Meeting Minutes – Mansfield Directors Board 17.04.25

Meeting Information

Objective:	Mansfield BID Directors meet bi – monthly to discuss, agree, and action issues, initiatives and focus points that affect Mansfield BID and the town centre.		
Date:	17/04/2025	**Location:**	Mansfield BID Offices
Time:	1600hrs	**Meeting Type:**	Formal
Called By:	Jay Rowlinson	**Facilitator:**	Jay Rowlinson
Timekeeper:	Jay Rowlinson	**Note Taker:**	Jay Rowlinson
Submitted by:	Jay Rowlinson	**Approved by:**	Chairman Gary Jordan (MBE)

Attendees:

G Jordan (GJ)
J Rowlinson (JR)
K Redshaw (KR)
V Chadda

Apologies

P Williams (PW)
D Prestwood(DP)
D Birkett (DB)

Agenda Items

	Agenda Items	Presenter	Time (Allotted)
1	Welcome and apologies.	GJ	5 mins
2	Declaration of current conflicts of interest	GJ/All	5 mins
3	Matters arising/outstanding/actions from the last meeting	GJ/All	5 mins
4	Agreement and signing of the risk register	All/GJ	10 mins
5	Financial management figures and headlines	JR/All	10 mins

6	Update on current company levy debt	JR/All	10 mins
7	CEO'S Update	JR/All	15 mins
8	Directors Board make-up and regulatory of board meetings	All	15 mins
9	Company Budget ratification 25/26	All	15 mins
10	AOB	All	5 mins

Decisions and Discussion Points

1 Agreed, that the minutes of the last meeting was a true and accurate account of the meeting.

2 Agreed that all outstanding points from the last meeting had been completed or were addressed.

3 Agreed that there were no current conflicts of interest with the Director's board members.

4 The updated risk register was agreed and must be signed by all before the next meeting.

5 GJ Mansfield BID Chairman thanked JR for a very insightful presentation of the current BID and relationships with MDC, particularly with the move to the Town Hall 1st June 2025.
VC and KR welcomed the detailed explanation around the Company not offering armed forces day this year, the budget figures concerning this decision and the challenges ahead to meet our current year aims and objectives.

6 GJ highlighted the SWOT analysis that PW requested on a previous meeting to enable a full and detailed review of the Company's future Aims and Objectives, looked promising and will give the board a number of further considerations moving forward.

7 The board accepted a budget proposal for the 2025/26 ratification and agreement of a 2.5% pay/wage increase across the team. This was based on current company affordability. GJ highlighted, following conversations recently around the budget, the potential income generation (which will require close management) and the opportunities to seek out grant funding. He was pleased to promote the 2.5% wage increase and for the Quorum to vote in favour.

8 After detailed discussion, the board voted for 4 directors board meetings per year (one per season) which will require some further thought around the agendas as more time may be needed to discuss particular issues relevant to company progress and issues.

9 The board voted to hold an AGM/Representative board meeting at the end of May (date to be confirmed) and to hold another meeting 6 months later. This results in two Representative and co-opted boards a year one of which will be the AGM.

10 Future makeup of the co-opted and representative's board must ensure we have both good representation from key partners but also from "people of action". The board agreed good and definitive communications will be key. Suggested partners were (but not exclusive) – NCC/MDC/mayor/police/transport/nighttime economy/national retail (2)/independent retail (2) – others to be considered.

11 GJ raised the issue of moving the board meeting dates around like chess pieces which must cease to allow consistency and future board member planning. He highlighted there are many reasons for members being unable to attend meetings but felt it would be better to have an annual calendar for both board and representative board meetings which was voted on and agreed.

12 The board agreed that we should increase the size of the directors board to 7 with a Quorum of 4 to assist when people have issues around attendance.

13 PW highlighted during an earlier meeting, it is good financial practice to place unspent/contingency funding into a separate higher interest account to increase the Company's overall bank balance. All agreed, this was a good idea, making good financial sense. JR has now secured a second bank account primarily for the Company's contingency funding and savings. A sum of £75000 has been deposited into this account which was agreed by all attending.

14. JR gave his CEOs update of Company Aims and Objectives and current company issues and initiatives. There was much discussion regarding the Company's future and what work streams are important to the Company and consequently to the town centre. Part of this brief highlighted the Company's move to the town centre's Old Town Hall by 1st June 2025.

15. On a recent meeting PW (deputy chairman) spoke about the utility of a SWOT analysis to delve deeper into each Company Aim and Objective of which there are 10. The CEO agreed SWOT analysis is a useful tool and he would use this to review each aim and objective and brief Directors of outcomes at the next meeting. The SWOT analysis was promulgated and discussed with further review to follow in the future. It is attached.

16 The Company 25/26 budget was reviewed, discussed, ratified and agreed by the board. VC highlighted a number of changes to the budget since last year's budget and this was discussed by all members who agreed to a tighter, very focused and deliberate budget for this year with aims to significantly increase income generation and large amounts of government and grant funding if and where possible. The initial levy payment has decreased considerably due to changes in business to residential and is still being discussed with MDC looking for an agreed and useful way forward.

17 During AOB GJ spoke about the Articles of Association and Director Terms of Reference, the requirement for changes within it to meet future company needs and any changes to the make-up of the Directors Board.

18 The board spoke about the makeup of the current board and the best way to ensure an efficient and successful board for the future. It was agreed to increase the board make-up from 5 to 7.

19 GJ called the meeting to an end when there was no further business.

	New Action Items	Responsible	Due Date
1	JR to meet with Sam McFarlane (Barclays) and Wayne Leatherhead (Smyths Toys) and invite them to join the Directors Board.	JR	By next board meeting.
2	JR to organise and plan to move the BID Company and Team to the Mansfield Town Centre Old Town Hall by 1st June 25.	JR	By next board meeting.
3.	JR to send out invites for all 4 Directors Board seasonal meetings and both co-opted and representative meetings (1 x AGM) for the next 12 months.	JR	By next board meeting.
4	JR to invite nominated co-opted and representative members alongside levy members to the forth coming MGM.	JR	By mid May

Other Notes & Information

A useful meeting which allowed positive discussion and action with future plans to benefit the Company

Thank you to all who attended.