



**ANNUAL GENERAL MEETING**  
**Wednesday 21<sup>st</sup> July 2021, 6.30pm**  
**Held at The\_Track, Bognor Regis Railway Station**

**Present:**

**Board Members**

Raof Daud, Dicentra Developments (Chair) [RD]	Cllr David Edwards, ADC (Dty Chair) [DE]
Cllr Steve Waight, WSCC [SW]	Cllr John Erskine, BRTC [JE]
Jason Passingham, Chairman, BR BID [JPA]	Paul Hanson, Landlink [PH]
Nick Laurence, Metamorph [NL]	Prof David Cooper, University of Chichester [DC]

**Officers**

Rebecca White, Advisor [RW]	Sarah Norman, BRTC [SN]
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**Apologies**

Henry Green, Covers [HG]	Jeremy Pardey, Butlins [JP]
Caroline Wood, CWSP [CW]	Matt Smith, Regis Group [MS]
David Wride, BR Chamber of Commerce [DW]	Heather Allen, BID [HA]
Karl Roberts, ADC [KR]	Denise Vine, ADC [DV]

**By Invitation**

Cllr Dr James Walsh, ADC	Cllr Matt Stanley, BRTC
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**MINUTES**

**1. WELCOME, INTRODUCTION AND APOLOGIES**

The Chair [RD] opened the meeting, welcomed all present and noted apologies. The Chair welcomed Cllrs Steve Waight and David Edwards, attending their first Board meetings as representatives to WSCC and ADC respectively and gave thanks to those attending by invitation. Introductions were made by all. RD also made an announcement that confirmation of the Board's incorporation as a company limited by guarantee had been received (Bognor Regis Regeneration Board Ltd).

**2. DECLARATIONS OF INTEREST AND PROXY NOTICES**

Declarations of Interest were made by RD in respect of items 3 & 9 and DE in respect of item 4. RW confirmed that proxy notices had been received from HG, JP, CW, DW & MS, detailing voting intentions and delegating to the Chair. The Chair noted that the meeting was quorate.

**Item 2 Actions Arising: All members to provide proxy instructions with apologies for future meetings.**

**3. ELECTION OF CHAIR**

Nomination forms, voting procedures and guidance on nominations for the roles of Chair, Deputy Chair and Management Committee members had been circulated in advance of the meeting to all BRRB members, in accordance with the approved Management Committee Terms of Reference. The Steering Group's recommendations had been circulated with the AGM agenda and RW confirmed that she had received consent to serve from all those listed.

With the agreement of all present, RW acted as 'Returning Officer' in the nominations for the role of Chair and RD withdrew from the meeting. Explaining that RD had been unanimously nominated to serve as Chair by the Steering Group, RW then reminded all present that the membership were entitled to put forward their own names or candidates and invited any other nominations to the role of Chair, with none proposed.

**DE proposed, seconded by JPA, that RD be elected as Chair which was unanimously carried [RD abstained].**

RD returned to the meeting and took the Chair. He thanked the members for their confidence and support.

#### **4. ELECTION OF DEPUTY CHAIR**

DE had been unanimously nominated to serve as Chair by the Steering Group. Members were then reminded that the membership were entitled to put forward their own names or candidates and invitations were invited for any other nominations to the role of Deputy Chair, with none proposed.

**PH proposed, seconded by DC, that DE be elected as Deputy Chair which was unanimously carried [DE abstained].**

#### **5. ELECTION OF MANAGEMENT COMMITTEE**

The Steering Group had put forward its recommendations for the membership of the Management Committee and consent to serve had been secured from all nominees. RD noted that to ensure a one-third annual rotation of the Committee membership, nominated members had volunteered to serve for a period of 1 or 2 years out of the 3-year term to support this. Were the nominations and the periods of service to be agreed by the membership, his term as Chair would be for one year and DE's term as Deputy Chair would be for two years. RW noted for information that, in accordance with the MC Terms of Reference, MC members could serve consecutive terms should this be supported by the Board's membership. Invitations were invited for any other nominations to the role of Deputy Chair, with none proposed.

**RD proposed from the Chair that in line with the Steering Group's recommendation Arun District Council, Butlins, Covers, Dicentra and Landlink Estates be elected as members of the Management Committee, with Dicentra Developments serving a one year term, Arun District Council and Landlink Estates serving two years, and Butlins and Covers serving for three years. This was unanimously carried.**

#### **6. APPOINTMENT OF DIRECTORS**

At the invitation of the Chair, RW noted that Clause 2.4 of the Management Committee's Terms of Reference required a balance of representation across sectors and it was likely, taking into account nominations and rotation, that the Committee would comprise mainly of the larger public and private sector organisations which have significant interests in Bognor Regis. The Steering Group had therefore considered that the appointment of directors provided an opportunity to enhance governance of the Board through a two-tier structure, to demonstrate the Board's commitment to independence, inclusivity, openness and accountability. The Steering Group members were in agreement that by minimising replication across the MC and directors, this approach provided a built-in system of oversight and that if willing, the Chair should serve as a director to provide business continuity. In line with their responsibilities the Steering Group had approved the appointment of the following directors: Prof. David Cooper (University of Chichester), Raof Daud (Dicentra Developments), Matt Smith (Regis Group) & David Wride (Chamber of Commerce). The appointment of directors was therefore noted.

#### **7. MINUTES OF 28<sup>TH</sup> APRIL 2021/MATTERS ARISING**

RW noted minutes had been previously circulated with no member queries and published to website. All agreed actions had been progressed and there were no matters arising.

**RD proposed from the Chair that the minutes be signed as a true record and this was unanimously approved [JPA & SW abstained as they had not been present at the meeting].**

**8. STEERING GROUP REPORT INCLUDING 2022 MEETING DATES**

A written update on the Steering Group meeting of 30<sup>th</sup> June 2021 had been circulated to members in advance of the meeting with items requiring resolution appearing as separate items on the agenda. The report was therefore noted with agreed meeting dates as follows:

<b>BRRB</b>	<b>2022</b>			
<b>Management C'ttee – 12noon</b>	<b>12<sup>th</sup> January</b>	<b>13<sup>th</sup> April</b>	<b>6<sup>th</sup> July</b>	<b>5<sup>th</sup> October</b>
<b>Board – 6pm</b>	<b>26<sup>th</sup> January</b>	<b>27<sup>th</sup> April</b>	<b>20<sup>th</sup> July</b>	<b>19<sup>th</sup> October</b>

Next Steering Group Meeting: 22<sup>nd</sup> September 2021 Time: 12 noon

Next Board Meeting: 6<sup>th</sup> October 2021 Time: 6pm

**9. APPROVAL OF INCOME AND EXPENDITURE STATEMENT FOR THE FINANCIAL YEAR 2020/21**

The income and expenditure summary from 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021 had been circulated. The Board carried forward a fund of £43,593.47 at the year end, against a starting balance of £50,011.51 at 1<sup>st</sup> May 2020. RD noted that Rusa Consulting, as hosts for the Board's financial administration, had provided a redacted bank statement to a member of the Steering Group, to give members assurance that sufficient funds were in hand to meet the Board's cash balance in full as at 30<sup>th</sup> April 2021.

**RD proposed from the Chair that the I&E Statement for the Financial Year 2020/21 be approved, which was unanimously carried [RD & JE abstained].**

**10. APPROVAL OF ANNUAL REPORT FOR THE FINANCIAL YEAR 2020/21**

The annual report, attached as Appendix 1 to the minutes, giving an overview of the year's activities had been circulated to all members prior to the meeting.

**RD proposed from the Chair that the Annual Report for the Financial Year 2020/21 be approved, which was unanimously carried.**

**11. MEMBERS Q&A**

RD chaired an informal discussion regarding the Board's forward direction and strategic approach to delivering its town centre regeneration objectives with constructive and meaningful contributions from all members.