



BOGNOR REGIS BID LTD

MINUTES OF AGM: 2024

Annual General Meeting 2024, Reporting for Financial Year 2022-23

Date: Thursday 7th March 2024
Time: 17:45 hrs
Location: The Track, Bognor Regis

Present:

BR BID Directors: (Meeting Chair) Matthew Reynolds (MR), A. Vanderpump (AVP), Greg Burt (GB)

BR BID Board Members: D. Vine (ADC), J. Davis (BRTC)

BR BID Team: H. Allen (HA), C. Harwood, (CH)

BUSINESS Attendees: A. Bacon (Stock Blinds), P. Clarke (Clarke's Estate Agency), M. Donnelly, S. Donnelly* (Mobility & Comfort) I. Hewitt (The Gordon Centre) J. Passingham (Heygates Bookshop) P. Wells, J. Wells*, (Unique Knit & Sew)

Apologies: Rebecca White (BRRB), J. Boyle (BRBID)

Minutes: CH

(*denotes guests, with no voting rights)

1. Welcome and Apologies (MR)

1.1 MR welcomed BRBID Board Members, Company members and guests, and clarified the time frame of the AGM as that of the financial year 2022-23. MR reminded Members that a more informal meeting for all BR BID Businesses would take place immediately after the AGM, looking ahead to BID delivery for the financial year 2024-2025.

2. Declaration of Interests (MR)

2.1 No interests were declared.

3. Board of Directors' Report (HA)

3.1 HA presented an overview of BRBID delivery for the period 2022-23, and all attendees were presented with the Annual Report.

3.2 The Annual Report for 2022-23 can be accessed here:

<https://www.brbid.org/keybiddocuments>

3.3 HA invited questions from Company Members. P. Clarke asked how long the BID term was, HA clarified it was a five-year term and this AGM was covering the period

of the first term, year five. DV congratulated the BID on the scale of its output, and achievements to date.

4 Financial Report (MR)

4.1 MR presented the audited Financial Report for 2022-23.

4.2 The audited accounts for 2022-23 were accepted unanimously by those present. Following acceptance by Members, the accounts are available to reference and download from the BR BID website: <https://www.brbid.org/keybiddocuments>

4.3 P. Wells asked for clarification on the warden costs. MR and HA confirmed that, for the 2024-25 financial year, the BID has committed £25k to warden service. Separate costs for Business Crime Reduction services and tools total around £12k per annum, and a further commitment of around £7k is allocated for part time, in person support for businesses via the Business Crime Reduction Officer.

4.4 P. Clarke asked for clarification on parking production costs shown. HA observed that apparent increased costs shown for 22-23 may be due to two sets of £5k payments to ADC Parking, as one bill had crossed into the next financial year. HA advised that the production of physical discs had been reduced from 30,000 to 27,000 noting the number of discs returned unsold, leading to savings in production costs and recycling costs.

4.5 P. Wells requested a breakdown of the general market costs, and asked how much of the costs to ADC was for licencing. MR committed to sending a full breakdown by email, following the meeting.

Action: MR to send itemised costs for General Market for 22-23 financial year.

4.6 P. Wells: Noted the CCTV spend of £6k and queried the plan moving forward in terms of functionality. HA commented that the CCTV project had been initiated by former BCRP Manager and BID Director MH, and supported by the Board of Directors. At the point of transfer of BCRP Management responsibilities, the supplier had already been appointed, and the key routes and location of cameras agreed. HA's priority had been to secure funding from third party sources to deliver the project. This had been achieved, with 50/50 match funding secured from the Safer Arun Partnership.

At the time the BID had sole occupancy of accommodation at York Road, then 10 The Arcade, both being secure locations, along the route of the cameras and relays, where it was possible to host the viewing platform. The BID's relocation to The Track, intended as a temporary measure, meant that the team could not host the viewing platform as this would require additional investment in infrastructure, complicated by the difficulties in securing access to the viewing platform. HA also confirmed that the BID will need to relocate to an even more flexible working space from April 2024, further reducing opportunities to host the viewing platform.

HA stated that, while the BID had approached a local business member of the Crime Reduction partnership to host the platform, this had not progressed as the risk was considered too high by the business.

HA also reported advice from the BID's third party Data Protection Officer that further justification was required before the cameras could be reconnected. Once that data justification work is complete, should the BID continue to offer the CCTV service, an officer will need to be trained to monitor and look at images. The BID COO does not have capacity to take on this role. HA commented that in the year where CCTV was installed, the BID was asked to access it on two occasions. The BID had been transparent with funding partners about the situation. MR commented that due to the complexities over Data Protection, the BID has good and valid reasons to draw a line under the project.

4.7 J. Passingham asked if there was any update on the recurring issue of levy collection by ADC from businesses who had not paid. MR confirmed that nothing changed, and the BID still has businesses that are not paying BID levy. MR has not received answers from ADC. J. Passingham and other Members held a conversation about the challenges this brings and suggested a reduction in service charge that the BID pays to ADC. DV commented that she will pursue with ADC Revenues and Benefits and find out what the issues are. MR commented businesses change names which can be the challenge and went on to confirm that ADC do fulfil their obligation to bill the businesses, but little appears to progress with enforcement. P. Clarke noted the balance that needs to be achieved between the value of the debt and enforcement costs. GB commented that those not being chased sends out a bad signal to levy payers that do pay.

GB asked for clarification of ADC's debt collection process, and whether the BID could assume collection responsibilities from ADC. DV stated that this would not be possible. HA confirmed that the fee for ADC's billing services had reduced for the 2023-28 BID Term, as the initial software costs had been recovered over Term 1.

A conversation took place between P. Wells and J. Passingham regarding the loss of funds from parking initiative and how this affects the BID's capacity to deliver intwon centre improvement activity. HA clarified that BRTC's decision not to contribute £21k to Arun District Council towards the 2024 Parking Scheme in 2024 had impacted the cover charge, not the BID's working budget.

4.8 P. A discussion followed around the BID's partnership working with Arun District Council, with particular reference to the introduction of place branding graphics and visual improvement to vacant commercial premises, such as the Brewers fayre and proposed Regis Centre hoarding. He asked if the BID is invoicing for HA's time for the partnership working? Projects that he sees should sit with the Council. DV commented that the BID operates alongside ADC, that benefits the whole town. P. Wells commented that the BID was set up to provide additional support, not carry out services on behalf of the Council.

HA commented that the BID was set up as a 'Business Improvement' initiative and has two consistent objectives: Well Known Town, and Welcoming Town. 30% of HA's time to deliver, and 70% split across other objective areas, Welcoming and Well Known and paying for improvements people want to see. HA gave the example of installing vinyl on shop front, not being a statutory service. She went on to comment that if a business comes to the BID for help, she checks if it will make the town more Welcoming, or Well Known, transforming, or strategic, and whether the BID can do anything to improve the

'business district'. HA went on to comment that the BID supports businesses in terms of tourism, with a 'Can I help you?' 'What can we do to help?' approach and partners need to start working together.

GB commented that ADC have removed a lot of their 'doers' and therefore does not see it as unreasonable the BID gives a portion of time at a cost. He commented that if someone asks the BID for help, then offered the suggestion to add 1.5% on the bill to get paid for time spent. MR commented that the BID will also look at revenue and ask whether the BID /project did what it set out to do. P. Wells referenced the BID delivery of graphics for Regis Centre. HA confirmed that she had attended a meeting regarding the Regis Centre, to see how we can prioritise how the businesses could benefit and how the BID can help to keep the gateway open from seafront to York Road when quite a destructive year to that area is underway. HA thanked the Members for their comments and confirmed that the BID has not committed to anything.

DV added that the hoarding would be going up for a year or so, and it is common sense to promote what the BID is doing. She commented that it was an obvious step in partnership working to consult with local partners such as BID /BRRB rather than use third party artists. She questioned what would happen if ADC hadn't consulted with partners.

Action HA – discuss at Directors' meeting, to talk about providing a service.

5 Special Resolution: Composition of Board of Directors (MR)

5.1 No special resolutions were presented to Members.

6 Appointment and Resignation of Directors

6.1 As per the Articles of Association, Director AVP resigned by rotation. MR confirmed the BR BID had received a letter of resignation from Jamie Boyle. The Board and Members thanked him for his contribution to the governance of the BID. Gregory Burt, as an A Director representing levy paying business Heygates Bookshop was proposed by MR, seconded by AVDP and supported by Members. As the number of Directors remains below the maximum threshold, MR proposed AVP to restand. This was seconded by Company Member PW and supported by Members in attendance.

Action: MR to update Companies House records

7 Q&A Open floor for BR BID Members

Topics discussed included:

- MR confirmed that BR BID levy paying business representative would be invited to attend the first part of Board meetings in person, to present any questions submitted in writing to the Board of Directors.

8 Dates of future BR BID meetings

Proposed date	Type of meeting	Attendance
18 th April 2024	BID Directors Meeting	Directors
16 th May 2024	BID Directors Meeting	Directors
13th June 2024	BID Full Board Meeting	ALL
11 th July 2024	BID Directors Meeting	Directors
AUGUST 2024	NO MEETINGS	-
5th September 2024	BID Full Board Meeting	ALL
10 th October 2024	BID Directors Meeting	Directors
14th November 2024	BID Directors Meeting	Directors – Budget setting
12th December 2024	BID Full Board Meeting	ALL

FORMAL BR BID AGM MEETING CLOSED: 19:15 INFORMAL PRESENTATION ON 2024-25 PLANNED ACTIVITY at 7.25pm – delivered by HA – no new attendees.