

BOARD MEETING7th April 2022 Crawley College**MEETING NOTES**

	Action
<p>1. Welcome, introductions, Apologies and Declarations of Interest Attendees: Luke Longley (LL), Matthew Tyson (MT), Nicki Cheek(NCh), Peter Rainier (PR), Paul Rolfe (PRo), Abi Bowden (AB), Wendy Bell (WB), Greg Lazarev (GL), Daisy Waldren (DW), Simon Cuckow (SC) Apologies: Duncan Crow, Jamie Bray, Neil Cooper (NCo), Susana Lopez, Peter Smith (PS) Aaron Payne (AP) Guests: Joseph Carey (JC)</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. • AB – Bankers for Crawley Town Centre BID 	
<p>2. Minutes of the last meetings (Feb 22)/Matters Arising The minutes were formally accepted. WB to send PRo a clean copy for signature PRo Formally welcomed everyone, and all introduced themselves. Document packs were distributed to all attendees. Action Point from previous meeting re updating website to be carried forward (WB AP).</p>	<p>WB</p> <p>WB</p>
<p>3. Proposal for new structure <i>Bi-monthly board meetings</i> were discussed, and GL expressed concern that the Board would lose oversight and decisions would be slowed down. It was agreed that monthly board meetings would continue with a review in one years’ time. WB to set up a monthly schedule and distribute to Board Members. <i>Working Groups</i> – the board agreed that it is not currently necessary to set up a Management Working group if monthly board meetings are to continue and if project based working groups are to be set up. WB asked for volunteers to chair each working group: Enlivenment NCh (Chair), GL (Vice Chair), Safer SC (Ch) NCh (VC), Showcased LL (Ch), DW (VC), Connected AB (Ch), PR (VC). WB to set up schedule for meetings and issue to all. <i>Terms of Reference/Code of Conduct</i> Terms of Reference to be reviewed by all and comments fed back to Wendy by 25/4/22, WB will re-issue TOR once all comments received and remove references to Management Working Group. Code of Conduct for Directors approved.</p>	<p>WB</p> <p>WB</p> <p>ALL WB</p>

<p>4. Operations</p> <p>WB ran through operations report from Feb & March.</p> <p>Suggestion made by PRo to set up a levy payer benefit sheet to be distributed to all members, WB to arrange.</p> <p>Agreement from the Board to pay the additional £10,500 to CGBW was approved by the Board (one Board Member Abstained). SC agreed to ask Paul Dowling (CGBW Manager) to visit Crow Coffee to introduce self and scheme.</p> <p>PRo asked if everyone were familiar with the Towns Deal Fund and talked about the new cycle routes that will go through to Gatwick as a positive benefit to the town, it was suggested that a presentation could be arranged for the CTC BID Board to update everyone on the progress. JC agreed to arrange.</p> <p>WB explained that Lynn Hainge (LH - CBC Economic Development Manager) had asked if it would be possible to organise an update for the Board on the Town Centre Commercial Space Project – the Board agreed this would be beneficial, WB to liaise and organise for the next Board meeting. Details will also be included of all the regeneration work being undertaken in the next magazine.</p> <p>GL asked if it would be possible to consider renaming Orchard Street Car Park to High Street Car Park and improving pedestrian access between the High Street and the car park. JC agreed to discuss with LH in the first instance to see how this would fit in with the wider regeneration plan for the town centre. JC to report back.</p> <p>WB explained that Sophie England (temporary Ops and Enlivenment Officer) would not be returning to the role due to being unwell. WB to organise replacement.</p> <p>WB to provide detailed costings for proposals to spend current years surplus, taking into consideration that safety is the foundation for the BID's activities.</p>	<p>WB</p> <p>JC</p> <p>WB</p> <p>JC</p> <p>WB</p>
<p>5. Budget</p> <p>Board approved finance budget notes for Feb & March 22.</p>	
<p>6. Baseline Agreement Updates</p> <p>WB advised that the Hygiene agreement is with CBC team for updating with the latest information.</p> <p>Sussex Police, CTC BID and MRBD met to discuss baseline agreements and it is agreed that we will be working on a document that will cover all Sussex BIDs.</p> <p>Highways agreement will just need some updating and then sending back to WSCC to agree. WB to update at next meeting.</p>	<p>WB</p>
<p>7. AOB</p> <p>The meeting concluded at 4.45pm.</p>	