

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Clem Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Nick Burrell (WSCC), Chris Oxlade (MRBD Limited), Marie Ovenden (WSCC), Tony Maynard (CGG), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Clare Silva (MRBD Limited), Robert Lanzer (Crawley Borough Council)

Apologies: Keith Pordum (Bon Appetit) (Vice-Chair)

Meeting outcome	Action / outcomes
<p>1 Welcome Trevor Williams welcomed everyone to the meeting at this challenging and changing time.</p>	
<p>2 Introduction Steve Sawyer gave an update on the support available on the Manor Royal website Covid-19 pages, as detailed in section 6 of the report.</p> <p>Economy update - many MR companies fall through the gap of government funding. The BID has been gathering feedback and concerns of MR companies, to share with the local MP, Councils, LEPs. Clem Smith advised the BID package this up and feed this back.</p> <p>Julie Kapsalis also advised that the LEP are receiving this feedback and lobbying government.</p> <p>Michael Deacon-Jackson – Most occupiers are being offered monthly payments, or a rent-free period. Tenant needs to speak to their landlords.</p> <p>TW Is it clear to businesses how to access government grants and support available? Clem advised that it is mapped out on Council’s website 878 businesses have been sent. 400 applications back. SS issue is how to get the message to the right people as businesses have closed their doors. Clem will advise what their proposal is after meeting with Karen Hayes.</p>	<p>SS to ensure intel is passed to the LEP</p> <p>CS to liaise with SS to help share small business grant info</p>
<p>2 Levy income stress test Section 1: Analysis of levy payers by size and the implications of this for expected levy income. 100 companies (18%) account for 55% (£300,000 approx. levy income). Bottom 200 companies account for 38% of Levy income.</p>	<p>Nick Burrell left at 15.05</p>
<p>3 Levy collection process Section 2: The process for levy collection is set out in the BID Operating Agreement with Crawley Borough Council (the billing authority). Every business will now have received their BID Levy invoice. The usual process is 1st April, reminder 2 weeks later reminder then 7 days later, another reminder. It was proposed to revise the levy collection process delaying the point at which reminders are sent until July. This would need to be kept under review by the Board, who would need to agree to re-start the billing process.</p> <p>Marie Ovenden asked whether the BID can afford to do this? SS advised that it will be challenging but possible. Various cashflow forecast scenarios have been presented in Section 4 of the report. The BID has already had to make some changes in service provision (although still providing security, maintenance, comms and introduced some new services (e.g. eLearning Hub). However, if collection falls below a certain level the Board would have to make further decisions on future BID provision. Greater flexibility is only possible due to deferment of the loan to the county council, which the BID is very grateful for.</p> <p>Bob Lanzer – have we had any early payments been made? Yes. Some income has</p>	<p>Julie Kapsalis left the meeting at 15.30</p> <p>The Board agreed a</p>

	<p>come in, just not able to predict the scale and rate overall.</p> <p>Markus Wood asked if businesses still have to pay the BID Levy if they qualify for business rates relief? Yes as it's an unrelated process.</p> <p>TW advised the BID will have a better idea of the BIDs position in the next month. SS Will report back to the Board July will look to restart the reminder billing process. This will be passed by the Board for approval.</p>	<p>3 months grace on levy collection.</p> <p>SS to instruct the billing authority (Crawley BC) to defer the collection process.</p>
4.	<p>Business as usual forecast Section 3: Best-case scenario for levy collection – unlikely to happen in current climate.</p>	Agreed by the Board
5.	<p>Worse-case forecast Section 4: Worse-case forecast, including options for reducing spend further should that be required. If only 75% of Levy income collected the BID would have to operate for two years with practically no reserve, tolerable but risky. 70% or less collected, the Board will have to look at further cuts.</p> <p>4b: Update the Board at monthly meetings, or more frequent? Fortnightly meeting were felt were needed in current climate. Agreed by the Board</p> <p>4c: Postpone recruitment of 2nd Business rangers. In talks with the Police for more routine patrols of MR. Postpone security radios. Agreed by Board.</p> <p>4d: MR BID to work with Council to look at options to offer direct debit payments to any businesses struggling to pay the Levy. Agreed by the Board</p> <p>4e: Hardship discounts – Board agreed that giving discounts sets a precedent and best not to offer this at this stage. Agreed by the Board</p> <p>SS is liaise with industry bodies to see what the rest if the BID's are offering and will update at next meetings.</p>	Understood and Agreed by the Board
6.	<p>Projects and services Section 5: revision to BID delivery over the next 6 months, including plans for resumption of events and services in the Autumn.</p> <p>5a: April – Sept no income. The BID will be operating at reduced levels.</p> <p>5b: All events postponed. Combining Manor Royal Matters, AGM and KYN for a big bag event. Agreed by the Board and felt a good idea.</p>	<p>Forecast agreed by the Board.</p> <p>Combining key MR events agreed by the Board</p>
7.	<p>Comms / activity plan Section 6: Agree the schedule of planned activities and communications over the next few weeks / months.</p>	Agreed by the Board
8.	<p>Next meeting / update: Executive Director to update Board at least monthly or sooner if required. The Board felt fortnightly meetings would be helpful.</p>	CS to organise fortnightly meetings
8.	<p>AOB</p> <p>TW highlighted main focus should be to support those most affected businesses and offered his time to support them.</p> <p>MDJ – Offered to support companies who need advice on negotiating with landlords.</p>	

All business having been completed the meeting was CLOSED at 15.40