

## BOARD MEETING NOTES & ACTIONS

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

**Apologies:** Marie Ovenden (WSCC), Yvonne Taylor (PPL Insights), Robert Lanzer (Crawley Borough Council)

Meeting outcome		Action / outcomes
1.	<b>Welcome</b> Trevor Williams welcomed everyone to the meeting	
2.	<b>Actions from 24 April</b> <b>Steve Sawyer noted that all</b> agreed actions have been taken. In particular signing up to Croydon BID's Raise the Bar campaign.	
3.	<b>Finance latest</b>  Steve Sawyer advised that some levy income has been coming in, and the council will provide an official statement next week. SS to feedback this back to the Board.  BID Resilience Fund announcement by Government, which will support 20% of income (estimated at £10,000 for the BID but the final figure is yet to be agreed).  Discretionary top-up grant for business announced by Government. Clem Smith advised this is a 5% uplift on the main business grant programme. Further guidance on what discretion the council will have to allocate the funds to businesses is due this week.  SS highlighted the need for financial support is very broad on MR and the shortage of available funds inevitably means that not everyone will get the help they need.  The BID has contacted the remaining 22 MR companies identified by the council who have yet to access financial support that they might be entitled to.  Audit planning meeting (12 May, 10-11am). Trevor Williams advised he can support at 1-2 or 3-4pm. SS will confirm with TW.	<b>SS to feedback Levy income to the Board</b>            <b>SS to confirm Audit planning meeting times with TW</b>
4.	<b>Taskforce</b>  Steve Sawyer advised that the Taskforce is being set-up by Crawley Borough Council to plan support and recovery, with key business representatives on the panel. Clem Smith added that in the immediate term business intelligence is being gathered, to explore to which extent they are benefiting from government business loans.  SS highlighted this as a great opportunity to build partnerships on Manor Royal.  Clem Smith advised that initial conversations with government indicate they are keen to move forward with the Town Fund, which is likely to form part of the recovery plan. SS advised that BID of fully supportive and will help where needed.	
5.	<b>Preparing for safe return</b>  Steve Sawyer updated the Board of the BID's COVID pages with a new section on recovery advice and local suppliers of PPE, Perspex screens etc. The Message Board is being constantly updated.	

	<p>Trevor Williams advised that Thales have started to look at staff returning in a phased approach where appropriate and asked the Board who is planning for their workforce to return to work.</p> <p>Tim Rose advised that Elekta are planning a phased return to the office and have put together a return to office staff handbook. The return will be voluntary in the first phase, with staff working alternative days in the office then will move into a planned return when appropriate.</p> <p>Both Trevor Williams and Tim Rose offered to share their safe return to the office staff handbook with the Board and when appropriate with the BID to add onto the Covid-19 Recovery page.</p> <p>Tony Maynard advised that CGG are also planning a phased return to the office and would welcome any support with preparing a staff handbook.</p> <p>Measuring productivity, working in isolation and need to protect employees are key challenges they are facing in the current situation.</p> <p>SS highlighted the importance of the Board and the BID working together and supporting one another and suggested the next session to focus on Safe Return to the workplace. The Board all agreed.</p>	<p><b>The Board agreed for the next Board meeting to focus on Safe Return to workplace</b></p>
<p><b>6.</b></p>	<p><b>_AOB</b></p> <p>SS updated the Board on his meeting with Peter Zielke, Chair of the Gatwick Hotelier Association. There are 22 hotels in the group and 2-3 are open in the area. Peter has a Board meeting to plan for the groups safe approach to opening the hotels, which he will feedback back to SS to share with the Board. TW advised that Thales will be looking for suitable accommodation for some of their workforce.</p> <p><b>Next ebulletin planned this week</b></p>	<p><b>SS to share Gatwick Hoteliers plan for hotel opening with the Board.</b></p>

**All business having been completed the meeting was CLOSED at 11.05**