

BISHOP’S STORTFORD BID LIMITED (“Company”)

Company Number: 11329096

Minutes of an annual general meeting of the Company held at Bishop’s Stortford Town Council Chamber meeting room, The Old Monastery, Windhill, Bishop’s Stortford, CM23 2ND on Wednesday 27 September at 6pm.

PRESENT:	NAME	POSITION
	Chris Gregory	Consultant and Chairman by appointment of the directors
	Karen Burton	Director and Chairwoman
IN ATTENDANCE:	SEE SCHEDULE B TO THESE MINUTES	
APOLOGIES	SEE SCHEDULE B TO THESE MINUTES	

1. CHAIR

Chris Gregory of Heartflood was appointed chair of the meeting by the Directors.

2. QUORUM

- 2.1 IT WAS NOTED that a quorum was present.
- 2.2 There was produced to the meeting a notice (**Notice**) convening the meeting and, with the consent of all members present, the Notice was taken as read. A copy of the Notice is attached as Schedule A hereto.

3. INTRODUCTORY MATTERS

- 3.1 Chris introduced himself as an independent consultant for Bishop’s Stortford BID who had been invited to chair the meeting.

4. ANNUAL REPORT

- 4.1 The 2022-23 Annual Review Document was circulated to all attendees. Everyone confirmed they have received a copy.
- 4.2 It will added to the BID website after the meeting for all levy payers to view.

5. ANNUAL ACCOUNT

- 5.1 These are summarised in the 2022-23 Annual Review Document which was circulated to all attendees at the meeting. Everyone confirmed they have received a copy and it will be added to the BID website after the meeting for all levy payers to view.

6. RESOLUTIONS

- 6.1 The chair noted the resignation of the Directors referred to in the Notice.
- 6.2 The chair proposed that the resolution confirming the re-appointment of Karen Burton, Glenn Armon-Jones and Gary Smith as Directors set out in the Notice be approved as an ordinary resolution. The resolution was put to the meeting on a show of hands and it was resolved that resolution be approved as an ordinary resolution.
- 6.3 The chair noted the resignation of Board Members Richard Taylor, Graham Burgess, Perry Colman and Judith Bates.
- 6.4 The chair proposed that the resolution confirming the reappointment of Richard Taylor, Graham Burgess, Perry Colman and Judith be approved as an ordinary resolution. The resolution was put to the meeting on a show of hands and it was resolved that resolution be approved as an ordinary resolution.
- 6.5 The chair proposed the appointment of new Board Member Daniele Manduca. The resolution was put to the meeting on a show of hands and it was resolved that resolution be approved as an ordinary resolution.

7. OTHER BUSINESS

7.1 None

The chair declared the meeting closed at 6.25pm

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Chris Gregory (appointed Chair for the AGM)

(Date).....

.....

Karen Burton (Chairwoman and director)

(Date).....

SCHEDULE A



Bishop's Stortford BID Ltd
Suite 6
The Old Monastery
Windhill
Bishop's Stortford
Herts CM23 2ND
www.bishopsstortfordbid.co.uk

1 September 2023

Dear Colleague,

BISHOP'S STORTFORD BID ANNUAL GENERAL MEETING

All BID levy payers are invited to the Annual General Meeting of the Bishop's Stortford Business Improvement District at **6.00pm** on **Wednesday 27 September 2023**. The meeting will be held at the Chamber Meeting Room at the Town Council offices, The Old Monastery, Windhill, Bishop's Stortford, Herts CM23 2ND.

The meeting will transact the following business:

6.00pm	Welcome & Introduction
6.05pm	Annual Report
6.15pm	Annual Accounts
6.25pm	Appointment of Board members and Directors
6.35pm	Feedback from eligible members
6.45pm	Close of meeting

Please confirm your attendance by email to Gina on gina@bishopsstortfordbid.co.uk by 20 September.

BOARD MEMBERSHIP

As per the Bishop's Stortford Business Plan, which can be viewed at www.bishopsstortfordbid.co.uk, a Board of volunteer Board Members will be formed from BID levy paying organisations to create a representative, business-led group to oversee the financial, managerial and operational activities of the BID.

There shall be a minimum of 3 and maximum of 15 Board Members. The majority of the Board will be drawn from private-sector organisations and the Chair will always be a private-sector member, to ensure that the BID retains its strong business focus. Whilst it is important that Board members have a range of skills, they do not require any formal professional qualifications – it is much more important that they display a positive attitude and a willingness to support and champion the aims of the BID.

We are actively seeking new nominations for Board Members. If you would like to find out more, please email gina@bishopsstortfordbid.co.uk for a role description. If you would like to be considered please confirm by **Wednesday 20 September at the latest.**

COMPANY DIRECTORS

On the night we will be appointing the BID Company Directors. The company's Articles of Association require that its officers shall resign and seek re-appointment at each Annual General Meeting. The following officers shall resign from their posts on the day of the meeting and where indicated they are seeking re-appointment to the same role for the following year.

Name and details	Details	Office	Seeking re-appointment
Gary Smith	Occupation: Solicitor Nationality: British, Resident in the UK Address: c/o Nockolds Solicitors, 6 Market Square, Bishops Stortford CM23 3UZ	Director	Yes
Karen Burton	Occupation: Retired, previous owner of Karen's Cakes Nationality: British, Resident in the UK Address: c/o Suite 6, The Old Monastery, Windhill Bishop's Stortford, Herts CM23 2ND	Director and Chair of the Board	Yes
Glenn Armon Jones	Occupation: Partner, Barrow LLP Chartered Accountants Nationality: British, Resident in the UK Address: c/o Barrow LLP, Dane Street, Bishops Stortford CM23 3BT	Director	Yes

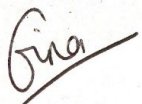
Any eligible BID levy payers who would like to be members of the BID Company, although not on the Board, may do so by registering in advance. Both members of the BID Company and BID Board Directors will be expected to submit letters of application to support their appointments, a template for which will be forwarded as part of this process.

If you are a BID levy-payer wishing to register as a member of the BID Company in advance of the meeting, or wish to be considered for the BID Board or as a BID Director, please contact myself using the details below, by Wednesday 20 September:

E-mail: gina@bishopsstortfordbid.co.uk
Tel: 07399 245280

Many thanks in advance and we look forward to seeing you at the meeting. If you plan to attend the AGM, we ask you to please RSVP by email on gina@bishopsstortfordbid.co.uk by Wednesday 20 September.

Yours Sincerely,



Gina Thomas
BID Manager, Bishop's Stortford BID

SCHEDULE B

Attended by:

Chris Gregory (Independent consultant from Heartflood)
Karen Burton (Karen's Cakes)
Nicola Chambers (Pardon Architects)
Michael Smith (Jackson Square)
Perry Colman (Hair by Elements and Urban Spa)
Judith Bates (Premier Travel)
Graham Burgess (Coopers)
Richard Taylor (Simpson Creative)
Leigh Keats (PEACH)
Kathryn Hughes (Fashion Flooring & Interiors)
Cllr Sarah Copley (Bishop's Stortford Town Council)
Cllr Calvin Horner (East Herts Council)
Maxine Bromyard (East Herts Citizens Advice)
Daniele Manduca (Franco Manca Pizza)
Gina Thomas (BID Manager)
Madeleine Lees (BID Marketing & Communications Manager)

Apologies from:

Gary Smith (Nockolds)
Glenn Armon Jones (Barrow LLP)
Sinead Corr (Bishop' Stortford Independent)