Meeting Minutes – Mansfield Directors Board 30.01.25

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:	30/01/2025	**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)
P Williams (PW
J Rowlinson (JR)
K Redshaw (KR)
D Prestwood(DP)
V Chadda

Apologies

R O'Neill (RO)

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/Ballot progress	JR/All	25 mins
8	Directors Board Make-up	All	10 mins

9 AOB

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 signed by all. All Directors agreed that company debt is important and all debt must be fastidiously chased. PW agreed to attend the next Company debt meeting with Andy Gunby where discussions can be held to confirm that MDC are chasing debt stringently for the Company. The outcome of this meeting will be discussed at the next Directors Board meeting.

5 Serial 5 of the Risk Register was discussed and has now changed. Serial 5 highlights the current risk of having to finance a move of office in the future should MDC wish to require a rental payment or want the current Company building back. JR highlighted that during a recent meeting he had with MDC's Mayor and CEO it was confirmed that the BID Office building will be sold next year. However, it's MDC's intention to move the BID into the old Town Hall with other partners to allow the continuance of a multi-agency approach to town centre policing. On discussion there was an overwhelming feeling amongst the Directors that the BID should not pay rent if a move to the town hall is imminent. There was also a feeling that if the BID has to move it will be beneficial to have better and stronger autonomy by having a non-council property. The CEO agreed that autonomy for the Company is indeed important, however costs to the Company and the loss of the multiagency anti-crime work which has been hugely successful for the town centre were also very important to the BID and the town centre. The Board will be briefed regularly on how this difficult issue progresses.

6 PW kindly offered the opportunity for JR to view an empty Brunts charity Company space that could be offered to the BID with a substantial decrease in rental charge. All directors agreed this was worth pursuing and the CEO will organize a visit to view the premises with PW. JR will brief the directors accordingly. PW made it clear that he did not want his offer to be considered a conflict of interest, which all Directors agreed as the offer was not to the good and benefit of himself but to the Company.

7 JR gave a brief update on current Company financial affairs, highlighting that Debbie from Barnett and Turner will promulgate a full financial update mid-February. The board was content that all Company financial affairs were in good order and also in good health. JR highlighted that whilst company finance is scrutinized and dealt with, the company is not a wealthy company and within the next year he will be taking a strong and frugal approach to Company finance whilst increasing opportunities for further income generation.

8 PW highlighted during the last 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 planned to have a second bank account primarily for the Company's contingency funding and savings but this change of accounts will not occur until the new financial year's budget has been set and agreed by Directors.

9. JR gave his CEOs update of Company Aims and Objectives for the coming year and beyond. There was much discussion regarding the Company's future and what work streams are important to the Company and consequently to the town centre. During the update the CEO presented the new Company branding and logo to the directors. This also led to a good discussion around branding and the messages both positive and negative it sends to members and beyond.

10. PW 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 on each aim and objective and brief Directors of outcomes at the next meeting.

11. All Directors discussed the overwhelming need for positivity in the town and the need for positive marketing and advertising of it.

12. VC spoke about the need for members and businesses to actually see positive change in the town centre and not just to talk about it. In reality all agreed that actions speak louder than words. The CEO highlighted that the mayor is aiming for MDC contractors to take down the overhead bridges on Stockwell Gate this financial year, which will send a positive message to all town centre users and businesses alike.

13. During AOB GJ spoke about the Articles of Association and the requirement for changes within it to meet future company needs and any changes to the make-up of the Directors Board. The board spoke about the makeup of the current board and the best way to ensure an efficient and successful board for the future. All directors agreed that the board should reflect company need and remain flexible and open to change. This also includes the length of time Directors have been in position.

14. Both GJ and PW spoke about best protocols for running the board and control of the Company. After discussion it was agreed that a senior leadership team would be formed to allow quick decisions to be introduced to increase operational efficiency and allow decisions that affect the company to be made quicker.

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

	New Action Items	**Responsible**	**Due Date**
1	JR and the BID team to complete a SWOT analysis of future Company Aims and Objectives. JR to review findings with Directors on the next Board meeting.	JR	By next board meeting.
2	PW and JR to meet with Andy Gunby to discuss Company debt.	JR/PW	By next board meeting.
3	JR to continue to seek the best deal for the company and town centre if it must move to a new location	JR	By next board meeting.
4	JR to view Brunts Business Space with PW to confirm suitability for the BID.	JR/PW	By next Board meeting

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.