

BOARD MEETING

23 JUNE 2020 (virtual meeting)

MEETING NOTES



	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Nicki Cheek (NCh), Neil Cooper (NCo), Simon Cuckow (SC), Doug Howell (DH), Luke Longley (LL), Peter Rainier (PR), Peter Smith (PS), Matthew Tyson (MT)</p> <p>Guests: Chris Barnard (CB), Lynn Hainge (LH)</p> <p>Apologies received from Duncan Crow.</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 (29 May 2020) and matters arising The minutes were formally agreed.</p> <p>Appointment of Vice Chair – DH put himself forward as a nominee for Vice Chair. There were no other nominees. PS formally proposed DH as Vice Chair; seconded by SC. DH was formally and unanimously elected as Vice Chair of the TC BID Board.</p> <p>Transfer of TCP funds to the TC BID – NCo referred to recent correspondence with the Town Centre Partnership (TCP) which resulted in approval to spend up to £4,000 from the TCP reserve fund on the provision of street ambassadors (through Crawley BC and Prestige Security & Events) up to 30 June, as part of the town centre re-opening strategy. NCh, SC and DH reported the positive impact this provision is having in the town centre and would welcome the opportunity to extend this beyond 30 June, particularly in light of today's announcement regarding the re-opening of pubs and restaurants from 4 July. This will require additional funding.</p> <p>LH to share details by the end of this week regarding the current provision, including costs, times and days of operation with the BID Board to inform further discussions (<i>further discussion under item 8</i>).</p> <p>Town Centre Partnership - LH to convene a meeting of the TCP next week to discuss the transfer of remaining TCP funds to the TC BID Board.</p> <p>It was suggested that any further meetings of the TCP be suspended until we know the outcome of the decision from MHCLG with regard to the challenge. There is still no indication as to when this decision will be made.</p> <p>Advance funding request - NCo has drafted a letter to Crawley BC formally requesting an advanced loan of £30,000, subject to a favourable outcome of the legal challenge. NCo to send to Crawley BC and inform the Board of the response.</p>	<p>LH</p> <p>LH</p> <p>NCo</p>

<p>3. Decision on Accountant</p> <p>CB reported that, in NCo's absence, DH had signed the confirmation statement and this had been submitted to Companies House.</p> <p>CB recommended that the Board seek to appoint an accountant, ideally someone who understands BIDs and BID regulations. NCo stated the need to formally adopt a procurement policy in the first instance. The TCP previously considered a draft procurement policy (Colchester BID model) but this had not been formally adopted.</p> <p>LH to circulate the draft policy with the meeting notes and this will be formally considered at the next BID Board meeting, after which time we can seek to procure an accountant by obtaining 3 quotes. It was noted that Richard Place Dobson provides accountancy services to the Manor Royal BID.</p>	<p>LH</p>
<p>4. BID Manager Recruitment</p> <p>A draft job description has been prepared however we are unable to advertise the role, pending clarification from MHCLG with regards to the legal challenge.</p>	
<p>5. BID Management Contract</p> <p>It was noted that we have a good relationship with Savills who have supported the establishment of the TC BID thus far, however the Board needs to consider the way forward and options will be discussed at the next Board meeting.</p>	<p>NCo</p>
<p>6. BID Resilience Fund (Section 31 grants)</p> <p>LH confirmed that Crawley BC submitted details of the TC and Manor Royal BIDs to MHCLG on 5 May, in accordance with the timescales, however as of today, no funding has been received.</p> <p>A recent bulletin from MHCLG (16 June) stated that <i>'MHCLG undertook a light-touch information gathering exercise to collect information needed from councils to prepare and process the section 31 grants. Following this information gathering exercise, MHCLG have processed the first batch of grants and arranged payments to go out to 70 councils early in the week commencing 2 June. Other batches will follow shortly. All councils who have submitted information to MHCLG by the initial deadline for returns (15 May) should receive funding this month.'</i></p> <p>LH will keep the BID Board informed as soon as the funding has been received and this will then be transferred to the TC BID Bank Account.</p>	<p>LH</p>
<p>7. Budget</p> <p>CB is working on a revised budget based on income received from 1 October 2020 and including an element of cash flow modelling, taking into account a downturn in levy collection. Savills will share the revised budget with the BID Board as soon as possible.</p> <p>The Operating Agreement between the BID Board and Crawley BC will need to be formally agreed and signed by both parties, after which the BID Board can formally ask Crawley BC to issue the bills in August/September (<i>see item 9</i>).</p> <p>CB confirmed that Savills will update the BID Levy Leaflet (to go out with the bills) and bring this back to the Board for approval.</p>	<p style="text-align: center; vertical-align: middle;">CB</p> <p style="text-align: center; vertical-align: middle;">CB / NCo</p> <p style="text-align: center; vertical-align: middle;">CB</p>

<p>NCh stated that timing is key – businesses will need time and space to re-open before the bills are issued.</p>	
<p>8. Marketing and Promoting the BID The Board considered possible collaboration with the Manor Royal BID. PS to make contact, on an informal basis, with their marketing officer.</p> <p>Further discussion around extending street ambassadors within the town centre, recognising this is already a priority theme within the TC BID Business Plan. LH will seek to obtain a proposal from Prestige Security & Events by the end of this week on what they believe will have the greatest impact, based on their experience. LH will share this with the BID Board as soon as possible so that a decision can be made next week as to further funding.</p>	<p>PS</p> <p>LH</p>
<p>9. Operating Agreement CB reported that a draft Operating Agreement had been prepared but it had not been signed off. Savills have reviewed the finer details within the Agreement and will circulate this to the Board for comment next week. This will then be sent to Crawley BC for signing.</p>	<p>CB</p>
<p>10. Steve Sawyer, Manor Royal BID As previously discussed, the TC BID wishes to explore forming a collaborative relationship with the Manor Royal BID – to be carried forward.</p>	<p>NCo</p>
<p>11. Any Other Business</p> <p>Insurance for BID Directors – Agreement to seek three quotes (<i>once procurement policy has been agreed – see earlier note</i>). CB to provide guidance on what questions to ask.</p> <p>Invoice request – The BID needs to raise an invoice to Crawley BC for the transfer of TCP funds. NCo will send a draft to MT for review/comment.</p> <p>Marks & Spencer – NCo reported a recent conversation with the new store manager of M&S (Amelia Holwill) who has expressed an interest in the BID. NCo has sent her a copy of the Business Plan and will continue the dialogue.</p>	<p>CB</p> <p>NCo / MT</p> <p>NCo</p>
<p>12. Date of the next meeting 14 July 2020 3.00pm. CB to send invitation.</p>	<p>CB</p>