

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Tim Rose (Elekta), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles), Yvonne Taylor (PPL Insights), Chris Oxlade (MRBD Limited), Tony Maynard (CGG), Clare Silva (MRBD Limited) Marie Ovenden (WSCC), Nick Burrell (WSCC), Keith Pordum (Bon Appetit) (Vice-Chair), Clem Smith (Crawley Borough Council).

Apologies: Cllr Bob Lanzer (WSCC), Markus Wood (Avensys).

Meeting outcome		Action / outcomes
1.	<p>Welcome</p> <p>Trevor Williams welcomed everyone to the meeting. He gave special thanks to all for the special efforts that have been put in this year and hopes to see everyone face to face when safe to do so in 2021.</p>	
2.	<p>Actions from 31 July 2020</p> <p>Minutes from the 31st July meeting were approved.</p> <p>Trevor handed over to Steve Sawyer to give an overview of the meeting agenda. Steve Sawyer started by officially welcoming Tim Rose (Elekta) and Yvonne Talyor (PPL Insights) to the Board, after successfully being elected at the AGM in November 2020 and to Michael Deacon-Jackson who was re-elected.</p> <p>ACTION 01: Minutes from 31st July 2020 Board meeting were approved by the Board with a show of 'virtual' hands.</p>	<p>Board approved the minutes from 31 July 2020 meeting</p>
3.	<p>Appointment of Chair and Vice-Chair for 2021-22</p> <p>At its first meeting following the AGM, it is a requirement of the Board to elect a Chair and Vice-Chair for the next financial year (starting April 2021). Request for nominations were sought prior to the meeting.</p> <p>Steve Sawyer proposed that Trevor Williams be re-elected as Chair and Keith be re-elected as Vice-Chair whose nominations were unopposed. This was agreed with a show of virtual hands.</p> <p>Congratulations were given to Trevor and Keith. Both gave an acceptance speech.</p> <p>ACTION 02: Trevor Williams was re-elected as Chair and Keith was re-elected as Vice-Chair with a show of hands.</p>	<p>The Board re-elected Trevor Williams as Chair and Keith was re-elected as Vice-Chair</p>
3.	<p>Remuneration for RPD (Manor Royal BID Auditors)</p> <p>The Board were asked to consider appointment and remuneration for RPD as BID auditors for 2021-22.</p> <p>ACTION 03: The Board approved appointment and remuneration of RPD as the BID auditors 2021-22, with a show of hands.</p>	<p>The Board approved appointment and remuneration of RPD as the BID auditors 2021-22</p>
4.	<p>Since last time (Section 2)</p> <p>Steve Sawyer gave a quick overview of the highlights since the last meeting including:</p> <p>New Business Ranger (Johnathan Tidy) has been appointed and in post for several weeks. His main focus has been the retailers, especially over the Christmas period when it is most needed.</p>	

	<p>Security radio have been purchased and distributed to retailers and 1 x to the police.</p> <p>Work is progressing to deliver the first four sites (Gatwick Road, Rutherford Way, Priestley Way, Metcalf Way) – more detail follows later in the meeting.</p> <p>The new Manor Royal BID website will launch in January 2021. This will include a business directory which was an area highlighted in the Lichfield “Economic Impact Study” recommendations.</p> <p>Full summary of activities can be found in Item D, Section 2.</p> <p>Steve Sawyer went on to give an overview of headlines from the MR BID Annual Review and Showcase 19/11/20. Satisfaction of the BID and levels of support for the BID remain high. You can find full details MR Showcase 2020 Report.pdf (manorroyal.org)</p> <p>This gave way to a discussion about office and industrial space. Michael Deacon-Jackson advised there has been an increase of industrial supply since last year, but office growth has declined. Office suppliers unsure whether more space will be required to accommodate social distancing, or whether less space will be needed with more home working.</p> <p>It was mentioned that the governments advice to work at home where possible was having an effect on office usage. Trevor mentioned his concerns with home working and highlighted the need to spark off each other. Tony Maynard mentioned that productivity is still high however staff working longer hours to keep up.</p> <p>In response to a discussion about skills challenges, Julie Kapsalis asked what skills were required and noted the development of the Innovation Centre as a way to address these gaps long term. Julie offered to pick this up outside of the meeting.</p> <p>The Board were asked to note the progress.</p> <p>ACTION 04: The Board noted progress and updates with a show of hand</p>	<p>The Board noted progress and updates with a show of hand</p>
<p>5.</p>	<p>a. Finance latest</p> <p>b. Budget Overview (see Section 3a)</p> <p>c. Project Spend (see Section 3b)</p> <p>Steve Sawyer advised the Board we have now achieved our BID COVID Budget income target. In cash terms we have performed slightly better than expected on income due to the BID Resilience Grant being more than anticipated. However, there are still 144 unpaid BID Levy bills.</p> <p>The next reminder is due to be sent week beginning 07 December. The Board will need to decide at the next meeting, the BID’s course of action to sanction a mandate on unpaid bills.</p> <p>Yvonne Taylor advised this will be a balancing act. Steve Sawyer agreed.</p> <p>If possible the BID will carry forward a bigger reserve into next year (2021/2) due to the uncertainty of the remaining BID levy collection. Tim Rose advised that there will be business understanding of this position, and seems sensible to carry forward a larger reserve not knowing what the future will bring.</p> <p>Trevor Williams noted this will be a balancing act and will be guided by Steve Sawyer. Tony Maynard mentioned that businesses might not be in the building to receive post and pick up the reminders. Steve noted this and advised it is a national issue for BID’s</p>	

especially those going to Ballot. Thought will be given to how we can send reminders electronically.

Peter Smith advised that the Town centre BID is also suffering delays in bills being paid.

Steve gave further details about the Micropark project. Funding has been secured from the Towns Fund grant to a sum of £565,000. Funding must be spent by April 2021. This is an extremely tight and difficult timeframe to meet. The BID's contribution of £45,000 allocated this financial year will be retained as more flexibility in timescales to spend this and will ensure the £565,000 Towns Fund is maximised. Steve Sawyer gave thanks to Clem Smith and Peter Smith for their support with this project.

Steve advised the Board that there are funds remaining in the events budget due to events not running face to face this year. There has been a slight overspend due to banner replacement and design work for Crawley Growth programme. This balances out each other so no extra costs incurred.

Steve gave particular thanks to Steve Blacktop for his support with the BID levy collection.

ACTION 05: Current Budget position approved by the Board, including recommendation to carry forward a bigger reserve

d. 2021-22 Budget Setting (see Section 4)

Steve Sawyer presented the draft budget for the following financial year (Year 4, 2021/22) for consideration that maintains current service levels (e.g. maintenance, security, jobs board, training etc) with some discretion for new investment depending on the level of BID Levy collection achieved.

The BID will also have to start setting aside funds for renewal in 2023.

Budget forecasting is especially difficult at the moment. Five potential scenarios based on differing levels of BID Levy Income were presented. The associated risks and mitigations were discussed with actions the Board could take should the worse-case scenarios occur.

The BID could be in a position of having a surplus at the end of the current financial year. As a result, the Board will have more discretion to enhance services provided. There will be a requirement to further enhance the maintenance service, especially in light of the 4 new micropark/trail sites coming forward this year, and a possible additional 4 sites on the cards for next financial year (subject to securing funding).

Steve advised the BID are market testing grounds maintenance fees, with 3 quotes being sought. Peter Smith requested purchasing from the local authority to keep the maintenance service going.

Tim Rose noted how quickly estates can fall back if maintenance isn't kept up and more investment is required further down the line, so isn't cost effective to make cuts in the long term.

The working expectation for capital projects is that the majority of funding will come from other sources but there would still be a requirement for some contribution from the BID.

Yvonne Taylor advised that the recession could be worse than current situation, and

The Board approved the current budget position, including recommendation to carry forward a bigger reserve

	<p>businesses could leave the area.</p> <p>Tim Rose asked Steve to clarify whether the accounts took into account any potential extra BID levy income. Steve advised that it doesn't, so the final income level could be boosted from that currently shown.</p> <p>Michael Deacon-Jackson suggested the £15,000 allocated to printing could be reduced if the newsletters are distributed electronically. Steve replied to say distribution has been reduced. The BID can't be sure we have current email contacts for each business contact so by not sending hard copies in the post, we aren't confident the message is getting to everyone who needs to get it but can look into this.</p> <p>ACTION 06: The Board approved the draft budget for 2021-22 (year 4), including consideration of increasing budget for additional maintenance (subject to market testing)</p>	<p>The Board approved the draft budget for 2021-22 (year 4), including consideration of increasing budget for additional maintenance (subject to market testing)</p>
	<p>A.O.B</p> <p>Clare Silva mentioned the next Seminar will be taking place 15/12/20 covering EU Immigration Rules. To book please contact clare@manorroyal.org</p> <p>Steve Sawyer highlighted the Crawley Borough Council Local Plan Review (formal consultation due to open in January) and the current consultation being undertaken by the Government on changes to Permitted Development Rights and Use Classes that will require a response to be prepared by the BID.</p>	

All business having been completed the meeting was CLOSED at 10.30

Merry Christmas one and all!