

Friday 20th September 2024 10.00-11.30 at The People’s Partnership – Manhattan Building

BOARD MEETING NOTES & ACTIONS

In attendance, Patrick Heath-Lay (People’s Partnership) Chair, Tim Rose (Elekta), Steve Sawyer (MRBD), Helen McLaren (MRBD), Clem Smith (Crawley Borough Council), Dipo Lafinhan (WSCC), Cllr Atif Nawaz (Crawley Borough Council), Markus Wood (Avensys), Martha Burnige (Gatwick School), Sam Bertie (MRBD)

Apologies: Trevor Williams (Thales UK) Paul Searle (P&H Motorcycles), Chris Oxlade (MRBD), Ann Horne (Harwoods), Nick Burrell (WSCC), Cllr Bob Lanzer (WSCC), Gary Tomlinson (SOS Systems)

Meeting outcome	Action / outcomes
<p>1 A. Welcome, declarations of interest, apologies, approval of minutes (See Item A)</p> <p>Patrick opened the meeting at 10:20 and welcomed everyone.</p> <p>Apologies were announced. Minutes of last meeting were approved. There were no declarations of interest</p> <p style="text-align: right;">ACTION 01: Approve minutes</p>	<p>Minutes approved by the Board</p>
<p>2. B. Finance latest (2024-25) (See Item B)</p> <p>Steve ran through the Budget Overview (Item B1) and the Project Spend (Item B2). Since this was produced, MRBD have received the latest BID Levy Statement and can report that 88% of BID levy fees have now been received, with £62,000 still left to collect for this year.</p> <p>Steve highlighted that REMR was at risk due to the delays in starting the project and because no Legal Agreement has yet been signed with the Council. Steve updated the Board on the ReEnergise Manor Royal (REMR) project, including: selection of a new delivery partner, back-to-back agreement between MRBD and REMR now in place and ready for signing and review of the MRBD/CBC Legal Agreement with final comments ready to be feedback.</p> <p>Steve also informed the Board that a meeting with the Crawley BC CEO was scheduled for Monday, 23 September to discuss progress on Towns Fund projects at which he anticipated that Council was likely to propose a reduction in the REMR allocation.</p> <p>The board members questioned Clem on the current situation with the funding. Clem stated that REMR need to evidence that they will be able to deliver the project in advance of the March 2026 deadline. The discussion about reducing the funds available has arisen because there is still no signed contract and:</p> <ul style="list-style-type: none"> a) The project has been identified as at risk of not being completed before the cut off time and that could result in the funds needing to be returned to government b) The project had not yet started creating some doubt as to whether it will go ahead. c) These funds could be used to finance other projects in Crawley <p>Addressing concerns about any other funding cuts, Clem stated that with regards to all other Crawley Towns Fund Program funding, that the new government has informally said that all projects up and running will be honoured.</p> <p>The questions remain for the Board:</p>	

	<ol style="list-style-type: none"> 1. How much money will REMR actually receive? 2. Will BHESCo still be interested in the project with the different funding as they tendered for a £1 million project? 3. Will the funds be sufficient to set up and self-fund the energy company? <p>After all the work that has gone into this project, it is very worrying that it could be in jeopardy.</p> <p>Patrick asked that if the Board gave agreement that the contract could be signed and ready to go, would the £1 million still be available?</p> <p>Clem stated that CBC would need to have a contract ready for signing, would need to see evidence that the funding could be spent by March 2026.</p> <p>Patrick asked for reassurance that the money is not being taken away to relieve pressures elsewhere.</p> <p>Clem responded that the program has been reviewed and REMR came up as a serious risk for not being spent. CBC want to ensure that the funding is spent in Crawley and need to be convinced that this can be completed by March 2026.</p> <p>Patrick asked Steve how he sees the project going forward.</p> <p>Steve responded that the contract for the delivery partner is in 2 stages. The first is to test appetite for the businesses on Manor Royal to get confidence in the pipeline, which is critical. We would need sufficient time to do this.</p> <p>Clem stated that if the project did not go ahead then there are opportunities for the funds to be spend elsewhere in the Towns Fund Programme.</p> <p>Patrick requested that we need clarity asap on if the money is going to be pulled so that no further work is undertaken unnecessarily.</p> <p style="text-align: center;">ACTION 02: Approve budget, noting comments from the Governance Committee</p>	<p>Steve to attend meeting on Monday 23rd September with Chief Executive of Crawley Borough Council and report back to the Board.</p>
<p>3.</p>	<p>C. Approve Audited Accounts 2023-24</p> <p>Steve reported that following the annual audit, MRBD have a clean set of accounts. The Governance Committee have reviewed the Auditors Management Points. Steve is preparing management responses to the points which he will report back to the Governance Committee. The Auditors were very complimentary on the accounts.</p> <p>Accounts will need to be signed off after they have been presented at the AGM.</p> <p style="text-align: center;">ACTION 3: Approve accounts for Presentation at the AGM</p>	<p>The Board approved the accounts to be presented at the AGM</p>
<p>4.</p>	<p>D. Manor Royal Matters and AGM Event Agenda (06 November, Crowne Plaza Hotel)</p> <p>Steve presented the Agenda for the AGM and Manor Royal Matters.</p> <p>A third of the board is required to retire at each AGM, and stand for re-election if they wish. Steve is going to check the schedule and let the Board members know who is next in line for re-election, unless anyone is wishing to resign.</p> <p>With the resignation of two directors earlier this year, 5 new potential Director candidates have been identified and 4 have completed a nomination form. Steve wishes to propose an increase in the number of Directors from 11 to 13. This proposal was approved by the Board today. This will help with the breadth and diversity of the Board and bring different skills sets. The new candidates for Directors will be presented for election at the AGM.</p>	<p>Steve to email Board Members regarding re-election candidates</p> <p>Steve to inform the</p>

	<p>Steve will let the Board know who is going to be going forward to be Directors at the AGM.</p> <p style="text-align: center;">ACTION 4: Comment and approve proposed Agenda</p>	<p>Board of the new potential Directors wishing to stand for election at the AGM</p> <p>Board approved increase in Director numbers from 11 to 13 at the AGM</p> <p>The Board approved the AGM Agenda</p>
<p>5.</p>	<p>E. Projects and Services Update</p> <p>Steve presented the Projects and Services Update (Item E1) to the Board.</p> <p>Tim noted that there has been £6 million worth of investment which has been delivered and wouldn't have happened without the BID.</p> <p>Steve also highlighted the new process that has been developed for new Projects, ready for the Projects Committee to use to assess proposals for new projects and services.</p> <p>Tim noted that this document will formalise the due diligence aspect of projects for the Board.</p> <p style="text-align: center;">ACTION 5: Note Projects and services and approve Approval Process.</p>	<p>The Board noted the volume of work being undertaken and approved the projects approval process</p>
<p>6.</p>	<p>F. AOB</p> <p>Steve reported to the Board that the Move It Project is now formally launched with the VIP launch at the end of July and the Public Roadshow which took place this week with a very positive response.</p> <p>There is also a Manor Royal Travel Survey that is now live. There have been over 180 responses so far. The survey is live until the end of October.</p> <p>Steve complimented Sam Bertie on all her work on the Move It project so far.</p>	

All business having been completed the meeting was CLOSED by Patrick at 11:20.