

**Bognor Regis Town Centre Management &
Shadow Business Improvement District Group Meeting
15.15 Thursday 14th December 2017**

Present: Dave Cooper (Chair), Toyubur Rahman, Jim Brooks, Paul Wells, Chris Heaps, Sandy Langley, Mark from Wilko, David Myers, Hannah Shrimpton, Mathew Reynolds, Caroline Gosford, David Middleton (Wannops)

Apologies: Jeremy Pardey, Denise Vine

Minutes: Sally Gould

		Actions
1	<p>Introduction and Welcome:</p> <p>The minutes of the previous meeting, held on the 17th of November, were reviewed and agreed to be an accurate record. They have now been uploaded onto the BID website.</p> <p>Update on outstanding actions:</p> <p>Arcade Clock is back in action and looks great.</p> <p>Footfall Figures: TR reported that the figures are up on last year. He will circulate them.</p>	TR
2	<p>Bognor Regis BID Programme update:</p> <p>2.1 Operating Agreement between BID Company and Arun DC</p> <p>2.1.1 Approval of draft Operating Agreement (previously circulated) David Middleton from Wannops pointed out the key things</p> <ul style="list-style-type: none"> • Page 9: slight change of wording • Page 19: slight differences to Business Plan • Page 20: under stages of recovery: reminder notice to be sent after 14 days (not 7, as stated) • Page 28: provision of a Christmas Tree outside the Town Hall would no longer be possible <p>It was pointed out that this is a baseline agreement which could be reviewed after the first year. DC commented that the intent is that the BID Company should not be required to fund services that Arun or the Town Council decide no longer to provide. This is clearly stated in the document.</p> <p>2.1.2 Operating Agreement was approved and will be passed to Arun Legal department for approval.</p> <p>2.2 Articles of Association for incorporation of BID Company. Approval of BID Company address: it was agreed that the BID Company address should be Visitor Information Centre, Place St Maur des Fosses, Belmont Street, Bognor Regis, PO21 1BJ.</p>	

<p>2.2.2</p> <p>2.3</p> <p>2.3.1</p> <p>2.3.2</p>	<p>Approval of the Articles of Association for Company Incorporation: The Articles had been updated since the last meeting and are now very much based on the Chichester BID Articles of Association from February 2017, which Wannops had been instrumental in writing. DM explained that the Articles of Association will go with the IN01 form, once it is completed, to Companies House. DM briefly ran through the Articles, pointing out the changes which had been made to be more general and less limiting. There was some discussion around member’s liability, decision making, members reserve power. DC would like to see some control over how many members can call a general meeting, for the avoidance of all doubt. This will be resolved by TR & DM. PW felt that as the amended Articles of Association had only been circulated on the day of the meeting, members needed to take them away and digest them and then have a further discussion at a later date. DC agreed that it was not possible to approve the Articles today but said that they need to be agreed rapidly in order to incorporate the BID Company. TR said that ideally incorporation should take place by the end of December, but that that deadline will not be met. He felt that he already had the vital information and that incorporation would be possible by the first week of January.</p> <p>Incorporation Forms:</p> <p>Approval of the first Directors of the BID Company: TR had approached the members of the shadow board about becoming Directors. Discussion took place about nominations. It was agreed to accept all nominations; Matthew Reynolds (Reynolds Furniture), Paul Wells (Unique Workwear), Hannah Shrimpton (William Hardwicke), Jeremy Pardey (Butlins), Sandy Longley (Boots), Mark Halls (Wilkinsons).</p> <p>Approval to incorporate the BID Company: DC suggested incorporating now with the members of the Shadow Board and then very rapidly holding an AGM to elect Directors. This was agreed. DC stated that Wannops work will cost £2,000 which can be covered from within the existing budget. – this was agreed.</p>	<p>TR/DM</p>
<p>3</p> <p>3.1</p>	<p>BID Manager Role: TR & DM were asked to leave the room for this item.</p> <p>Decision on BID Manager: DC set out the 3 scenarios:</p> <ol style="list-style-type: none"> 1. TR services retained but employed by the BID Company 2. TR services retained but employed by the University and seconded to the BID Company 3. Recruitment process undertaken for BID Manager <p>During a comprehensive discussion during which all attendees expressed their views, some concerns were raised around the transparency for such an important role. In response to a question of clarification in relation to option 2, DC stated that a contract would be established between the University and the BID Board establishing a clear service level agreement for the role. PW felt that a fresh recruitment process should be undertaken, citing some feedback from the town and concerns over</p>	

	<p>transparency. As a result of a further question in relation to option 3, DC stated that if a recruitment process was put in place, the University would take no part in it. The University could provide the job description for the role but nothing more. After further discussion, DC asked for a vote on the matter.</p> <p>It was agreed unanimously that TR should be the BID Manager, employed by the University and seconded to the BID Company. It is noted that PW, the University, ADC and the BR Town Council abstained.</p> <p>DC deferred the rest of the agenda except for Item 4. TR & DM were invited to rejoin the meeting at this point.</p>	
<p>4</p>	<p>Future Meeting dates:</p> <p>Proposed dates for 2018 Shadow Board meetings: 11th January 2018 – DC asked for this meeting to be at 8.30am - agreed. 8th February 22nd March</p> <p>Proposed date for Prioritisation Workshop for Year 1 delivery: 25th January 2018: this date was approved.</p> <p>DC closed the meeting at 5.15pm</p>	