Meeting Minutes – Mansfield Directors Winter Board 29.01.26

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:	29/01/2026	**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
WLeatherland WL

Apologies
D Birkett (DB)

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	15 mins

4	Agreement and signing of the risk register	All/GJ	5 mins
5	Financial management figures and headlines	JR/All	10 mins
6	Update on current company levy debt	JR/All	5 mins
7	CEO'S Update	JR/All	15 mins
8	Mansfield Now 2026 Directors Briefing and Update.	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.

5 Debbie Birkett from Barnett and Turner was unavailable for the meeting as it is her busiest time of the financial year but will be providing quarterly financial management figures in the coming weeks. JR went through the financial management headlines and real time figures, highlighting after a planned and financially prudent 12-month period available funding was strong and would put the Company in a much better position going into the 26/27 financial year.

6 Company debt, predominantly through levy debt, is discussed at each director's quarterly board meeting. This quarter's debt highlighted a collection rate of 95.32% resulting in collecting £298,921 of a possible £313, 590 available to collect. This is the best collection rate delivered by MDC in partnership with the Company over the past 4 years. This leaves a balance of £14,668 available to attempt to collect before the end of the 25/26 financial year. It was agreed that headlines figures would be presented to the board every quarter whilst a deeper and more informative breakdown of levy owed by business would be offered to the board at the end of the financial year.

7 JR discussed the forth coming Mansfield Now 2026 Regeneration Launch and the assistance requested from all available Directors. The Directors were all very keen to be involved and be part of our successful launch and a successful night. Thank you very much for your excellent help and involvement on the night.

8 GJ highlighted to the board the opportunity to partner with Mansfield and Ashfield Business Network (MABN) on projects and initiatives throughout the year. Whilst Mansfield BID would keep its own identity and remain a single Company BID. It would create a joint logo and work with MABN where opportunities arise for a stronger and unified partnership. The Board agreed to this in principal and requested a one-year trial period and the signing of a memorandum of understanding (MOU) with MABN. The directors were keen to ensure a 50-50 partnership and the safety of the Company's brand reputation, which is currently very good. They also highlighted the possibilities this may bring for better opportunities of outside sponsorship and increasing staff power in the future. JR will update the board on how the partnership is progressing at the Spring Directors Board Meeting.

9 The meeting was shorter than usual due to the Mansfield Now 2026 Launch. Hower it was a good and informative meeting with all major issues discussed, dealt with and agreed by the board.

10 There was no further business and the meeting ended before 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 pursue the collaboration with MABN and to highlight progress at the next meeting.	JR	Update for next board meeting.
3	JR to ensure the financial management figures are provided to directors at the earliest opportunity and certainly before the next board meeting.	JR	As soon as available.

Other Notes & Information

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

Thank you to all who attended.