

Thursday, 04 October 2018 (5pm to 6pm)

Premier Inn (Manor Royal), Crawley Business Quarter, Fleming Way, RH10 9DF

In attendance

BID Directors

Trevor Williams (Thales UK) (Chairman), Keith Pordum (Bon Appetit) (Vice Chair), Markus Wood (Avensys), Zoe Wright (B&CE), Anthony Maynard (CGG), Paul Searle (P&H Motorcycles), Cllr Peter Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns).

BID Members

Mike Harris (Harwoods Group), Nick Hance (HSBC), Nicola Blake (Creative Funding Solutions), Jeremy Day (Doosan Power Systems), Paul Roe (Kreston Reeves), Martha Burnige (The Gatwick School), Jon Healy (Keysource Ltd).

Non BID Members (Advisors/Partners/Guests/staff (non-voting attendance))

Clem Smith (Crawley Borough Council), Steve Sawyer (MRBD Limited), Darren Harding (Richard Place Dobson) BID Accountant, Jeff Alexander (Gatwick Diamond Business)

Apologies:

Claire Staniford (Kelvin Precision Products Ltd), Jack Bedell-Pearce (4D Data Centres), Jeremy Taylor (Gatwick Diamond Business), Laura Sanders (Amey Plc), Stephanie George (Basepoint Business Centre), Bill Bowden (Bill Bowden Event Logistics), Chris Burnage (Blue Elephant), Angela Golder (Boeing UK), John Johnston (Chemigraphic), Mark Elliot (Creative Technology Limited), Michael Low (Cruiseway), Greg Manton (Deloitte LLP), John Hancock (Eezehaul), Dee Mathieson (Elekta), John Bardsley (Intermedia Brand Marketing Ltd), Gino Choucair (IT Genie Limited), Tony Perfect (Just Motor Care), Steve Cresswell (Kier Construction), Charlie Sheppard (Limpio Office Solutions), Oliver Ellingham (LoK'n'Store), Paul Berry (London Cool), Karen Methven (Manor Royal Business Watch), Stephen Mansell (Mansell Recruitment), Daniel Sibley (NatWest), Tony Deverson (Niton 999 Group Ltd), Bill Stanley (Office Profile), Christina Kerr (Sayers Publishing), David Smith (Sivanatos Ltd), Alun Evans (SOS Systems), Mark Curtis (Split Image), Rosie Ross (Sussex Police), Glenn Dadswell (Tates Citroen Crawley), Sally Bourn (TUI Travel), Steve Pullen (Varian Medical Systems UK), Tim Dobson (VEGA Global), Lee Hill (Virgin Atlantic), Michel Agbodjinou (Vision Aid Overseas), Chris Primett (Welland Medical), Duncan Barratt (West Sussex County Council), Joanne Rogers (Prowse and Co), Eddie Finch (Auditel), Julie Kapsalis (Coast to Capital LEP), Rosemary French (Gatwick Diamond Initiative), Sam Murray (MRBD Limited), Patrick Warner (Metrobus), William Perks (Peter Perks Ltd), Yvonne Taylor (Product Perceptions), Emily Warburton-Brown (Rescue Global), Mark Curtis (Split Image), Marie Ovenden (West Sussex County Council).

1. Welcome

Trevor Williams (TW) welcomed everyone to the meeting. TW invited guests to read the Annual Report and proceeded to deliver the Chairman's Presentation covering highlights from the year.

2. Executive Director's Presentation

Steve Sawyer (SS) made a presentation setting the Manor Royal BID in context, some key achievements over the past five years, some of the local and wider challenges likely to be faced in the next term of the BID (2018-23) and recognised the contribution of a few key individuals and teams.

3. Approval of minutes of last AGM

TW asked that the minutes of the last AGM, 28 September 2017 were approved as an accurate record, which was proposed by Cllr Peter Smith (Cllr PS) and seconded by Keith Pordum (KP). The minutes were approved by a show of hands, with no objections.

4. Consideration of the Final Accounts, Balance Sheets and Reports of the Board and Accountants

Darren Harding (DH) provided a review of the accounts (which had been circulated before the meeting and made publicly available on the website) for the year ending 31 March 2018. DH gave a summary of accounts, indicating that MRBD Ltd is in good financial shape as an organisation with a clean audit report. DH noted that new systems had been put in place since the last audit to improve the robustness of the processes. DH indicated that there had been a deficit in the accounting period but that this was budgeted for and plans were in place, following the BID Renewal, to restore the Reserve. DH reported that following the audit that there were no concerns and that MRBD Ltd was a going concern. There were no questions. TW asked for the accounts to be approved. The accounts were approved by a show of hands, with no objections.

5. Appointment and fixing of the remuneration of the auditors

TW proposed that Richard Place Dobson be appointed as auditors for 2018 until 31st March 2019 and the remuneration be fixed at the next meeting of the Board. This was approved by a show of hands, with no objections.

6. Election and Re-election of Directors to the Board

Before moving onto the election and re-election of Directors, TW thanked the Board and members of the Management Group for their support and commitment – reminding members that these positions were voluntary, unpaid positions on top of the “day job”.

- a. **Announcement of those Board Members who had retired:** TW thanked Jeremy Taylor who had resigned as a BID Director after stepping down as CEO of Gatwick Diamond Business to pursue new interests. TW commented on the valuable contribution Jeremy had made, his professionalism and insight had been invaluable to the BID and hoped that Jeremy would continue to be involved in the Manor Royal BID in some capacity.
- b. **Announcement of those Board Members seeking re-election**
TW announced that Paul Searle (P&H Motorcycles) (PS) had stepped down as Director and was seeking re-election. PS addressed the members stating that he had witnessed significant changes in Manor Royal over the past few years and was keen to continue to contribute to the running of the BID.
- c. **Announcement of any BID Members seeking election to the Board**
TW announced that Paul Roe (Kreston Reeves) (PR) was seeking election to the Board of Directors. PR addressed the members giving some background to Kreston Reeves and the specific skills, experience and enthusiasm he would bring to the role.
- d. **Announcement of any Voluntary / Independent members seeking election to the Board**
None
- e. **Voting of those persons seeking election and re-election**
Jeremy Day (Doosan) (JD) proposed Paul Searle should be re-elected to The Board, seconded by Anthony Maynard (CGG) (AM). The appointment was confirmed by a show of hands, with no objections. Nicola Blake (Creative Funding Solutions) (NB) proposed that Paul Roe be appointed to The Board, seconded by Zoe Wright (B&CE) (ZW). The appointment was confirmed by a show of hands, with no objections.

TW welcomed Paul Searle and Paul Roe to the Board of Directors.

7. Any other business and questions

TW opened the meeting to questions.

Martha Burnige (The Gatwick School) (MB) asked how confident the BID was of future Levy Income, remarked on the low level of central costs and on the “value” of the BID in relation to what had been delivered.

SS stated that BID Levy collection rates were very high, including a 100% collection rate in Year 5 (once a small number of authorised write-offs had been allowed for). The difference between the budgeted level of levy income and actual levy income across the five years of the BID (2013-2018) was accounted for by variances largely related to

companies going out of business making collection difficult. However, the value was not significant. SS stated that there was no reason to expect that position to change. SS agreed that the central costs were low. They were deliberately kept as low as possible to keep as much money in projects. While there were no plans to increase central costs it was a fair observation that at times the core team was a little stretched, which is something that is kept under constant review. SS thanked MB for her remarks on the good value of the BID and the difference it had made.

Keith Pordum (Bon Appetit) (KP) asked about the relative number of Industrial BIDs in the UK. SS confirmed that BIDs were more numerous in town centre locations. Nationally there were between 30-40 “industrial” BIDs, of which Manor Royal was still the largest, compared to circa 250 in town centres. SS commented there was one other “industrial” BID in Sussex (Lancing BID) and one or two others that might come to ballot in the next year.

Nick Hance (HSBC) (NH) mentioned the emphasis on people and asked whether any work had been done on the satisfaction of the employees of Manor Royal. SS commented that no definitive survey of Manor Royal employees had been done except in relation to specific projects e.g. travel but that would be a valuable exercise to do. Jeremy Day (Doosan) (JD) mentioned that at the start of the BID a deliberate part of the design had been to concentrate on delivering projects for the benefit of the employees as well as the businesses, hence a number of the employee related projects and services. TW commented on the size of the challenge of trying to engage Manor Royal employees. Nicola Blake (Creative Funding Solutions) (NB) mentioned the introduction of the Digital Advertising and Information Screens would help with employee engagement.

Jon Healy (Keysource Ltd) (JH) asked how engaged Digital Realty are and the impact that development had had given it used to be a manufacturing facility for GSK. SS replied that the impact had been minimal. The level of employment on the site compared to previous was much lower, with certain benefits in terms of fewer traffic movements and no related parking issues. However, engagement of Digital Realty with the BID had also been minimal.

Meeting Closed at 6.00pm

Important diary dates for your calendar:

- Thursday 15th November - [Manor Royal Matters](#) – at Sandman Signature (Launch of Business Plan)
- Thursday 6th December – ‘An evening with Manor Royal BID’ at Lexus (Members, Levy businesses, Partners)
- 04 April 2019 – Manor Royal Careers EXPO – at Arora International Hotel

**All presentations, accounts and the Annual Report are publicly available online in the Resources section at www.manorroyal.org.