Meeting Minutes – Mansfield Directors Spring-board 30.04.26

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:	30/04/2026	**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 Prestwood (DP)
D Birkett (DB)
D McGready(DM)

Apologies
WLeatherland(WL)

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	GJ/All	15 mins

	meeting		
4	Agreement and signing of the risk register	All/GJ	5 mins
5	Chairmans Update and Comments	GJ/All	10 mins
6	Financial management figures and headlines	DB/All	10 mins
7	Update and annual review of current company levy debt	JR/All	10 mins
8	Review of financial year 25/26 and aims and objectives for 27/27	JR/All	15 mins
9	AOB	All	10 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. A number of new highlighted risks was briefly discussed regarding the onset of Local Government Reorganisation (LGR) through the East Midlands Combined Authority (EMCA). These are significant changes happening to Mansfield District Council which may impact on the partnership between MDC and the Company. Considerations need to be given for new Company offices and Council collection of the BID levy. These considerations are dependent on future LGR and how this affects current Council management and governance. Also, the inclusion of AI in to working practices of the BID requires due diligence with a number of checks and balances to be completed regularly. Further bank security and increased health and safety risks at outdoor events was also discussed. SM agreed to discuss AI security options with Collum Sharpe. These new considerations/risks will be added to the Risk Register by the next meeting.

5 Debbie Birkett from Barnett and Turner attended the meeting and she went through a review of the financial figures for 2025/2026. She highlighted that the figures were very healthy and that there was a carryover of over £200,000 into the next financial year of 2026/2027. As a non-profit organisation she highlighted consideration from the board of directors to not increase this figures unless required to do so. The board agreed to keep strong working capital which is available for unseen circumstances and possible future issues. The significant changes coming through the EMCA coupled with LGR result in uncertain times for the Company which dictate the need for financial prudency. JR also went through the financial management headlines and real time figures, highlighting after a planned and financially prudent 12-month period that available funding was strong and would put the Company in a much better position going into the 2026/2027 financial year. However, he will be carrying out further spending this year on events and equipment which will benefit the town centre. He also stated that available funding will not go over £200,000. The Company currently has a higher interest saving of £77,000 in a high interest account. It was agreed to raise this amount to £100,000. JR will arrange a meeting with DB to confirm what is to be highlighted and discussed at the AGM in June.

6 Company debt, predominantly through levy debt, is discussed at each director's quarterly board meeting. The last quarter's debt highlighted a collection rate of 95.32% resulting in collecting £298,921 of a possible £313,590 available levy to collect. Whilst headlines figures are presented to the board every quarter. A deeper and more informative breakdown of levy owed by businesses was offered to the board. The board agreed that a Red/Amber/Green (RAG) system of debt collection owed to the Company from the 2025/2026 financial year should be adopted and this will lead to JR meeting with Andy Gunby from MDC and working through the year's debt and placing in priority and collectability order what current levy debt should be chased for collection. Progress from this initiative will be discussed at the summer directors' board meeting.

7 GJ gave a full brief as Company Chairman and highlighted how sad it was to be losing Katherine Redshaw from the Board after 3 years excellent support and work. He also highlighted that with nearly four years' service on the board himself and three of those years as chair that he would be announcing his resignation at this year's AGM. GJ has done a huge amount for the Company and been an excellent, caring and diligent chairman, who will be extremely hard to replace. PW also commented on the excellent work GJ has done for the Company and talked about his continued position as Deputy Chair and how the Company should seek a new a replacement Chair for GJ who has the skills, works in the town centre and has a positive attitude towards the Company. All agreed that a replacement for KR and GJ requires some thought and will also be discussed at the AGM in early June. This has been agreed as an AGM agenda point.

8 JR updated the board on the potential partnership/collaboration with Mansfield and Ashfield Business Network (MABN) on projects and initiatives throughout the year. Mansfield BID will continue to keep its own identity and remain a single Company BID. Making progress, a joint logo has been created for the partnership and JR presented a first draft copy of the proposed MOU to directors. The board who agreed at the spring meeting of the principal of a worthwhile and workable unified partnership with MABN reviewed the proposed MOU. The directors were keen to ensure a 50-50 partnership and GJ considered that the current draft MOU highlighted a split towards MABN'S favor. JR and GJ will meet to discuss leveling up the MOU for a workable partnership which works well for both organizations.

9 DM joined the meeting and presented the most up to date vacant property rates in the town centre. Issues around vacant property was discussed by the directors and solutions to assist in solving this ongoing issue were discussed. Successfully dealing with vacant property was highlighted to be one of the main aims of this year for the Company. PW highlighted the opportunity for good data analysis now we have the most up to date town centre vacancy rates. DM also discussed company levy debt and how working with MDC and JR the company plan to tackle this important issue. Progress on this will be discussed at the next meeting. Simpler vacancy rate details will be offered to people attending the AGM.

10 JR gave a brief CEO's update on the Company's work in the current quarter and also last financial year's work for the Company. He also discussed with the directors this financial year's aims and objectives. There was also lengthy discussion about the future of the town centre and ways for Mansfield's people to be less apathetic, be more participative and take more ownership of their town centre. It is hoped more time and work will be placed into looking at ways to make positive change in the town centre and for Mansfield's people to be included and wish to be a part of this positive change.

11 SM spoke about customer service awards and how awards like this could benefit the town. JR highlighted that VWNC are working on a project such as this with the company and that a meeting with them will be taking place next week. JR will update the directors on progress at the next meeting.

12 SM highlighted it would be positive press for the Company if the Company was involved in a charity walk or something similar. JR said he would look to arrange a sponsored hike up Snowden in the near future. PW is a qualified Mountain and expedition leader and he offered to assist and lead a team up Snowden. More details to follow. JR also said the company would provide Polo shirts for the hike for good marketing and advertising purposes.

13 There was no further business and the meeting ended on time.

	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 continue managing the collaboration with MABN and to highlight progress at the next meeting. Directors to offer changes to the current draft BID/MABN MOU before the AGM on 4th June 2026.	Directors	Before the AGM on 4th June 2026.
3	JR to organize a meeting with DB to discuss financial content of her briefing to AGM attendees.	JR/DB	Before the AGM
4.	JR to meet with DM and Andy Gunby from MDC to complete a RAG rating of levy debt to assist in levy debt collection.	JR/DM/MDC	Before the summer quarterly meeting.
5.	JR to make additions as discussed in the meeting to the risk register.	JR	Before the summer quarterly meeting
6.	SM to meet with Collum to discuss AI IT security measures.	SM	Before the summer quarterly meeting.
7.	GJ and JR to meet to discuss updating the current MABN/BID MOU.	GJ/JR	Before the summer quarterly meeting.
8.	JR and DM to complete a data analysis of the current vacant property table to enable offering key facts and figures at the AGM in June	JR/DM	In readiness for the AGM.
9.	JR to meet with VWNC to discuss the work on delivering the customer service awards in the town centre.	JR	This week.

Other Notes & Information

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

Thank you to all who attended.