

BOARD MEETING14th June 2022 Crawley Library**MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest</p> <p>Attendees: Luke Longley (LL), Nicki Cheek(NCh), Paul Rolfe (PRo), Wendy Bell (WB), Greg Lazarev (GL), Simon Cuckow (SC), Sam Murray (SM), Matt Tyson (MT), Abi Bowden (AB), Aaron Payne (AP)</p> <p>Apologies: Duncan Crow, Susana Lopez, Peter Rainier (PR), Daisy Waldron (DW), Neil Cooper (NCo)</p> <p>Guests:</p> <p>The following standard Declarations of Interest were noted:</p> <ul style="list-style-type: none"> • Matt Tyson - Executive Member of Gatwick Diamond Business; Richard Place Dobson (MT's employer) are auditors for the Manor Royal BID and auditors and company secretary for Crawley Town Centre BID. • AB – Bankers for Crawley Town Centre BID 	
<p>2. Minutes of the last meetings (May 22)/Matters Arising</p> <p>Minutes approved. WB provided an update confirming that Atif Nawaz had been appointed as the cabinet member for Planning & Economic Development and would likely be suggested as the council representative in place of Peter Smith.</p> <p>WB to follow up and arrange for an update on the parking discussions from the last meeting and for the minutes to appear on the website. Further contact with the RAC regarding the veteran car run to be made by WB.</p> <p>SM still working on map project, GL suggested Imperial College Students could assist and offered to provide contacts to SM.</p> <p>WB/PR suggested that quarterly BID Meetings should be reconsidered to reduce the time burdens on the board members and a more strategic approach be considered allowing the operational team more autonomy to deliver the business plan. Strategy Workshop suggested and agreed by the board. WB to organise and send out details.</p> <p>GL explained that he had not had time to work out the details for the music proposal first discussed at the last board meeting.</p>	<p style="text-align: center;">WB</p> <p style="text-align: center;">GL</p> <p style="text-align: center;">WB</p>
<p>3. Items for Information</p> <p>WB covered operational report, continuing excellent feedback regarding the Ambassadors PR suggested that he would write on behalf of the board to thank them. General discussions followed regarding the best way to share the positive impact that the BID is having with levy payers.</p> <p>SM shared details of Make Music Day.</p> <p>GL updated the board on the Jubilee Day Concert held on the High Street, further opportunities regarding bunting were discussed and it was agreed that the BID would look to provide seasonal bunting and banners with a more reliable way of taking it up and down.</p>	<p style="text-align: center;">PR</p> <p style="text-align: center;">SM</p>

<p>4. Items for Discussion</p> <p>Discussions took place around process and appointment for new Board Directors. WB Confirmed existing process is for interested parties to attend board meetings with a view to appointment at AGM. Terms of reference that the board agreed clearly state a maximum number of board members and the makeup geographically. AB suggested that it may be useful to consider skills when recruiting Directors. AB agreed to send WB the matrix so that the existing board members could review and add their skills.</p> <p>Work to be undertaken to improve the articles of association to ensure that there is a clear, transparent, and fair process.</p>	<p>AB</p> <p>WB</p> <p>WB</p>
<p>5. Items for Decisions</p> <p>Finance Note Agreed</p>	
<p>6. AOB</p> <p>Christmas market/fayre discussed.</p> <p>The meeting ended promptly at 4.30pm</p>	