID office option</i> – LL and NCo have viewed accommodation at Regus and potential office space in the High Street. Boulevard option to be viewed next week. Currently awaiting best offer costs from Regus. The Board agreed for the sub-committee to make a decision in the next 1-2 weeks and report back.</p> <p><i>Action 10: Approve IT purchase and support</i> – SS referred to the information that had been circulated with the agenda. The Board agreed to purchase the items listed.</p>	NCo LL/NCo SS
<p>7. OPERATING AGREEMENT</p> <p><i>Action 11: to sign off the Agreement and send to Crawley BC for signing</i> – NCo to finalise and issue to Crawley BC as soon as possible.</p>	NCo
<p>8. ANY OTHER BUSINESS</p> <p>Contact Database - SS to explore options and costs for building ACT! Database, similar to the one used by the Manor Royal BID – carried forward to the next meeting.</p> <p>Crawley BC Local Plan Consultation – Crawley BC has extended the deadline for consultation responses to 30th April. PR to submit response on behalf of The Board.</p> <p>Staff Handbook – SS circulated a draft staff handbook before the meeting and invited Board members to comment. NCo to share with Wendy Bell next week.</p> <p>Festive Lighting – LH reported that Crawley BC will be going out to tender for a new, three year contract for festive lighting in the town centre. LH to share the tender documents with the BID Board.</p> <p>Date of the next meeting 26 May April at 3.00pm</p>	SS PR ALL LH