



## Extraordinary Meeting of BID Board of Watford BID Ltd ('The Company')

3.00 pm on Wednesday 7 June 2023

### MINUTES OF MEETING

This meeting was held as a hybrid meeting

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Present:	Daniel Berko (DB)	Aspect Property Group Ltd (Chair)
	Saffron Johnson (SJ)	Watford Chamber of Commerce
	Donna Nolan (DN)	Watford Borough Council
	Simon Plumb (SP)	Atria
	Kathryn Robson (KR)	Watford Borough Council
	David Vickery (DV)	Pryzm and Steinbeck & Shaw (part of meeting)
	Sandra Hancock	Watford Borough Council (meeting administrator)
Apologies:	Donna Lawrie	One YMCA
	Mark Ryan	Metro Bank
	Kwame Tefe	Moon Under Water

*Following the confidential agenda item on 'staff matters' at the Board meeting on 17 May 2023, the Board has continued the discussions initiated at this meeting on the future structure of the Watford BID team. Given the sensitivity of these discussions and potential conflict of interest, Jill Farnworth was not present at this part of the Board meeting on 17 May 2023 nor at the subsequent Board meetings, which were exclusively focused on this matter.'*

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In accordance with Section 13 of the Articles of Association, it was noted the meeting was quorate as there were six Directors present either in person or remotely. The quorum being five.

*Amendment – Subsequent to the meeting, the Company Secretary (Kara Mesiano) advised David Vickery's appointment as Director was not filed within necessary deadline. The meeting was still quorate.*

1. The Board noted and approved the previous meeting notes (meeting of 2 June 2023).
2. The Chair outlined the main points for the Board to review which would cover the meetings and discussions that had already taken place as a Board and with the BID staff and then to consider the next steps.

## 2. **Review the current position in relation to the BID staffing structure**

The Board reviewed the discussions and papers from previous meetings including:

- Reviewing the staffing structure at Watford BID following the departure of Maria Manion (MM).
- The report prepared by Jill Farnsworth (JF) proposing a restructure.
- The request for British BID to provide advice to the Board regarding the restructure proposed by JF.
- The note from Chris Turner regarding the restructure proposed by JF.
- Briefings with staff.
- The need for the Board to be more involved in the BID than in the past.

The Board also considered the emails that had been circulated about the staffing structure and individuals' views. It was recognised that staff had been working additional hours over the last three months and they should be recompensed for that time. The Board noted examples of other BIDs and their staff structures.

## 3. **Next steps**

The Board discussed the next steps that needed to be taken to ensure the Watford BID could operate successfully. It was suggested that an Interim Manager was appointed to review the BID and advise the Board of the best way forward. Several organisations would be approached about the interim appointment. It was essential the Board and BID team were able to work collaboratively.

### **Actions**

- a. That an Interim BID Manager be appointed, working two days per week for a period of between three and six months.
- b. That appropriate organisations be approached to submit candidates for the position if Interim BID Manager.
- c. That JF and Kara Mesiano (KM) be asked to forward details of the additional hours they had worked for the last three months in order to be paid appropriately.
- d. That the working group be re-established enabling a review of the Business Plan.
- e. That KM be asked to continue to undertake the role of the BID's Company Secretary.
- f. A letter to JF and KN would be circulated to the full Board for comments, requiring quick responses. Mayor Taylor to be copied in.

Meeting ended at 4.00 pm