

BOARD MEETING**27 AUGUST 2020 (virtual meeting)****MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest</p> <p>Attendees: Neil Cooper (NCo), Luke Longley (LL), Peter Smith (PS), Duncan Crow (DC), Peter Rainier (PR), Simon Cuckow (SC), Matthew Tyson (MT), Nicki Cheek (NCh) Guest: Lynn Hainge – Crawley BC (LH)</p> <p>Apologies received from Doug Howell</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 (30 July 2020) and matters arising</p> <p>The minutes were formally accepted.</p>	
<p>3. Procurement</p> <p>Further to previous discussions and correspondence, the Board agreed to formally adopt the Procurement Policy, subject to the following minor amendment:</p> <ul style="list-style-type: none"> • Para 5.4 - remove 'that' from the final sentence <p>LH to update and circulate final Policy to the Board.</p>	LH
<p>4. BID Management Contract</p> <p>NCo referred to the draft contract from Savills which had been circulated to the Board for comment. The contract is for five years with an option to terminate at each year anniversary.</p> <p>NCo referred to a recent conversation with Steve Sawyer (SS) and reported the following key points:</p> <ul style="list-style-type: none"> - Confidence in Savills given their position in the industry marketplace - SS supportive of TC BID becoming autonomous in the short term - Importance of getting the right BID manager in place; someone who can establish positive and effective relationships 'on the ground' - Suggest contracting with Savills in the short term with a move towards autonomy after 12-18 months. - Recommend employing BID Manager and part time Comms Officer asap - SS offered to provide support to the TC BID <p>PS thanked NCo for progressing discussions with SS and reiterated his support for working collaboratively with the Manor Royal BID, particularly with regard to 'back office' services whilst ensuring autonomy for TC BID levy payers.</p> <p>The Board expressed general support for working with Savills in the short term and agreed that recruiting the 'right' BID Manager is key to success.</p>	

<p>The Board agreed for NCo to liaise with Savills on the following basis:</p> <ul style="list-style-type: none"> - Enter into a contract with Savills until 31 March 2022, with a first break option after 18 months. - State intention to work alongside the Manor Royal BID with a view to becoming autonomous in 2022. - Accept cost of £3,000 per calendar month +VAT (in accordance with the budget) 	NCo
<p>5. Decision on Accountant</p> <p>MT confirmed that Richard Place Dobson are currently contracted by the Manor Royal BID to undertake their accounts, audit and payroll.</p> <p>It was agreed that, at this time, the TC BID would be looking for an accountant to complete the end of year accounts only.</p> <p>In accordance with the Procurement Policy (now adopted), the TC BID will seek quotes from three companies, ideally with experience of working with BIDS. Companies do not necessarily need to be located within the BID area.</p> <p>The Board will come back to the next meeting with the names of three companies to approach and take this forward.</p>	ALL
<p>6. BID Manager Recruitment</p> <p>The Board agreed that it was premature to advertise the post until the levy income starts to come in and funding is in place. This is likely to be around four weeks from 1 October 2020 (first levy payment date) so the Board agreed to advertise the role from mid-September. Allowing for advertising, interviews and a notice period, the likely start date would be January 2021.</p> <p>An initial budget will be required for the cost of advertising and recruitment. LH has spoken to Gary Peters at Love Local Jobs and they would be happy to support the recruitment process. Advert would also be placed with British BIDS.</p> <p>NCo to share draft job description with Steve Sawyer for comment and the Board will finalise the advert at the next meeting. NCo also proposed that SS be invited to sit on the interview panel – this was agreed.</p>	NCo
<p>7. BID Resilience Fund (Section 31 grants)</p> <p>LH confirmed that the funding has still not been received however Crawley BC chased MHCLG for an update on 6 August. The next tranche of funding will be released shortly and we should expect to receive funding imminently. LH will keep the Board updated.</p>	LH
<p>8. Budget</p> <p>The Operating Agreement will include the original budget.</p> <p>The Board needs to agree a revised budget for 2020/21 and this will be referred to in the BID Levy leaflet (which will be sent out with the levy bills in September). The Board considered, in detail, how to spend the budget; focusing on the areas of operational costs, street ambassadors and communications. Key amendments include:</p> <ul style="list-style-type: none"> - Remove BID Manager costs in October 	

<ul style="list-style-type: none"> - Retain full staffing costs from November (BID Manager, marketing and ambassador) - NCo to query marketing salary costs with Savills (appear to be missing) - Remove accommodation costs Oct-Dec - Split BID Manager costs of 50% currently in Marketing equally with 'Safer' theme ie 25% each - Website – suggest reduce to just £5k in March 2021 only– there is already a website in place as a foundation. - Social media – NCo to seek guidance from Savills and LL as 9. below - Agreed desire to increase funding for street ambassadors as this is a clear priority for businesses, re-allocating savings in the revised budget to the same - Reduce budget provision for SS (in at £333pcm x 3), based on recent discussions with NCo to half this sum - say £500pcm (similarly split). - Consider 9 below in revising budget for marketing <p>NCo to liaise with Savills on updating budget based on today's discussions and on revised wording for the levy leaflet; aim to complete this <u>by 4 September</u>.</p>	NCo
<p>9. Marketing and Promoting the BID LL to speak to PS's contact at the Manor Royal BID regarding indicative marketing/social media requirements and costs, these to be reported back for consideration and reflected as appropriate in the revised budget.</p>	LL
<p>10. Operating Agreement NCo referred to the Operating Agreement that had been circulated before the meeting and reflects comments made at previous meetings. Once finalised, the Operating Agreement will then be sent to Crawley BC for approval.</p>	NCo
<p>11. Steve Sawyer, Manor Royal BID See item 4</p>	
<p>12. Any Other Business</p> <p>Insurance for BID Directors – SS offered to provide further information on this; NCo to follow up.</p> <p>BID Loan Repayment terms – The BID Loan (c£42,000) was originally to be re-paid over the first two years of the BID term however, due to the revised budget position, the repayment terms will need to be re-negotiated. LH had sought advice from British BIDS and this was shared with the Board. The Board were strongly minded to request that the two repayments are rescheduled to May 2021 (£22,386) and May 2022 (£21,693). LH will forward this request to British Bids on behalf of the BID Board, and report back.</p> <p>Marks & Spencer & Decathlon – NCo to follow up recent contacts with store managers - Amelia Holwill (M&S) and Irene Castillo (Decathlon)</p> <p>Bank Mandate – carried forward to the next meeting.</p>	<p>NCo</p> <p>LH</p> <p>NCo</p>
<p>13. Date of the next meeting 17 September 2020 at 3.00pm</p>	

