Meeting Minutes – Mansfield Directors Autumn Board 30.10.25

Meeting Information

Objective:	Mansfield BID Directors meet quarterly to discuss, agree, and action issues, initiatives and focus points that affect Mansfield BID and the town centre.		
Date:	30/10/2025	**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)
V Chadda (VC)
S McFarlane (SM)
D Birkett (DB)
WLeatherland WL

Apologies
D Prestwood (DP)

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	10 mins

4	Agreement and signing of the risk register	All/GJ	5 mins
5	Financial management figures and headlines	DB/JR/All	10 mins
6	Update on current company levy debt	JR/All	5 mins
7	CEO'S Update	JR/All	20 mins
8	Agreement and signing of new Terms of Reference.	All	10 mins
9	AOB	All	20 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, work is continuing with the Articles of Association.

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

4 The updated risk register was agreed and was signed by all.

5 The most up to date Company financial figures were discussed by DB and reviewed by the directors. JR highlighted to the directors the need to ensure a strong level of available working capital to give the flexibility and agility to deal with unexpected financial issues and current and in year Company needs. All the directors agreed to this as a sensible and effective way to do business. DB highlighted that when the 2024 financial statements were completed, the Board agreed that £35,894 would be treated as designated income, £29,512 for the 2024 Christmas activities and £6,382 for the 2024 Armed Forces Day. The net spend for the Christmas activities was significantly less at £14,447 and for the Armed Forces Day was £4,047. The equivalent sums have therefore been released from the designated income reserve to the income and expenditure account, and the remaining £15,065 and £2,335 have currently been carried forward. She asked the Board to review the appropriateness of continuing to reserve these amounts since in 2025/2026 an Armed Forces Day is not planned, and the planned Christmas activities have been scaled back. If the monies are to continue to be designated, then the basis for continuing to do this will need to be formally agreed, or they can be released back to general funds given that their original purpose has expired. The Board Agreed that the funds be released back to general funds.

6 Much work and effort has gone into ensuring a clear and concise review of Company debt can be completed at each director's board meeting. We are now in a position that the current in year Company debt can be presented to the board and compared to the last director's board debt update to ensure good collection of debt through MDC is taking place.

7 A discussion took place about the aims and objectives of the pop-up shop in the Four Seasons. All agreed it is a good introduction to owning or managing a shop in the town centre. The availability of £20,000 UKSPF to allow the pop-up shop to extend for another 5 months ensures that both new businesses and current BID members can use the facility to enhance their business in the town centre.

8 WL highlighted the idea to request a character/ person who works within the town centre/Mansfield to give the update of events on the “It’s in Mansfield” Facebook page. All agreed this to be an excellent idea. JR will ensure new people each week will give the events in town update.

9 The board spoke about antisocial behavior in the town and the steps being taken to ensure it is being dealt with and how the Company plays its part to deal with this problem as a BID.

10 The regeneration of the market was discussed by the board and the need for inclusion of new market stalls to be added to the regeneration plan.

11 PW thanked the Mansfield BID team for their continued hard work and enthusiasm but raised his concerns on the amount of work required from the current team and asked what options there are to decrease the workload including considering employing more staff. JR highlighted that the team will be very busy leading up to Christmas and certainly the team will and does feel the pressure that this time of the year places on the BID. He highlighted his continued belief in allowing a flexible approach to leadership and management and his view on supporting the team in all ways possible to make them feel both supported and appreciated. The BID has placed an Expression of Interest (EOI) for up to £450,000 from the government backed Plans for Neighborhoods funds and if the BID is successful this may give some flexibility to consider employing another team member to ease the workload. JR will keep the board updated on this.

12 The meeting over ran slightly due to the in-depth review of current work strands. GJ called the meeting to an end and there was no further business.

New Action Items		Responsible	Due Date
1	JR to continue work on the Articles of Association.	JR	Update for next board meeting.
2	JR to pursue the idea of getting people from within the town centre to give the Mansfield Forward BID events update.	JR	Update for next board meeting.
3	JR to update DB on the board’s decision to release Christmas and Armed Forces Day funds back to general funds.	JR	Immediately

Other Notes & Information

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

Thank you to all who attended.

