

**Bognor Regis Town Centre Management &
Shadow Business Improvement District Group Meeting
15.00 Monday 15th January 2018**

Present: Jim Brooks, Caroline Gosford, Mark Halls, Chris Heaps, Sandy Longley, David Middleton, David Myers, Toyubur Rahman, Matthew Reynolds, Hannah Shrimpton, Denise Vine (Chair), Paul Wells.

Apologies: Jeremy Pardey, Sheila Hodgeon, Nick Stuart-Nicolson, Dave Cooper

Minutes: Emma Matthews

		Actions
1	<p>Introduction and Welcome:</p> <p>The minutes of the previous meeting, held on the 14th December, were reviewed and agreed to be an accurate record. They have now been uploaded onto the BID website.</p>	
2	<p>Bognor Regis BID Set Up</p> <p>Articles of Association for incorporation of BID Company-</p> <p>14.4- TR informed the group that there have been revisions to the Articles of Association following the comments received from board members. Previously the board consisted of directors and non-directors able to make decisions for the company, this has now changed to directors only but they can invite other stakeholders to a meeting to help aid them in a decision.</p> <p>28.8 PW asked for clarification on membership, TR discussed the different classes. TR discussed that benchmarking against other BID Articles, shows that local bodies are classed separately (Class C), to make sure the company does not become a regulated company. The old C Class is now D Class which will consist of those who don't fall within A,B or C but still want to be involved and is up to the discretion of the directors.</p> <p>DM stated that questions had arisen about who can become a director out of the member classes. This has been stipulated that Class A members, who are the main members in the BID, can nominate 10 directors, Class B can nominate 1 director, Class C members can nominate 1 director and Class D would not be able to nominate a director.</p> <p>PW asked if BRTC should be in Class C if they are not a Levy Payer.</p> <p>TR stated that BRTC is in Class C because they are part of the Shadow Board and they are a public body. Class C is for public bodies so that their powers are limited. Membership classes can be changed if the board members decided to do so today.</p>	

	<p>After some discussion as to what membership BRTC should fall into.</p> <p>DM clarified that the Articles of Association must make sure they are not setting themselves up to be a regulated company, which would include local authority presence or persuasion, therefore BRTC would need to be in Class D as they are non-levy paying and it could be argued they have local persuasion- therefore will not have a voting right, so would make sure the company does not become regulated. DV stated that she has had confirmation from the leader at ADC that they would not want to nominate to put a director on the board from ADC- but would offer to support the board at the BID company's invitation. JB, stated that it would be acceptable for BRTC to be in Class D and this should be about business, the BID should be led by the businesses and BRTC would support if invited to do so.</p> <p>DV asked what the decision should on the membership classes. It was recommend by PW that BRTC should fall into Class D. It was decided by the board that BRTC would fall into a Class D membership if it chose to be a member and Class C members will consist of Levy Paying public bodies only.</p> <p>DM also stated in the previous Articles of Association it was noted that 1/3 of members to be able to call a general meeting over and above the directors, however due to statute this is not feasible- this means 5% of members with voting right can call a general meeting.</p> <p>21.6 TR asked if one director is enough for class B, it was decided that it is changed to minimum of one and maximum of two.</p> <p>Company Incorporation To sign off the Articles of Association DM will require written correspondence from each initial director, DM will send an e-mail to all to confirm. It is recorded that all the meeting support the MOA's, an updated version will be sent to TR, distributed to the board then can begin the incorporation.</p> <p>It was decided to incorporate company by 48-hour service with Companies House.</p> <p>Awaiting ID from remaining directors, please provide.</p>	<p>DM</p> <p>JP/PW</p>
3	<p>Other agenda items-</p> <p>Bank Account/ Accountancy TR asked if anyone has a preference for banks, Barclays were highly recommended- TR will approach.</p> <p>MR suggested Blue Spire and DM recommended Moore Stephens accountants, who have previously worked with the BID in Chichester. TR spoke to levy payers but had no response. Preference would be to have a levy payer.</p>	

	<p>Pre-Live Bid Levy Payer Meeting Was discussed as being essential, to have mid-late February. BID Levy bills are expected to be dated on or around the 9th March. TR to introduce the new company/ directors- they have the right to be a director, the year one delivery plan, performance measures and the budget and introduce the Chair. At first directors meeting will choose a chair.</p> <p>BID AGM Membership paper to be drawn up as disseminated at the Pre- Live meeting, the date for the BID AGM set at the Pre-Live meeting. MH said a brief about the role of the directors, would be beneficial.</p> <p>Staffing and Office Accommodation Decided no difference in support given therefore let the current BRTCM contract comes to an end in Oct and appoint at that time, seconded from the University to the BID company. There will be a need to review and agree the legal agreements in the summer, prior to the notice period beginning. TR will need new office accommodation eventually TR to explore this option if/when needed.</p> <p>Year 1 Delivery Plan/Work programme This can be discussed at pre-BID meeting, decided further workshops were not required. Board meeting should take place before the pre-meeting.</p> <p>Communications TR sending out letter to bid Levy payers, will include confirmation that the BID has been incorporated, the registered address, date the bill is going out and any questions to ADC revenue team; TR to send draft to board. Press release to let the public know what has happened.</p> <p>Future Board Meeting Dates/workshop dates/Timeline dates PW ask TR to send list of board meeting for the next 12 months- one per month.</p>	<p>TR</p> <p>TR</p>
4	<p>Any other Business-</p> <p>Car parking discs Selling very well, sold 16,000.</p> <p>Business Wardens MH asked when will the Business Warden Contract end? TR is due to meet Chris Neilson and will find out.</p> <p>Operator Agreement These are with ADC, once incorporated TR will need to register the company with Information Commission to handle the bid levy data. We will need a data sharing agreement.</p> <p>Footfall London Road static Springboard camera-</p>	<p>TR</p>

	<ul style="list-style-type: none"> • 20th November -26th November (2017) 93,000, (2016) 94,000, (2015) 86,000. • 22nd November -3rd December (2017) 83,000, (2016) 94,000 • 11th December -17th December (2017) 81,000, (2016) 95,000, (2015) 98,000 • 18th December -4th December (2017) 98,000, (2016) 98000, (2015) 109000 • <p>TR to check Noggin figures, Springboard figures would suggest ice rink did not affect footfall in London Road. Across the South East, figures as up slightly, for coastal towns down by 3% and across UK down 0.8%.</p>	
5	<p>Date of next meeting Board meetings: 8th February / 22nd March and pre meeting mid-end February.</p> <p>Suggested Future Dates:</p> <p>Board Meeting: 8th Feb Pre-BID Meeting: 27th Feb Board Meetings: 22nd March 19th April, 17th May, 28th June, 19th July, 23rd Aug, 20th Sept, 18th Oct, 22nd Nov, 20th Dec. (to decide if we need them all)</p> <p>AGM – to decide for an early AGM e.g. July 2018 or late e.g. September 2018</p>	