

BOARD MEETING

23 February 2022 (virtual meeting)

MEETING NOTES

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest</p> <p>Attendees: Neil Cooper (NCo), Luke Longley (LL), Matthew Tyson (MT), Nicki Cheek (NCh), Peter Smith (PS), Peter Rainier (PR), Paul Rolfe (PRo), Abi Bowden (AB) joined the meeting at 4.30pm, Wendy Bell (WB) and Sophie England (SE).</p> <p>Apologies: Duncan Crow, Jamie Bray, Greg Lazarev, Susana Lopez</p> <p>Guests:</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 and Crawley Town Centre BID. 	
<p>2. Minutes of the last meetings (Dec 21 & Jan DD)</p> <p>The minutes were formally accepted.</p>	
<p>3. Town Centre Updates</p> <p>NCh reported positive upturn in footfall, 40% increase in own business. WB reported Town & Place footfall reports showed Jan 22 to be quieter than Dec21 as expected. Comparison with other local towns and cities demonstrated a higher dwell time for Crawley Town Centre for longer periods.</p> <p>NCo asked how the reports could be accessed, WB explained either directly with a a log on provided but T & P or via shared drop box folder or she was happy to send to anyone who would like a copy.</p>	
<p>4. Operations</p> <p>WB outlined operational report, highlighting an uplift in petty crime in the town centre.</p> <p>Upcoming events discussed with MT requesting details of Pancake Day Race to be sent to him</p> <p>Updated Website detailed under Showcased, with a 2nd issue of Town Talk E Bulletin in design and YouTube Channel now in place</p> <p>Connected – WB confirmed that Manor Royal BID, Gatwick Diamond Business and Freedom works along with Crawley TC BID have a first 'Connected Crawley' event planned for 29th March at Astral Towers on Manor Royal. All board members have been invited along with other town centre businesses.</p> <p>Sophie joined us in January 22 and Rachael is looking at the logistics of returning after her maternity leave ends.</p>	WB
<p>5. Budget</p> <p>Finance note discussed and agreed. Proposed new finance note and budget for 22/23 discussed and agreed.</p> <p>MT outlined the progress after the finance subgroup met recently. Over87% collected for 21/22. Litigation to proceed after discussions with CBC. The board agreed that this was the best way forward.</p>	

<p>6. Business Plan Priority Initiatives and Update: SAFE – Consideration given to Ambassadors working later in the evening, however it was considered unsafe, it was agreed that there would be some flexibility about start times to assist with prevention of petty theft. ENLIVEN DATA & INSIGHTS All of the above have been covered under operations PROMOTE WB confirmed that as a result of previous board discussions a request for 15 hours per week marketing support was put out on social media and the website and three businesses applied – based on the criteria and scoring matrix Score Media came out as the best value combined with experience. The Board approved the appointment of Score Media on a 12-month contract at £1400 per month.</p>	
<p>7. Operating Agreement NCo confirmed that the Operating Agreement has been signed by the BID and is with the council for their sign off. The baseline agreements are with their respective authorities awaiting signature and return WB to update at next meeting.</p>	<p style="text-align: center;">WB</p>
<p>8. Any Other Business NCo confirmed that he has sent round the details of the closure of the Town Centre Partnership with the agreement to transfer the last funds (i.e., £110 approx.) to the BID. WB In view of new Board appointments it has been suggested that perhaps it would be useful to look at the subgroups and see if any of the new Board members would like to be involved. It was also suggested that a Management Group could be formed. NCo suggested that in addition to the enlivenment and finance subgroup we consider a marketing subgroup and a management group. PS confirmed that Manor Royal BID operate in this manner, and it allows the Board Meetings to be more succinct. NCo also requested that the Board are made up from representatives across the BID area geographically and that where possible there is a mix of business types. WB agreed to send out the Terms of Reference that Manor Royal provided and then complete a CTC BID version. NCo picked up on some previous action points and ideas suggested by new board members:</p> <ul style="list-style-type: none"> • It is important to ensure that there is clarity regarding the lead organisation for events • Induction/welcome packs for new board members to be investigated • An approved supplier list is to be included on the new website, with British BIDs approved supplier list as a back-up when no local supplier can be found • It has been proposed that members could put forward a request to run their own events with BID help/funding, NCo suggested that this could be viable where there is sufficient budget and would be a suitable fit. WB to include in next e bulletin. <p>WB confirmed that NCo will continue to sit on the board as an advisory member due to his wealth of knowledge and experience, all agreed. WB thanked NCo for all his help and support. PR wished to minute thanks to everyone involved with the AGM. NCh commented that it is crucial that events do not clash during the summer. She also highlighted that C B Event security were now mainly employed in the High Street and they had a rapid response vehicle available so it may be worth considering discussing issues in the High Street with them to relieve any pressure for the Ambassadors to work later hours. NCo explained that there has been a request to increase CGBW Fees from £19,500 to £30,000 per annum with effect 1st April 2022. General discussion ensued regarding value to levy payers and resulted in three questions:</p> <ul style="list-style-type: none"> • How much would levy payers have to pay individually to be members if the BID did not pay for it? 	<p style="text-align: center;">WB</p> <p style="text-align: center;">WB</p> <p style="text-align: center;">WB</p>

<ul style="list-style-type: none">•How many levy payers are members?•From a financial governance perspective how financially sound is CGBW? <p>WB To investigate and report back to the Board before the next meeting</p> <p>The meeting ended 5.10pm with NCo summarising his last meeting as Chair to say that he had enjoyed the role and had learnt lots, but he was not going anywhere!</p> <p>Date of Next Meeting: 7th April 2022 3.30pm</p>	<p>WB</p>
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