

BUXTON TOWN TEAM - SETTING UP GROUP NOTES ON THE MEETING HELD MONDAY 5TH NOVEMBER 2012

Present: Alan Thompson, Janet Miller, Joe Dugdale, Neil Scowcroft, Roddie McLean, Eric Tilley (for BTT Identity discussions only)

Observing: Charles Jolly

Apologies: Jean Ball, Judith Milling, Julian Cohen, Roger Floyd, Suzanne Pearson, Tina Heathcote

1. NOTES OF LAST MEETING

It was agreed the notes circulated represented an accurate record of discussions.

2. REGISTERING BUXTON TOWN TEAM CIC

Janet reported that progress had been hampered by holidays and emails going astray, but the solicitors were now looking at the revised Articles (version 6) and would respond later this week. Janet will then circulate a final draft for comment.

3. MEMBERSHIP

3.1 Code Of Conduct

The Code of Conduct as previously circulated was discussed, it was agreed some amendments are needed, particularly around the clause covering commercial interests. All comments should be sent this week to Janet, who will compile and circulate a revised draft.

3.2 Recruitment

It was agreed that an additional clause would be included on the membership form so applicants confirm they have read the Code of Conduct and understand that their membership can be terminated if they do not abide by it. It was suggested that the Code of Conduct should be printed on the back of the form to encourage people to read it.

It was confirmed that a drive to recruit members would start once the CIC registration had been sent in, in line with the programme discussed at the previous meeting.

4. BOARD TERMS OF REFERENCE

Joe confirmed he would draft these for circulation before the next meeting.

5. SELECTION OF DIRECTORS

The proposal previously circulated was discussed. It was agreed that a search committee to match candidates according to the skills needed on the board, with consultation and final approval by the membership, was the right way to proceed, and that the search committee should be appointed and start work in the new year. Any comments on the detail of the proposal to be sent to Janet, who will convert it into a written procedure.

There is an outstanding action on Janet to draft a job description for Directors and for the Board Chair.

6. FINANCIAL MATTERS

6.1 Bank Account

Alan will approach the Co-operative Bank (who we know offers a business account with no bank charges) and the Nationwide, and get an applications form from whichever proves most suitable. It was agreed that all current directors should be signatories, with two signatures out of the six needed for any transaction.

Alan is meeting Paul Armstrong tomorrow, but we understand that he will pass over the Town Team Partner money as soon as we have a bank account for it to go into.

6.2 Financial Control

It was agreed that for proper financial control we will need to allocate cost codes to each project, and for various categories of general expenditure. Also that we should record 'donations in kind' for expenses incurred but not claimed, or for instances when bills were paid on our behalf by for example HPBC. Alan will produce a financial spreadsheet, all claims and details of donations in kind to be sent to him.

7. COMMUNICATIONS GROUP

7.1 General Update

The group met on 17th October, next meeting is 14th November. Emma Fairbrother and David Mulholland have between them taken on co-ordinating, facilitating and note taking. The general feeling is that the Group is starting to function well.

There is however a problem with press releases, as both Nina Lubman and Lydia Jutton have dropped out of the group. It was agreed that we do need a press team, but until someone can be found, the interim arrangement is that task forces draft their own press releases, and pass them to the directors plus Mike Bryant plus Emma Fairbrother before sending to the press. This worked fine for the press release about the Town Team Partnership, and the same process is being used for press releases for the Christmas Shopping Crawl.

7.2 Remit and Powers

This has not yet been discussed in the group, it is on the agenda for the next meeting.

7.3 Town Team Identity

Eric presented his three suggestions for the Buxton Town Team logo, and explained the thinking behind each one. There was much discussion about the merits of each, in the end it was agreed that Option 3, the community, best met our needs, with both the other options more suited for branding Buxton as a whole, rather than just the Town Team. Eric was asked to develop Option 3 further, using a more diverse set of silhouettes, using capital first letter for Team, and experimenting with different colours. The strap line "All together, better" was selected. Eric was thanked for his work so far.

7.4 Town Team Website

Andy Parker has been making good progress with this, setting up a members area with a discussion forum, and access to notes of meetings and so on. This has been trialled by Communications Team members and will be opened up to the Setting Up Group and Ideas & Vision Group very soon.

7.5 Email Addresses

It was agreed that we need ***@buxtontownteam addresses for:

- the six directors - janet@, roddie@ and so on - to go to the individual concerned;
- Ideas & Vision Group - ideas@ - to go to Mike Bryant;
- Communications Group - comms@ - to go to Emma Fairbrother;
- General contact and administration - info@ - to go to Janet Miller for now;
- For Portas Pilot and Town Team Partner matters - pilotgroup@ - to go to Roddie MacLean.

Janet will send this list to Andy Parker to set up.

8. IDEAS & VISION GROUP

8.1 General Update

The group met on 22nd October, and will meet next on 3rd December. It was felt that Mike was doing a very good job of co-ordinating the group, but that it was unfair to expect him to do the co-ordinating, facilitating and note taking all on his own. Roddie confirmed that he is willing to share this responsibility with Mike, but unfortunately had not been able to attend the last meeting.

8.2 Remit and Powers

The group were suggesting the following:

- Be alert to local developments so as to capture ideas from any source and at any time;
- Maintain the Schedule of Ideas as a live working document and the core of the Town Team's activity;
- Monitor activity in other organisations and other places as a learning exercise;
- Appoint the members of each Task Force;
- Manage the Task Forces;
- Report to and accept instructions from the Board of Directors.

This was agreed in principle, though it may need some fleshing out, and a clearer distinction about when the group needs to refer back to the directors.

8.3 Projects and Approval Procedure

It had been agreed that all projects before being formally adopted should have an agreed remit and detail of anticipated expenditure and so on. A Project Proposal form (as previously circulated) had been devised

and tried out on three projects so far, and appeared to work well, though the order of some of the sections will be changed. Further possible improvements will inevitably become apparent over time - all comments and suggestions to Janet to review in due course.

It was agreed that the Ideas & Vision Group should be responsible for ensuring that proposal forms were properly completed with the necessary detail, for all projects, including the Communications Group ones. It was also agreed that all projects, regardless of whether they involved Town Team expenditure, needed to be sent to the directors for approval. Janet will make sure that Mike Bryant knows when Setting Up Group (and in due course Directors') meetings will take place, and the date by which Project Proposals should be submitted.

Projects currently 'active' and needing approval urgently:

- Christmas Shopping Crawl - Project Proposal attached, formally approved at this meeting
- Parish Style Map - Joe, Emma and Eric are working on the Project Proposal
- Green Man Pop Up Shop - Project Proposal needed - action on Neil
- Shop Local Scheme - Project Proposal needed - action on Roger
- Brand Buxton (aka Visit Buxton website) - Project Proposal needed - action on Emma/Eric/David/Jen

Projects likely to be coming along soon are:

- Pop Ups and Incubator Units - Alan has a Project Proposal in draft
- Buxton Town Fair - a project team is needed, Joe and Janet to recruit people to work on this
- Waymarking - Roddie has been nominated for this, but will need to recruit others
- Tourist Information Centre Outlets - no volunteer as yet to take this on
- Parking - no volunteer as yet to take this on

9. SCRUTINY GROUP

The group have met, their suggested Term of Reference is very near completion and will be circulated soon. They see their role as working on behalf of the membership to ensure proper procedures, transparency, inclusivity and good governance, and to watch out for undue influence and vested interests. They anticipate providing an annual report to the membership, will act as a way for whistleblowers to report concerns in confidence and will advise the membership to call a general meeting if there are issues that the directors are not properly addressing.

10. ANY OTHER BUSINESS

10.1 ATCM World Café of Ideas (24th October)

Alan, Jean and Neil attended this, a combined report has been written and circulated. Alan recommended reading an Experion study 'Town Centre Futures 2020', he has a hard copy he can lend out if people cannot find it on line. Roddie has a code for us to access the ATCM website, as part of our Town Team Partnership, he and Alan to make this facility available to all.

10.2 Heritage in the High Street

Roddie attended this event in Liverpool, and will circulate a report shortly.

10.3 Recruitment and Involvement

Concern was expressed that at present the work of the Town Team is being done by a too small group of people, and that we need to bring new people in to work on the various task forces. Janet will include a call for volunteers in the next mailing which will go to the full circulation list this week.

10.4 Strategy and Business Plan

Concern was expressed about the lack of a clear strategy and business plan. It was agreed that this was something the Directors would need to address, in the meantime however the Ideas & Vision Group have been tasked with prioritising and organising projects, using Community Interest Statement CIC 36 as a reference. It is not part of the agreed remit of the Setting Up Group.

11. DATE OF NEXT MEETING

This will be held on Wednesday 21st November, 7:30pm at the Old Hall Hotel.

JCMM

06November12