

Friday 19 January 2024 11.00-13.30, The Barn, Gatwick Manor, Crawley, West Sussex

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Tim Rose (Elekta), Gary Tomlinson (SOS Systems), Patrick Heath-Lay (People’s Partnership), Martha Burnige (Gatwick School), Paul Searle (P&H Motorcycles), Steve Sawyer (MRBD), Chris Oxlade (MRBD), Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys), Ann Horne (Harwoods), Cllr Atif Nawaz (Crawley Borough Council), Markus Wood (Avensys), Ann Horne (Harwoods), Nigel Tidy (Crawley Borough Council)

Apologies: Tony Maynard (CGG), Clare Silva (MRBD), Cllr Bob Lanzer (WSCC), Michael Deacon-Jackson (FTD Johns), Clem Smith (Crawley Borough Council), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group).

Meeting outcome	Action / outcomes
<p>1</p> <p>A. Welcome</p> <p>Trevor Williams opened the meeting.</p> <p>Welcomed Gary Tomlinson to the Board for his first meeting and introductions were made by everyone at the meeting.</p> <p>Minutes from the previous September meeting were approved.</p> <p>B. Appt of Chair and Vice Chair for 24-25</p> <p>Trevor handed the meeting over to Steve Sawyer for the election of Chair and Vice-Chair. Trevor was elected Chair unopposed, Vice-Chair had two nominations, Steve said that the vote was extremely close, Patrick Heath-Lay was voted in as Vice-Chair.</p> <p>Trevor thanked the Board for their support and to the two candidates who nominated themselves for the position of Vice-Chair.</p> <p>ACTION A1: The Board approved the minutes. ACTION B1: Chair and Vice-Chair appointed</p>	<p>The Board approved the minutes from the 22/9/23 Board meeting</p> <p>Chair and Vice-Chair Appointed</p>
<p>2.</p> <p>C. Set remuneration for RPD (Manor Royal BID auditors)</p> <p>Set remuneration for auditors RPD at £5148 fee for year ahead as discussed in previous meeting and as in this meetings pack, allow a 4% year on year increase for the full five year BID term.</p> <p>ACTION C1: RDP approved as auditors for 24/25</p>	<p>RDP approved as auditors for 24/25</p>
<p>3.</p> <p>D. RPD Audit Points Letter</p> <p>At the last Board meeting, the RPD audit letter was requested to come to the board and was presented in the meetings pack. The Board were asked to comment on the points raised by RPD from the audit of the 2022/23 accounts.</p> <p>The only request was regarding Payroll protection. This was emphasised as only being a minor matter, but to protect the Executive Director it was suggested that an email authorisation from a Board member regarding payroll would possibly be a way</p>	

	<p>forward .</p> <p>ACTION D1: Payroll protection defer to governance committee.</p>	<p>Payroll protection defer to governance committee.</p>
<p>4.</p>	<p>E. New Terms of Reference</p> <p>Point of governance from last meeting, terms of reference redrafted for the BID. Main changes are introduction of section 6 – role of committees and appendix 1 – organisational chart. Trevor said the structure is likely to evolve, Patrick suggested the sooner the groups get started, Trevor asked if Steve was happy with the structure, Martha suggested a tweak to para 17 and it should be reviewed annually.</p> <p>Martha also suggested rather than using the words ‘Management group’, maybe an ‘Advisory Group’. Trevor added that the management group was set up to get as many people as possible to be involved with the group. Steve asked the board to send him any adjustments and for the new Terms of Reference to be agreed by email.</p> <p>Discussion took place on next steps for the sub committee.</p> <p>First Governance proposed for April – first Project and Services Committee in May.</p> <p>It has already been agreed who is on what committee (excluding Gary) and the sub committees will decide on future dates to meet. Tim suggested a Teams call for both committees – Steve will send out dates looking at third week of February.</p> <p>ACTION E1: New Terms of Reference approved</p>	<p>New Terms of Reference approved</p> <p>Steve to organise online short meetings for each sub-committee for 3 week February</p>
<p>5.</p>	<p>F. Since last time</p> <p>Events Programme</p> <p>Steve talked about the 2024 events programme and how it was a good mix of social and info events. Trevor congratulated the BID team on the range of events</p> <p>Superhub</p> <p>Steve updated the Board on the latest Hub updates including planning and budget.</p> <p>Woolborough Lane</p> <p>Woolbrough Lane worked on with the council – working up the design and going into planning soon</p> <p>Crawter’s Brook</p> <p>Next phase of Crawter’s Brook planned with more seating and public art</p>	<p>The Board noted the updates since last meeting</p>

<p>Mural</p> <p>Creative Crawley and Creative Playground – creating a trail of large scale public murals across the town including Hazelwick flyover. Artist appointed lived in Crawley went to school locally. Workshops planned to inform and influence the art on the flyover. Steve to send around details on the artist to everyone.</p> <p>New Team Member</p> <p>Samantha Bertie joining the BID team in the sustainability role on 12 February, thanks to Crawley Growth programme fully funding the post for 2 years.</p> <p>Awards</p> <p>The BID has been long listed for a Gatwick Diamond Business awards entry, the Community Award.</p> <p>Re-energise</p> <p>One of the issues has been navigating subsidy control issues. Nigel updated the board with the issues. Principal Analysis will be live on government website, the likelihood of risk (being called-in) very small. Tim said the £1m risk to the BID is a red line. Look at ways of protecting, insurance policy. Trevor asked about timescale, Nigel said possibly in a months time. Atif and Nigel spoke about the legal agreement between CBC and the BID.</p> <p>There has been one challenge out of 12,000 subsidies on the government website which was a scheme in Durham regarding waste. The challenge was thrown out.</p> <p>Steve spoke about the size of the risk and not to make a decision until after going through the government portal for a month, risk greater now – risk shrinks after the portal process. In the meantime, looking at insurance options. Atif spoke about the risk and the process. Nigel stated that due to the challenges so far with the project, Re-energise project is tight and protected. Patrick asked whether the ‘risk’ decision would come back to the board, Steve replied that it would. Trevor asked about next steps, Steve talked about the detailed paper Nigel has sent to the BID and sending a highlight version to board members.</p> <p>Atif suggested the Board needs to get a legal agreement together, dormant for a month while the portal process takes place. Nigel confirmed a legal agreement on the transparency database would be a good idea. Steve asked if Nigel could provide a timeline for the Board and get the next critical steps agreed. Nigel and Steve to meet and agree.</p> <p>Discussion on various aspects of Re-Energise Manor Royal, Steve suggested these taken to the sub-committee. Trevor suggested a separate information session on MRRE.</p> <p>Nigel left the meeting 1211pm</p> <p>ACTION F1: The Board notes the updates since last meeting</p>	<p>Steve to send details of Mural to the Board</p>
--	--

<p>6.</p>	<p>G. Finance Latest Budget Overview and Project Spend H. 2024-25 Budget setting</p> <p>Steve talked through the budget. Levy collection is the biggest risk. 95.56% collected so far in respect of 2023/24. £24 926 to be collected. Manor Royal BID collection rates good compared with other BIDS.</p> <p>Michael Deacon-Jackson offered to go through bad debtors with Steve to highlight those who will or won't pay.</p> <p>Steve spoke about the additional finance paper and how the budget is put together.</p> <p>An overview of the design work for next phase of Towns Fund project and the biodiversity project was presented.</p> <p>Patrick asked whether risk is high on any of the projects. Steve stated he didn't think there was any risk as the BID did not make a commitment without funds being in place or promised. There is now an agreement in place for the transfer of funds from the Towns Fund to the BID, including a forward payment, which eases cashflow pressures. In addition, the way the BID Levy is collected (payable on a specific day at the start of the financial year) helps although requires careful management towards the end of each BID year before the billing cycle begins again.</p> <p>ACTION G1: The Board approved the budget overview ACTION H1: The Board approved the budget setting</p>	<p>The Board approved the budget overview and budget setting</p>
<p>7.</p>	<p>I. AOB</p> <p>Manor Royal Heat Network. Steve spoken to both councils and government department about the project being proposed. Fantastic opportunity for the business district. No investment from the BID. Tim and Ann spoke very positively about the scheme. Patrick asked how the BID was involved. Steve said the BID was introduced to the supplier by WSCC. Patrick asked if the only risk to the BID was reputation. Steve confirmed that it was and that the risk is very low and no greater than with other partners.</p> <p>ACTION I1: The Board agreed to go ahead with the project</p>	<p>The Board agreed for Steve to progress the project.</p>

All business having been completed the meeting was CLOSED at 1240pm