

BOARD MEETING**17 SEPTEMBER 2020 (virtual meeting)****MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Neil Cooper (NCo), Luke Longley (LL), Peter Smith (PS), Duncan Crow (DC), Peter Rainier (PR), Doug Howell (DH), Simon Cuckow (SC), Matthew Tyson (MT), Nicki Cheek (NCh) 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 (27 August 2020) and matters arising The minutes were formally accepted.</p>	
<p>3. BID Management Contract Following the previous Board discussion, NCo fed back to Savills with details of the Board's proposal to enter into a management contract until March 2022, with a break at 18 months – this had been well received.</p> <p>NCo referred to the revised draft contract that had been circulated before the meeting, reflecting the new proposal.</p> <p>NCo and DH to convene a further meeting with Savills and Steve Sawyer to clarify and finalise the proposal, before formally entering into the contract.</p>	NC / DH
<p>4. Decision on Accountant As discussed at the last meeting, and in accordance with the Procurement Policy, the TC BID will seek quotes from three companies.</p> <p>After careful consideration, the Board agreed to seek quotes from Richard Place Dobson, RSM and Carpenter Box, to provide accountancy services for the BID.</p> <p>NCo will meet Chris Barnard (CB) to identify exactly what services are required, before going out for quotes.</p>	NCo
<p>5. BID Manager Recruitment NCo referred to the draft job description which had been circulated before the meeting. There were no further comments from the Board. NCo to send a copy to Steve Sawyer for a final review and approval <u>by Friday 25 September</u>.</p> <p>It was agreed to place the job adverts with British Bids and Love Local Jobs during w/c 28 September with a closing date after three weeks.</p> <p>Interview panel to comprise NCo, DH and Steve Sawyer.</p>	NCo NCo / DH

<p>6. BID Resilience Fund (Section 31 grants) LH confirmed that the BID Resilience funding of £23,458 was received by Crawley BC on 16 September and this had been transferred, in full, to the TC BID Bank account earlier today.</p>	
<p>7. Budget, Billing and BID Levy leaflet It was agreed that the levy bills will be sent out on either Friday next week (25th September) or the following Monday (28th September).</p> <p>Levy Leaflet – NCo to check that the revised figures in the leaflet reflect the revised budget, as discussed at the previous meeting.</p> <p>The Board requested a number of changes to the leaflet including:</p> <ul style="list-style-type: none"> • Expand TC BID logo at the top (move photos to the bottom of the page) • Change opening strapline to ‘Our focus to March 2025’ • Remove reference to November 2019 • Include more photographs to reflect all areas of the BID, including the southern end of the High Street and Queens Square. • Include ‘2020/21 figures are based on provisional budgets and may be subject to change. They run from 1 October 2020 to 31 March 2021. The levy is not charged for the six months before, due to the nationwide lockdown following the outbreak of Covid-19.’ <p>LH to liaise with Savills to produce a revised leaflet for virtual approval next week in order to meet print deadlines.</p>	<p style="text-align: center;">LH</p> <p style="text-align: center;">NCo</p> <p style="text-align: center;">LH</p>
<p>8. Marketing and Promoting the BID LL referred to an indicative marketing proposal that had been circulated to the Board before the meeting. This had been prepared, as requested, by the Marketing Officer (CO) at Manor Royal BID, based on his experience and local knowledge.</p> <p>The proposal suggests working 7 hours a week at a cost of £700 per month, however there is flexibility within that, depending on specific requirements. The service will include managing website content, planning and scheduling social media activities, responding to social media and generic enquiries, press releases and overseeing design and production of printed material and imagery.</p> <p>It was noted that the BID budget includes sufficient provision to accept this proposal. It was also noted that, given the time constraints and need for someone with BID experience, this proposal could be accepted in accordance with Section 5 of the procurement policy.</p> <p>The Board agreed to accept the proposal and engage CO as soon as possible, so that he can begin work next week, in preparation for the BID launch and billing process.</p> <p>Priority activities will include the website and social media content with a particular focus on promoting the town centre as a safe place to be and what the BID plans to do to keep it a safe place. LL offered to act as the main point of contact for the BID and will liaise with CO accordingly and report back to the Board.</p> <p>[Note: Due to a personal interest, Peter Smith abstained from this discussion and decision making process.]</p>	<p style="text-align: center;">LL</p>

<p>9. Operating Agreement A final, draft Operating Agreement was circulated before the meeting. This includes the correct BID boundary map and details of the agreed BID Loan repayment instalments.</p> <p>NCo to send to Crawley Borough Council for signing.</p>	NCo
<p>10. Steve Sawyer, Manor Royal BID NCo reaffirmed that SS is happy to work collaboratively with the TC BID.</p>	
<p>11. Any Other Business</p> <p>Insurance for BID Directors – SS has provided information on this. NCO to consider further and report back to the Board.</p> <p>Marks & Spencer & Decathlon – NCo has emailed Amelia Holwill (M&S) and Irene Castillo (Decathlon), inviting them to a virtual meeting with him next week.</p> <p>VAT Assessment – NCo to ask Savills for the relevant paperwork in order for the VAT return to be paid.</p> <p>Bank Mandate – DH will arrange for a bank mandate to be set up, enabling NCo, PR, SC and MT to be authorised signatories on the BID Bank Account.</p>	<p>NCo</p> <p>NCo</p> <p>DH</p>
<p>12. Date of the next meeting 8 October 2020 at 10.00am</p>	