

Friday 09 December 2022 11.00, Sandman Signature Hotel, Crawley, West Sussex

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Yvonne Taylor (PPL Insights) (Vice-Chair), Steve Sawyer (MRBD), Michael Deacon-Jackson (FTD Johns), Cllr Atif Nawaz (Crawley Borough Council), Tim Rose (Elekta), Cllr Bob Lanzer (WSCC), Clare Silva (MRBD), Martha Burnige (Gatwick School), Patrick Heath-Lay (B&CE), Clem Smith (Crawley Borough Council), Markus Wood (Avensys).

**Apologies:** Trevor Williams (Thales UK) (Chair), Tony Maynard (CGG), Paul Searle (P&H Motorcycles), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Chris Oxlade (MRBD).

Meeting outcome	Action / outcomes
<p><b>1 Welcome</b> Yvonne opened the meeting and welcomed the Board and Advisers and noted apologies for the meeting. Steve welcomed new Board Member Ann Horne (Harwoods) who was unfortunately unable to attend.</p> <p>Steve Sawyer asked the Board to approve the minutes from the previous meeting.</p>	<p><b>The Board approved the minutes from Sept 2022</b></p>
<p><b>2. Appointment of Chair and Vice-Chair for 2023-24</b> Steve Sawyer explained that this being the first meeting following the AGM, it is a requirement of the Board to elect a Chair and Vice-Chair for the next year.</p> <p>Current candidates are Trevor Williams, Thales UK (standing as Chair). Yvonne Taylor, PPL Insights (standing as Vice-Chair). Other nominations invited prior to the meeting and no additional were declared.</p> <p>Michael Deacon -Jackson noted that they do a great job and happy for them to continue. The Board all agreed.</p> <p><b>ACTION 02: The Board Elected Trevor Williams to continue as Chair and Yvonne Taylor as Vice-Chair</b></p>	<p><b>Trevor Williams elected to continue as Chair and Yvonne Taylor as Vice-Chair</b></p>
<p><b>3. Set the remuneration for RPD (Manor Royal BID Auditors)</b> Proposed RPD Audit Fee for 2022-23 accounts quoted as £5,950 (vs £4,750 for 2021/22).</p> <p>Cllr Bob Lanzer and Patrick Heath-Lay both advised they didn't think this increase was a surprise and in line with other increases. Patrick Heath-Lay then went to ask if a tender process has been considered.</p> <p>Tim Rose also asked if there has been an increase over subsequent years? To which Steve Sawyer answered that there has been a nominal increase each year of approximately £100 p/y.</p> <p>Patrick Heath-Lay added that the more money the BID is generating, the more risk there is running through the BID and a greater need for effective auditor.</p> <p>Cllr Bob Lanzer advised that a tender process for quotes to check the fee is in line with competitors, would satisfy the BID members that the current quoted fee is the best value.</p> <p>Patrick Heath-Lay asked when is the review now, or next year? Steve Sawyer advised that this will be in Sept.</p> <p><b>ACTION 03: The Board agreed to go to tender for BID auditors</b></p>	<p><b>Steve Sawyer to tender for auditors</b></p>
<p><b>4. Since last time (See Item D)</b> Steve Sawyer summarised the main updates and changes on BID delivery and projects since last time.</p> <p><b>Roundabout resurfacing – complete but condition of road questionable.</b></p>	

	<p>Final phase of CGP – meeting next week to discuss programme of works. Negotiate the works including the roundabout.</p> <p><b>Launch of Re-energise.</b>  Tim Rose advised that the BID has appointed Brighton Energy Cooperative. Application went in this week to formally register the Local Energy Community (LEC). Towns Fund – looking at options for payments. On track for first install. Steve Sawyer advised that the BID will be the custodians of the money need to manage cash flow.  Clem Smith added that under the Towns Fund regulations, there is scope to change annual spend profiles. Request needs to be made to government to approve but can discuss in meeting on Monday.  Steve Sawyer advised that Brighton Energy Cooperative have been asked to provide an ideal spend profile.</p>	<p><b>The BID office to ask Brighton Cooperative for an ideal spend profile</b></p>
<p><b>5.</b></p>	<p><b>Finance latest</b></p> <p>a. Budget Overview (<b>see Item E1</b>) and Project Spend (<b>see Item E2</b>)</p> <p>Steve Sawyer gave an overview of current budget  91% of Levy has been collected so far this year.  £79k outstanding from previous years. Looking at how to recover. As it stands there is a predicted year-end surplus of £26k.</p> <p>Markus Woods asked if any of the outstanding levy has been recovered any or any written any off?  Steve Sawyer answered that some debt has been recovered however collection has now slowed down, so need to focus on this and enforce collection.  Patrick Heath-Lay advised he was surprised the auditors hadn't written-off this debt.</p> <p>Steve Sawyers advised that Court action letters are due to be sent out. The debt has been revised and will be reduced as a result of write-offs of those businesses who have ceased trading.  Patrick Heath-Lay asked if there was any particular science to projection costs that have been made?  Steve Sawyer advised that there is science. Infrastructure on big spends has been based on real estimates from contractors for capital projects with contingency. Service cost are fixed with a small contingency factored into the budget. For capital projects individually elements (e.g. number of seats, or benches) are itemised and if necessary a value engineering exercise can be undertaken in order to adjust projects to meet available budget. . This means that rising costs don't jeopardise the whole project or put the BID at undue risk.  Steve went on to advise that with the BID services there is a degree of certainty with contracts in place.  Patrick Heath-Lay noted that he felt the main risk will be on construction projects.</p> <p>Yvonne Taylor asked why the digital signs have been set at zero?  Steve Sawyer advised that this is due to the change of landscape in respect of reveue generation from advertising. Markus Woods went on to add energy rates are currently fixed but will increase. New advertisers are going on but are slow. Businesses in the main, are focussing on social media and footfall to the business district and retail areas has decreased.  Cllr Atif Nawaz asked if the business rates re-evaluation will affect levy rates?  Steve Sawyer advised that there will be no effect as the levy rates have been set on the 2017 rates. Which provides predictability for all.</p> <p><b>ACTION 05: The Board approved the budget</b></p>	<p><b>The budget was approved</b></p>
<p><b>6.</b></p>	<p><b>2023 – 2024 Budget Setting (see Item F)</b>  Steve ran through an overview of the 2023 – 24 Budget (BID3 Year 1). No comments arising.</p>	<p><b>The draft budget for</b></p>

	<p><b>ACTION 06: The Board approved the draft budget for 2023/24 (BID3 Year 1)</b></p>	<p><b>2023/24 (BID3 Year 1) was approved</b></p>
<p><b>7.</b></p>	<p><b>Business Rangers Supplier (see Item G)</b>  Steve Sawyer gave an overview of the situation with the current security provider and the need to change through a tender process. This tender process has now been completed and a successful provider selected.  Benefits are the successful provider is local and marginally cheaper  Potential issues are the company is smaller so could be viewed as a risk</p> <p>Martha Burnige asked why there was a 3 month notice period for current security provider, any reason? Steve Sawyer advised that this was in the original contract. Patrick Heath-Lay suggested that the 3 months will give the new company time to Tupe staff over.  Will there be a cost if start of new contract delayed?  Steve advised he will need to check this, however the quote from the new supplier was for 3 years with inflation but will be secure.</p> <p><b>ACTION 07: Approve recommendation to switch supplier</b></p>	
	<p><b>BID Renewal: timetable and tactics</b> See section H1 and H2</p> <p>Steve ran through the renewal timetable and ballot process. A discussion around the ballot paper being sent via post and if there were any alternatives given the possible postal strikes. Suggestions included:  Using a courier rather than postal service?  Potential to drop ballot paper at the Town Hall? Not sure how likely to use.  A ballot drop off point on Manor Royal?  A ballot drop off point at the Showcase event? Need to check probity and security.</p> <p>Tim Rose asked if we will be visiting companies and how the Board can help?  Steve Sawyer advised that the top levy companies will be shared with Board for support to contact those known. Markus Wood noted that it would be good to have the list and happy to help where they can.</p> <p>Steve ran through the Showcase taking place 31<sup>st</sup> January at Rentokil. The event will be last before the BID Renewal Ballot formally opens. Steve noted that we will be looking for BID members to be part of the Vox pop session at the event, to summarise their support for the BID.  Tim mentioned that anyone who doesn't want to do this live, they can instead come to Elekta and prerecord this in their recording studio.</p> <p><b>ACTION 08: The Board noted the timetable to ballot</b></p>	<p><b>12.20 Patrick left meeting</b></p> <p><b>Ballot timetable noted</b></p>
	<p><b>A.O.B</b>  Yvonne Taylor asked whether the Digital signs can be utilised to advertise ballot.  Action for Chris Oxlade to ensure this is on the digital signs.</p>	<p><b>Chris Oxlade to add the BID ballot info onto digital signs</b></p>

**All business having been completed the meeting was CLOSED at 12.27**