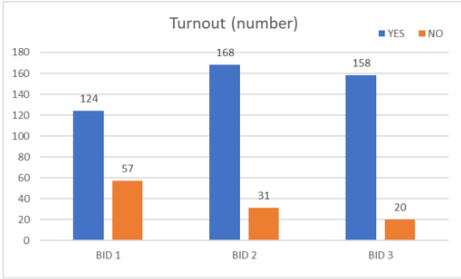
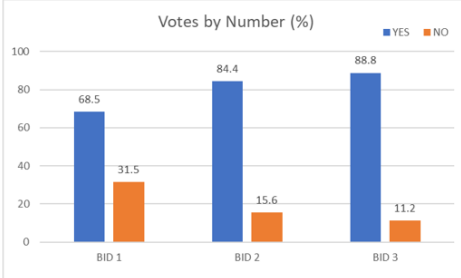
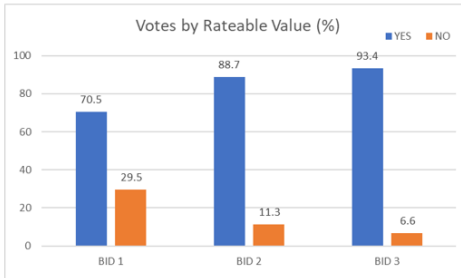


# BOARD MEETING NOTES & ACTIONS

**In attendance:** Yvonne Taylor (PPL Insights) (Vice-Chair), Michael Deacon-Jackson (FTD Johns), Tim Rose (Elekta), Cllr Bob Lanzer (WSCC), Patrick Heath-Lay (B&CE), Clem Smith (Crawley Borough Council), Markus Wood (Avensys) Trevor Williams (Thales UK) (Chair), Tony Maynard (CGG), Paul Searle (P&H Motorcycles), Steve Sawyer (MRBD), Chris Oxlade (MRBD), Clare Silva (MRBD)

**Apologies:** Cllr Atif Nawaz (Crawley Borough Council), Martha Burnige (Gatwick School), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group).

Meeting outcome	Action / outcomes																																																
<p><b>1 Welcome</b></p> <p>Steve Sawyer opened the meeting and announced the successful ballot result for a third term of the Manor Royal BID. Trevor Williams gave congratulations and thanked the BID team for all their hard work in achieving this result.</p> <p>Steve thanked Yvonne for hosting at PPL Insights, and gave a warm welcome to new Board Member Ann Horne (Harwoods).</p>																																																	
<p><b>2. Ballot review</b></p> <p>Steve gave an overview of the ballot results highlighting an increase in yes votes and a decline in no vote from the previous ballots.</p> <ul style="list-style-type: none"> <li>• 88.8% yes votes by number</li> <li>• 93.4% yes votes by rateable value</li> </ul> <h2>Manor Royal BID Ballot Analysis</h2> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <table border="1"> <caption>Turnout (number)</caption> <thead> <tr> <th>BID</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>BID 1</td> <td>124</td> <td>57</td> </tr> <tr> <td>BID 2</td> <td>168</td> <td>31</td> </tr> <tr> <td>BID 3</td> <td>158</td> <td>20</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <table border="1"> <thead> <tr> <th></th> <th>%</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><b>BID 1</b></td> <td>34.9</td> <td>181</td> </tr> <tr> <td><b>BID 2</b></td> <td>38.0</td> <td>199</td> </tr> <tr> <td><b>BID 3</b></td> <td>33.3</td> <td>178</td> </tr> </tbody> </table> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <table border="1"> <caption>Votes by Number (%)</caption> <thead> <tr> <th>BID</th> <th>YES (%)</th> <th>NO (%)</th> </tr> </thead> <tbody> <tr> <td>BID 1</td> <td>68.5</td> <td>31.5</td> </tr> <tr> <td>BID 2</td> <td>84.4</td> <td>15.6</td> </tr> <tr> <td>BID 3</td> <td>88.8</td> <td>11.2</td> </tr> </tbody> </table> </div> <div style="width: 45%;">  <table border="1"> <caption>Votes by Rateable Value (%)</caption> <thead> <tr> <th>BID</th> <th>YES (%)</th> <th>NO (%)</th> </tr> </thead> <tbody> <tr> <td>BID 1</td> <td>70.5</td> <td>29.5</td> </tr> <tr> <td>BID 2</td> <td>88.7</td> <td>11.3</td> </tr> <tr> <td>BID 3</td> <td>93.4</td> <td>6.6</td> </tr> </tbody> </table> </div> </div> <p>Tony Maynard asked whether the ballot papers could be sent electronically. Steve Sawyer answered that unfortunately they couldn't. This is due to the BID regulations set at government level and it's not an easy process to get this changed requiring new legislation, and isn't a priority for government .</p> <p>Yvonne Taylor asked whether there was any correlation to those who voted no and those who were either late to pay their levy or those who have refused to pay. Steve Swayer advised that we have no way of knowing who voted no, but this is an interesting point.</p>	BID	YES	NO	BID 1	124	57	BID 2	168	31	BID 3	158	20		%	Number	<b>BID 1</b>	34.9	181	<b>BID 2</b>	38.0	199	<b>BID 3</b>	33.3	178	BID	YES (%)	NO (%)	BID 1	68.5	31.5	BID 2	84.4	15.6	BID 3	88.8	11.2	BID	YES (%)	NO (%)	BID 1	70.5	29.5	BID 2	88.7	11.3	BID 3	93.4	6.6	
BID	YES	NO																																															
BID 1	124	57																																															
BID 2	168	31																																															
BID 3	158	20																																															
	%	Number																																															
<b>BID 1</b>	34.9	181																																															
<b>BID 2</b>	38.0	199																																															
<b>BID 3</b>	33.3	178																																															
BID	YES (%)	NO (%)																																															
BID 1	68.5	31.5																																															
BID 2	84.4	15.6																																															
BID 3	88.8	11.2																																															
BID	YES (%)	NO (%)																																															
BID 1	70.5	29.5																																															
BID 2	88.7	11.3																																															
BID 3	93.4	6.6																																															

3.	<p><b>Declarations of interest &amp; Approval of minutes</b></p> <p>Steve Sawyer advised that the market test of the Auditors is only item outstanding, and this will be completed now the ballot is finished.</p> <p><i>ACTION 01:</i> The Board approved the minutes from the previous meeting.</p>	<p><b>The Board approved the minutes from 23 Dec 2022</b></p>
4.	<p><b>Finance</b></p> <p><b>a. Now</b></p> <p>Steve Sawyer ran through the finance presentation highlighting that 91.6% of the levy has been collected.</p> <p>The Towns Fund payments are still outstanding. Steve is working with Clem Smith to resolve this issue.</p> <p>Clem Smith advised that the contract for the Microparks have been finalised and is with Nigel Tidy, due to be sent to Steve today. Once this has been signed off, payment can be made.</p> <p>Steve Sawyer highlighted that this delay in payment is the biggest risk to the BID.</p> <p>Trevor Williams asked Clem Smith when this will be resolved, and Clem advised that the contract will be sent today and once signed payment against costs will be issued. He went on to explain that changes in legislation under UK subsidy control rules took affect after the Towns Fund was allocated. He advised that the process has now been done, addressed and their legal department have dealt with it subject to due diligence in accord to the new legislation.</p> <p>Patrick Heath-Lay asked whether the BID was aware of these changes in legislation? Steve Sawyer answered that he was not. Clem Smith also commented that neither did the Council know about this beforehand. The Crawley Growth Programme is also subject to the same control issues.</p> <p>Trevor Williams asked what is the main risk to the BID? Steve Sawyer answered that not having a contract puts the BID at risk, plus the issue of cash flow.</p> <p>Clem Smith went on to advise that the Microparks are easier to resolve however the LEC is more challenging to process subsidy control issues as it's dealing with private businesses and assets being owned by the LEC.</p> <p>Steve Sayer noted that the LEC provides more direct benefit to the community. Clem Smith answered that as an economic undertaking the assessment is more complicated for their legal team to navigate.</p> <p>Tim Rose highlighted that it is impossible to get private investment from businesses, so it's a chicken and egg situation.</p> <p>Steve Swayer continued with the presentation of finances.</p> <p>Patrick noted that there are funds held in trust for the Creative Playground. Steve Sawyer advised that the BID, as the accountable body for the Arts Council funding for the Crawley Creative Playground, accounts for the money separately. As such these monies are protected and do not form part of the BID bottom line and are recorded separately.</p> <p>Patrick also asked whether the outstanding levy from previous years has been included in the finance projections?</p> <p>Steve Sawyer advised that it hadn't, and action has been started for non-paying companies. Some businesses have ceased trading, so their debt has been written off. Patrick noted that the Auditors are likely to write off more of the debt.</p>	

	<p>Patrick Heath-Lay summarised that there was no immediate risk to the BID not having funds to cover the projects funded by the Towns Fund. However, this issue needs to be resolved quickly before it does cause an issue.</p> <p>Patrick Heath-Lay asked whether Steve Sawyer could confirm in an email once funding has been paid.</p> <p>Clem Smith advised that once the contract was signed it would go back to their lawyers and payment will be made.</p> <p>Trevor Williams asked how long this would take, a month? Clem Smith advised that it would be more likely a week, not months.</p> <p>Trevor Williams suggested that the Board get together to review this if not paid.</p> <p><i>ACTION 02: The Board approved the latest position and discussed the approach to cashflow risk caused by delay in funding.</i></p> <p style="text-align: center;"><b>b. Next</b></p> <p>Steve Sawyer presented the Budget noting this as being consistent with the Business Plan with only minor changes. No further comments made by the Board, who had already approved the budget at a previous meeting.</p> <p><i>ACTION 03: The board noted the budget and risks for 2023/24 (BID3, Year 1)</i></p>	<p><b>Steve Sawyer to confirm to the Board once Town Fund funding has been received.</b></p> <p><b>Board meeting to be arranged to review Towns Fund monies if not paid.</b></p> <p><b>The Board approved the latest financial position.</b></p> <p><b>The Board noted the budget 2023/4.</b></p>
5.	<p><b>Around the Manor - Project updates</b></p> <p>Steve Swayer presented the project highlights to the Board noting a significant development with the Local Energy Community Company (REMR).</p> <p>The project has been launched (08 March) with a Pioneer Share offer being planned. P&amp;H Motorcycles potential first beneficiary with a development pipeline in progress. However, this is dependent on Towns Fund agreement and securing an advance payment.</p> <p>Brighton Energy Cooperative has been appointed as Delivery Partner for formation and delivery of the Manor Royal Local Energy Community, with funding anticipated from the Towns Fund to support the first solar installations.</p> <p>Steve Sawyer advised that there have been 83 applications, 15 of which are either not suitable or decided not to proceed. This project hasn't been done anywhere else yet in the UK and could be a reputational game changer for MRBD.</p> <p>Tim Rose went on to say that Aberdeen Standard are really interested due to excellent results with no revenue or maintenance costs for the business.</p> <p><i>ACTION 04: The Board noted and made comments as noted above</i></p>	
6.	<p><b>New Partnership Proposal – Eden Utilities</b></p> <p>Steve Sawyer explained the proposal from Eden Utilities in support of new objective 4 “Sustain &amp; Renew” and linked to Local Energy Community and Net Zero objectives.</p> <p>The partnership will support businesses in a cost effective and collective purchasing power of energy, gas and water.</p> <p>There is no cost to the BID and will create a fund linked to net zero ambitions.</p> <p>Trevor Williams asked what will be in place to bind this partnership?</p> <p>Steve Sawyer answered that there will be no financial contribution from the BID, but an agreement will be in place.</p>	

	<p>Patrick Heath Lay asked whether there were any other companies offering the same, and if a tendering process had been undertaken?</p> <p>Steve Sawyer answered that there are no others that we have found, only those who ask a financial commitment. Eden utilities have been through an interview and vetting process.</p> <p>Patrick highlighted his concern that if the partnership went pear shaped that this could affect the BID's reputation and the next ballot.</p> <p>Steve Sawyer noted Patrick's concerns and advised that the BID has been in communication with Eden Utilities for some time. Eden utilities have also been through a full interview process, with the BID and the Re-Energise steering group, and all involved have been confident with the company and how they operate and were all in agreement with their suitability for the BID.</p> <p>Paul Searle agreed that the BID should be supporting Manor Royal businesses with any cost saving initiatives and connecting companies that can do this.</p> <p>Trevor Williams noted that Patrick Heath Lay made a good point to ask whether the BID has gone through the right process to connect Eden Utilities to the BID, and assessed the possible impact this could have on the BID's reputation. He suggested that Steve share all the details about the partnership and email this to the Board for an email vote.</p> <p><b>ACTION 05: The Board discussed the proposal to partner with Eden Utilities and agreed that they needed more information. Steve Sawyer to send full details for the Board to vote via email.</b></p>	<p><b>Steve Sawyer to prepare and send full details about Eden utilities to the Board to vote via email.</b></p>
<p><b>7.</b></p>	<p><b>ReEnergise Manor Royal (Energy Community) Pioneer Share offer</b></p> <p>Steve Sawyer explained that the Pioneer Share offer is an opportunity for people and businesses to take shares in the new Manor Royal Local Energy Community (LEC). Funds generated will support the development and reach of the LEC allowing for more investment on more Manor Royal rooftops, funded by the LEC.</p> <p>The minimum term is 25 years and the minimum investment is £500.</p> <p>Interest on shares will be paid at between 5% and 6.5% (payable after year 2).</p> <p>Ann Horne asked if there was any movement on term of investment as 25-year term is off putting, although a great investment. Steve Sawyer advised there was no movement on this.</p> <p>Tim Rose noted that if the BID champion this initiative but don't take up the share offer, what message is this sending?</p> <p><b>ACTION 06: The Board approved the principle of investing £5,000 in REMR</b></p>	<p><b>Board approved the principle of investing £5,000 in REMR</b></p>
<p><b>8.</b></p>	<p><b>A.O.B</b></p> <p>Chris Oxlade on behalf of Clare and himself gave special thanks from to Steve Sawyer for all his support and hardwork getting through the ballot and mentioned his nomination of a local hero from Tilgate Bakery.</p>	

**All business having been completed the meeting was CLOSED at 11.30**