

BUXTON TOWN TEAM - SETTING UP GROUP

NOTES ON THE MEETING HELD TUESDAY 11th DECEMBER 2012

Present: Alan Thompson, Janet Miller, Joe Dugdale, Roddie McLean, Jean Ball, Suzanne Pearson

Apologies: Judith Milling, Roger Floyd, Julian Cohen, Neil Scowcroft, Tina Heathcote

1. NOTES OF LAST MEETING

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

2. DOCUMENTATION AND PROCEDURES

2.1 CIC Registration

Companies House registered us as a Community Interest Company on 22nd November 2012, Company Number 8304388. Janet will scan in the certificate and put it up on the website, and keep the original safe. The only outstanding task is for Roddie to correct his personal details on the register.

2.2 Board Terms of Reference and Directors' Code of Conduct and Job Description

A first draft of the Code of Conduct had been circulated, also a stripped down Job Description - so stripped down that it was agreed to be superfluous, everything remaining can be incorporated into either the Code of Conduct (Janet to revise as agreed and circulate) or the Terms of Reference (Joe to amend based on comments received, and circulate). It was also agreed that at some stage we may choose to write more detailed job descriptions for specific roles eg Finance Director, Secretary, but this is not urgent.

2.3 Procedure for the Selection of Directors

Minor amendments were agreed, Janet to circulate final version.

2.4 Scrutiny Group Terms of Reference

The Scrutiny Group are revising their original draft, and will circulate a second version soon.

2.5 Members Code Of Conduct

The final version was adopted on 3rd December, and is in use on the membership form and on the website.

3. FINANCIAL MATTERS

3.1 Bank Account

The bank account is open, with four signatories (Alan, Joe, Janet and Roddie). Paperwork is coming through, but as yet neither chequebook nor paying in book, and the facility to pay cash and cheques in at the post office will not be in place till 19th December. Three of us have been sent debit cards but we will need to agree a protocol on their use.

3.2 Financial Control

Paul Armstrong will be transferring £1,000 into the bank account this week as working funds. Alan will contact Hotline Signs and ask them to rewrite the invoice made out to HPBC. Alan is keen to invoice Vision Buxton for their promised £250 as soon as possible, but concerned that we have still not finalised the logo and letterhead. It was agreed that getting the right image was important and should not be rushed just for the sake of one invoice, and that in the interim Eric would be asked to produce a letterhead that incorporated just the text in blue and green.

3.3 Interim Arrangements

Alan will be away for a long period next year, Janet agreed to look after the accounts ledger in his absence.

4. MEMBERSHIP

4.1 Membership Drive

A few members have been signed up at town team meetings (the current total is now fourteen) and the membership form is available to download from the website. It was agreed that we needed a serious recruitment drive starting in the New Year, and the Communications Group will be asked to write appropriate press releases, devise suitable promotional materials and take this on as a project.

4.2 Communicating with Members

Janet will send a mailing to all our contacts before Christmas updating them re our CIC status, ongoing projects, upcoming meetings and encouraging them to become members. It was also agreed we should arrange an 'update' public meeting in early April (probably w/c 8th April).

5. PROJECTS

5.1 Christmas Shopping Crawl

Crawling is going well, feedback from participating businesses is overwhelmingly positive, and all but about 600 of the 5,000 crawl maps have been handed out. The prize money and vouchers are stored in Brooke-Taylor's safe. Neil will be collecting completed maps on 7th and 8th January, and collecting feedback from retailers - it was suggested a short evaluation form might assist this process. It was agreed the winning map would be drawn at the first Directors Meeting on 14th January, the prize presentation will be on Thursday 24th January at the Green Man Gallery.

5.2 Green Man Gallery

There has been no progress on producing a comprehensive business plan, it was confirmed we can do nothing about providing funding in whatever form until we have more information.

5.3 Town Parish Map

Joe, Emma and Eric are still working on this and will be approaching possible artists soon, Roddie will forward an email he sent to Paul Armstrong regarding possible linkage with HPBC way-finding strategy, the feeling is this may be difficult, but in any event it is likely our map will be produced first.

5.4 Spring Fair

The team has expanded to six (Janet, Jean, Joe, Suzanne, Sarah and Sam), the date has been agreed as Monday 6th May, planning meetings have been arranged for the new year including with HPBC. We are already getting offers from artists, musicians and entertainers who want to be involved.

5.5 Pop-up Shops and Incubator Units

The team includes Alan, Chris, Adrian, Sam, Roger, Pat and possibly Becky. Jean will forward a Pop-Up Shop Guide produced by Richmond Council. Jean advised that knowing who the landlords are is crucial, and that in areas where town teams had this information it had been acquired by the local council on their behalf; it was agreed we should ask Caitlin (at our January meeting) to facilitate this for us if possible.

5.6 Local Loyalty Scheme

There is no news from either Roger or Neil on this. Jean advised that there are an increasing number of different local loyalty schemes on offer. As Town Team Special Advisor for East Midlands she has come across some that are onerous to administer, or restrictive, or require expensive software, others that work well and even provide a small income to the Town Team. Hundreds of towns are exploring local loyalty as part of their town team programmes, and, like us, are unsure which scheme might suit them best, and she is proposing that a piece of research should be done comparing the different models, so informed decisions can be made. She will discuss with her colleagues, and hopefully draw up a research brief and see if a University eg Derby might undertake the work.

5.7 General Funding Principles

No ideas had received, Alan agreed to produce a first draft and circulate it for comment.

7. GROUP UPDATES

The Communications Group have not met since the last Setting Up Group meeting, however steady progress is being made with developing the website, revised ideas for the logo have been circulated and the first draft of the Terms of Reference is out for discussion. They meet next tomorrow, 12th December.

The Ideas & Vision Group met on 3rd December. They decided that there is a need for special meetings to discuss specific topics, starting with "General Retail Situation" (21st January) and "Public Transport and Parking" (18th February). The next regular Ideas & Vision meeting will be on 4th February.

10. ANY OTHER BUSINESS

10.1 ATCM /AMT

Access to the ATCM website has proved problematic, Jean will endeavour to find out what the problem is and advise. Ideally we would like to circulate details of how to log into both websites to the membership.

10.2 Data Protection

As a not for profit company we do not have to register, but we still have to abide by the principles of the legislation. Janet will ask in the next mailing for someone who understands the subject and can advise.

10.3 Meeting with HPBC Regional Development

Roddie had received a request for a meeting with Dai Lerner and Perry Wardle, he will reply suggesting this should be in the new year, some time after the first Directors meeting.

10.4 Filing Project Documents

Some project materials will need to be kept as hard copies, rather than electronically, for future reference. It was agreed the Ideas & Vision Group should be asked to provide a home for these.

11. DATE OF NEXT MEETING

It was agreed that this would be the last meeting of the Setting Up Group, as the outstanding documentation could be finalised and agreed via email, and anything else not completed eg adopting the terms of reference for the other groups, could be taken up by the Directors. The first Directors Meeting will be held on Monday 14th January, 7:30pm, at the Old Hall Hotel. To ensure no loss of expertise, and because the board is not yet at full complement, it was suggested members of the Setting Up Group should continue to attend Directors Meetings if they wished.

JCMM

12December12