

BOARD MEETING22nd February 2023 – Crawley Library**MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Luke Longley (LL), Nicki Cheek(NCh), Paul Rolfe (PRo), Wendy Bell (WB), Simon Cuckow (SC), Neil Cooper (NCo), Sam Murray (SM), Rachael Hughes (RH), Matt Tyson (MT), Abi Bowden (AB) Virtual, Suzanne Holloway (SH), Lynn Hainge (LH) Guests: Emma Bullyment (EB) Virtual Apologies: Peter Rainier (PR), Atif Nawaz (AN)</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. PRo asked WB to collect 3 quotes for Company Secretary services, in view of the retirement of the previous company secretary.</p>	WB
<p>3. Minutes of Last Meeting and Actions Accuracy check from previous meetings minutes – All agreed, minutes approved. Any contract over £10k should go to tender – Enlivenment out to tender, 1 application received from White Label, proposal available for review. WB offered to circulate overarching plan for the year from the Ops team for review and matrix for the next year of events and plan split between the 4 projects. Skills matrix – WB confirmed done by most directors.</p>	
<p>4. Items for Discussion International Women's Day event 1st March – WB confirmed open to men and women, first time partnering with Manor Royal BID hosted by Metro Bank. NCo requested WB to circulate info about IWD. Map – SM confirmed map is being finalised with the designers and will then be ready for use. Will circulate asap. PRo asked if we could put the map on the static side of the promo board in Queens Square. LH said she would provide dims and would be ok to use as owned by Council. SC offered space in the mall for the map also.</p>	WB SM LH
<p>5. Items for Decisions PRo – Ops report agreed by all. Any issues to raise with Wendy. WB – Gave an overview of Articles of Association amendments (circulated before the meeting). Clarified they were being amended as needed clearer guidance and rules, to be in line with the law and transparent. All agreed proposed articles should be circulated to all members for written resolution.</p>	

Finance Note agreed

WB asked Board to agree to give notice to Regus when contract is due to terminate, with a view to reducing existing costs or finding a more cost effective alternative.
Agreed by the board

Meeting ended 4.45pm

DRAFT