

BOARD MEETING**10 MARCH 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), Duncan Crow (DC), Peter Smith (PS), Peter Rainier (PR). Apologies: Nicki Cheek 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 February 2021) The minutes were formally accepted.</p>	
<p>3. Budget <u>Action 01:</u> <i>Approve current budget position</i> – NCo referred to the budget summary that is reflected in the new levy leaflet; this has been approved by the Board.</p> <p><u>Action 02:</u> <i>Verbal update on collection rates and next billing cycle</i> - LH confirmed that the levy leaflet will be included with the 2021/22 levy bills and these are scheduled to go out by the end of next week (18-19 March). Levy bills will be sent separately to the business rate bills, in order to avoid any confusion.</p> <p>LH confirmed that, as at 28 February 2021, the local authority had collected £177,223 in levy payments. This represents 66% of the total amount billed (original target was 60%). The finance sub-committee met on 4th March to review the latest position and it was noted that some high-value levy payments are still coming in.</p> <p><u>Action 03:</u> <i>Approve budget for Year 2</i> – SS referred to the draft budget that had been circulated with the agenda and is based on some assumptions i.e. 100% collection rate with 15% bad debt provision. The budget is flexible and allows for adjustments to be made between and within the objectives, according to actual levy collection rates and prioritisation during the year. The Board approved the budget for Year 2.</p>	
<p>4. Procurement <u>Action 04</u> – <i>The Board approved the procurement policy</i>, with the following minor amendments:</p> <ol style="list-style-type: none"> 1. Spending authority limits (para 4) to include BID Manager company card <u>or bank transfer</u> for spending up to £1,000. 2. Policy to refer to <u>Crawley Town Centre BID</u> throughout. <p>LH to update policy and circulate to the Board. Next review January 2022.</p>	LH
<p>5. Business Plan Priority Initiatives Update</p>	

<p>a) SAFE - Street Ambassadors – SS referred to the procurement brief that had been circulated before the meeting and confirmed that this had been shared with Sussex Police, CGBW and Crawley BC. SS suggested offering an initial contract period of one year, this and hours of operation to be clarified at a later stage of the process, with the option to extend including a break every year thereafter. Minimum standards include that the provider must be:</p> <ul style="list-style-type: none"> - SIA accredited - Employ staff using PAYE - Either CSAS accredited or with an appetite to pursue CSAS accreditation <p>LL asked if there was scope to expedite the procurement process to support the town centre re-opening from 12th April. SS to review timescales and circulate a list of who the brief will be issued to. SS invited Directors to let him know of any companies who might be interested in submitting a bid.</p> <p><i>Action 05: The Board approved the brief which will be issued on Friday 12th March</i></p> <p style="text-align: right;"><i>(Duncan Crow left the meeting)</i></p> <p>b) ENLIVEN</p> <p>SC referred to a proposal from Creative Crawley that had been circulated before the meeting, setting out a comprehensive programme of creative and cultural events and activities designed to increase footfall and raise the profile of the town centre, both locally and regionally. The budget is based on a full year however this would likely be scaled back to deliver a selection of events in the first year. The programme is backed by the Arts Council.</p> <p>DH highlighted the need to consider insurance cover for large scale events.</p> <p><i>Action 6</i> - The Board considered procurement requirements and confirmed that, if the proposal means that the BID would gain additional benefits from Arts Council funding, and that this funding wasn't otherwise available from another party, it would be happy to engage Creative Crawley and progress to the next stage of programme development.</p> <p>SS to clarify the terms of the proposal with LB and/or the Arts Council and report back.</p> <p>c) PROMOTE</p> <p>The Board agreed the need to promote forthcoming activities including:</p> <ul style="list-style-type: none"> - Going out to tender for Street Ambassador provision - Town Centre Re-opening; promoting we are 'open for business' - CGBW membership for all levy payers - Appointment of BID Manager - Developing programme of events in 21/22 <p>LL to liaise with CO to align communications with the issue of new levy bills.</p> <p>SC suggested engaging with Crawley Observer after Easter to promote and raise the profile of CGBW - include photo opportunity with NCo, SC and Paul Dowling</p> <p>SS/CO to prepare mini-communications programme based on the above.</p>	<p>SS All SS</p> <p>SC/DH</p> <p>SS</p> <p>LL SC SS/CO</p>
<p>6. Operations</p> <p>BID Manager recruitment - DH confirmed that 6 people had been shortlisted for interview however 1 person had dropped out. Interviews to be concluded by the end of this week and the panel is confident it will be in a position to appoint a BID Manager and Assistant next week.</p> <p>PR expressed thanks to the interview panel for progressing the recruitment and welcomed the news that they expect to make a successful appointment.</p>	

<p style="text-align: right;"><i>(Peter Smith left the meeting)</i></p> <p><u>Action 07:</u> The Board noted progress.</p> <p>Data & Contact Database – SS highlighted the need for the BID to have a robust data and contact database that will hold information about property, business and people. It was noted that data sharing agreements will be required between the BID and Crawley BC and between the BID and CGBW. A policy for data control and accessibility will also be required by the BID.</p> <p><u>Action 08:</u> The Board approved SS to explore options and costs for building ACT! Database, similar to the one used by the Manor Royal BID.</p> <p>Accommodation for the BID team – The Board discussed options and came to the view that a serviced office, located within the BID area, would be preferred. LL agreed to look at options and costs and report back. SS to speak to his contacts at IWG regarding opportunities at Regus/Basepoint.</p>	<p style="text-align: center;">SS</p> <p style="text-align: center;">LL SS</p>
<p>7. OPERATING AGREEMENT</p> <p><u>Action 09:</u> to sign off the Agreement and send to Crawley BC for signing – NCo to finalise and issue to Crawley BC w/c 15 March</p>	<p style="text-align: center;">NCo</p>
<p>8. ANY OTHER BUSINESS</p> <p>CGBW Membership fee– The Board agreed to pay now £19,500 to enable CGBW membership for all levy payers. SC to raise an invoice for this to be paid by 31st March.</p> <p>Savills – NCo to follow up closure with Savills and request details of any business contact data they obtained during the original BID consultation.</p> <p>Crawley BC Local Plan Consultation – PR referred to an email he sent to the BID Board on 25th February regarding the consultation and proposed conservation area, and invited all to submit comments to him by 19th March, for further/final review before submitting the comments on behalf of the BID.</p> <p>BID AGM – to be discussed at a future meeting.</p> <p>Footfall / Data Monitoring – SC referred to a briefing paper he had circulated before the meeting, setting out some initial options for investing in footfall counters. This will enable the BID to measure success of events and initiatives and provide data that can build up over time. Agreed the need to ensure counters cover the whole BID area. To be discussed at the next meeting in more detail. SC to arrange site survey. LH to confirm level of commitment from Crawley BC.</p> <p style="text-align: right;"><i>(Steve Sawyer left the meeting)</i></p> <p>Management Services In accordance with para 5.3 of the procurement policy, the Board agreed to appoint Steve Sawyer for his support services and agreed that his input and direction to date had been invaluable. NCo to circulate the proposal from SS to the Board for comment and sign off.</p> <p>Date of the next meeting 21 April at 3.00pm</p>	<p style="text-align: center;">SC</p> <p style="text-align: center;">NCo</p> <p style="text-align: center;">ALL</p> <p style="text-align: center;">SC LH</p> <p style="text-align: center;">NCo</p>

