

**BOARD MEETING**

**30 JULY 2020 (virtual meeting)**

**MEETING NOTES**



	Action
<p><b>1. Welcome, introductions, Apologies and Declarations of Interest</b> Attendees: Neil Cooper (NCo), Nicki Cheek (NCh), Doug Howell (DH), Luke Longley (LL), Peter Smith (PS), Matthew Tyson (MT), Duncan Crow (DC)</p> <p>Guests: Chris Barnard - Savills (CB), Fiona Wright - Savills (FW), Lynn Hainge – Crawley BC (LH)</p> <p>Apologies received from Simon Cuckow and Peter Rainier</p> <p>The following standard Declarations of Interest were noted:</p> <ul style="list-style-type: none"><li>• Peter Smith - Director of the Manor Royal BID</li><li>• Matt Tyson - Executive Member of Gatwick Diamond Business; Richard Place Dobson (MT's employer) are auditors for the Manor Royal BID.</li></ul> <p><b>Decision from the Secretary of State</b> – it was noted that on 16 July 2020, the Secretary of State had formally written to confirm that the Crawley BID ballot should not be declared void. The letter had been shared with all BID Directors, via email.</p>	
<p><b>2. Minutes of the last meeting (14 July 2020) and matters arising</b> The minutes were formally agreed.</p> <p><b>TCP / Prestige Security</b> – LH reported that the TCP had agreed to further extend the provision of street ambassadors (Prestige Security &amp; Events) by two weeks up to and including Saturday 1<sup>st</sup> August, at a cost of up to £4,000. The contract will not be extended beyond 1<sup>st</sup> August due to insufficient funding.</p> <p><b>Advance funding request</b> – In response to the BID's request for an advanced loan, Crawley Borough Council has written to NCo and confirmed that whilst it remains fully supportive of the TC BID and its Business Plan objectives, it is unable to provide advanced funding of the BID levy monies.</p> <p><b>Transfer of TCP funds</b> – NCo confirmed that the transfer of £500 from the Town Centre Partnership reserve to the TC BID Bank Account has been completed. NCo to liaise with DH regarding payment of invoice to Balhams.</p>	NCo/DH
<p><b>3. Procurement</b> CB had circulated a revised procurement policy before the meeting that reflects comments made during the last meeting.</p> <p>NCo requested Board Directors send any final comments to him <b>by the close of play on Tuesday 4<sup>th</sup> August</b>, after which time it will be circulated via email for adoption by the Board. A copy of the policy is attached to these minutes, for ease of reference.</p>	ALL

<p><b>4. Decision on Accountant</b> NCo to liaise with Steve Sawyer (SS) and report back to the next BID Board meeting.</p>	<p><b>NCo</b></p>
<p><b>5. BID Manager Recruitment</b> NCo to speak to SS to consider what his potential involvement could be.</p> <p>A draft job description has previously been agreed but this will be re-circulated with the meeting minutes for further comment.</p> <p>The Board do not see any conflict with SS becoming involved and agreed that there are clear synergies between the two BID areas. The Board expressed a preference to appoint someone with BID experience but would also look to the local workforce for potential applicants.</p> <p>Savills offered to assist with recruitment via their BID industry networks and it was agreed this should be progressed as soon as possible.</p> <p>LH will contact Love Local Jobs for details of their recruitment options.</p>	<p><b>NCo</b></p> <p><b>LH / All</b></p> <p><b>LH</b></p>
<p><b>6. BID Resilience Fund (Section 31 grants)</b> LH confirmed that, following the decision by the Secretary of State, Crawley BC had written to MHCLG to request payment of the BID Resilience funding in respect of the Town Centre BID. As of this morning, it had not been received but as soon as it is, it will be transferred to the TC BID Bank Account.</p>	<p><b>LH</b></p>
<p><b>7. Budget</b> CB referred to the revised, draft budget that had been circulated prior to the meeting. This was largely unchanged from the previous meeting with the exception of the inclusion of legal fees relating to the challenge (£6,500).</p> <p>CB pressed the Board to agree the budget for 2020/21 so that the levy leaflet can be updated and signed off, ready for distribution with the levy bills.</p> <p>The additional budget for 2021/22 will be produced once the indicative figures for BID year two and the Operating Agreement and Business Plan have been agreed.</p> <p>The Board will seek to adopt the revised budget at the next meeting.</p> <p>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. The BID Board will consider a proposal to the British Loan Fund at the next Board meeting.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<p><b>8. Marketing and Promoting the BID</b> NCo to speak to PS's contact at the Manor Royal BID and report back to the next Board meeting.</p> <p>FW emphasised the importance of getting up and running and communicating with levy payers as soon as possible. Savills offered to scope what is required, with a focus on the levy payers, and the Board can then decide how it can be resourced.</p>	<p><b>NCo</b></p> <p><b>FW / CB</b></p>
<p><b>9. Operating Agreement</b> CB referred to the Operating Agreement that had been circulated before the meeting and reflects comments made at the previous meeting.</p>	

<p>NCo requested that all Directors read the Agreement and come back with any final comments <b><u>by the close of play on Tuesday 4<sup>th</sup> August.</u></b></p> <p>The Operating Agreement will then be sent to Crawley BC for approval.</p>	<p><b>ALL</b></p>
<p><b>Fiona Wright left the meeting</b></p>	
<p><b>10. Steve Sawyer, Manor Royal BID</b> NCo to speak to SS next week and will invite him to attend the next BID Board meeting.</p>	<p><b>NCo</b></p>
<p><b>11. Any Other Business</b></p> <p><b>Insurance for BID Directors</b> – NCo referred to the email from CB circulated earlier today which included guidance for buying Directors and Officers liability insurance. The draft budget includes a £2k provision for insurances and CB suggested Arthur J Gallagher as a potential provider that the Board may wish to consider. NCo will speak to SS to understand what the Manor Royal BID Directors do with regard to D&amp;O’s insurance.</p> <p><b>Marks &amp; Spencer &amp; Decathlon</b> – NCo to follow up recent contacts with store managers - Amelia Holwill (M&amp;S) and Irene Castillo (Decathlon)</p> <p><b>Prestige Security &amp; Events</b> – NCo referred to some complaints that had been received in relation to Prestige Security &amp; Events. PS will report back at the next Board meeting.</p> <p><b>Bank Mandate</b> – DH suggested that now the BID is operational, the Board may wish to consider having a broader range of signatories on the account. To be discussed at the next meeting.</p>	<p><b>NCo</b></p> <p><b>NCo</b></p> <p><b>PS</b></p> <p><b>DH</b></p>
<p><b>12. Date of the next meeting</b> 13 August 2020 at 3.00pm.</p>	
<p><b>Chris Barnard and Peter Smith left the meeting</b></p>	
<p><b>13. BID Management Contract</b> The Board considered a number of options for securing a management contract to support the next stage of BID development, noting the restricted level of available funding.</p> <p>In order to inform further Board discussions, NCo will contact CB to:</p> <ul style="list-style-type: none"> <li>- clarify the extent of services that Savills would offer under a Management Contract</li> <li>- confirm what provision has been made in the draft budget for the Management Contract</li> </ul>	<p><b>NCo</b></p>