

## **BUXTON TOWN TEAM - SETTING UP GROUP NOTES ON THE MEETING HELD MONDAY 21<sup>st</sup> NOVEMBER 2012**

**Present:** Alan Thompson, Janet Miller, Joe Dugdale, Neil Scowcroft, Roddie McLean, Jean Ball, Pat Chapman

**Apologies:** Judith Milling, Roger Floyd, Suzanne Pearson, Tina Heathcote

### **1. NOTES OF LAST MEETING**

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

### **2. PROJECTS**

#### **2.1 Christmas Shopping Crawl**

Crawling is underway, with good publicity and very positive feedback from participating businesses so far. Jean is recruiting helpers to engage the public and hand out maps at the Christmas Lights switch-on on Friday. Janet will ask Brooke-Taylor to store the prize money and vouchers in their safe until needed.

#### **2.2 Green Man Gallery**

Neither Vision Buxton nor Buxton Town Team have confirmed support yet, however opening of the gallery is going ahead on 8<sup>th</sup> December, to take advantage of pre-Christmas trade. The costs are still not finalised, eg 80% rates reduction is not confirmed - it was agreed we need Caitlin and Andrew to push for this as it will set precedents for future pop-ups. Alan and Neil will develop the cash flow analysis to ascertain exactly what money is needed up front, the overall viability of the business plan and what scope there would be for repaying money from membership fees and sales. Meanwhile it was agreed that:

- we are willing in principle to support the venture, pending seeing the business plan
- we would anticipate most if not all financial support being in the form of a loan over an agreed period
- we would need to see business mentoring in place as a condition of our support, Alan can provide financial mentoring, Jean has contacts who could provide retail mentoring.

Neil advised that Martin Olsen would be taking over as project leader for the long term.

#### **2.3 Other Proposals Due**

Other proposals that are in draft:

- Town Parish Map - Joe, Emma and Eric working on this
- Spring Fair - Janet, Jean, Joe and Suzanne working on this
- Pop-up Shops and Incubator Units - Alan drafted this as a generic proposal, but it may be superseded by more specific projects

There is no news from Roger regarding the Local Loyalty scheme, it was suggested we could ask a university student to carry out a survey of the various schemes in operation around the country, with regard to their effectiveness.

#### **2.4 General Principles**

It was agreed that we need a set of guidelines regarding which projects we will support and in what way, to ensure assessment against consistent criteria. Ideas to be emailed to Alan who will collate.

### **3. DOCUMENTATION AND PROCEDURES**

#### **3.1 CIC Registration**

All the documentation was sent in to Companies House on 15<sup>th</sup> November.

#### **3.2 Board Terms of Reference and Directors' Job Description**

A first draft of these had been sent out, it was agreed there were no major omissions. Any suggested amendments to the Terms of Reference to be circulated for Joe to collate, Janet to strip out all the ToFR elements from the job description and circulate a revised version.

#### **3.3 Scrutiny Group Terms of Reference**

There are suggestions for minor amendments to these, Janet to obtain a version in Word so these can be more easily edited.

#### **3.4 Members Code Of Conduct**

Further amendments are needed, to frame things more positively, possibly even with an alternative title rather than as a list of rules, which could put people off joining. Janet will circulate a revised draft.

### **3.5 Procedure for the Selection of Directors**

The basic procedure as circulated was agreed, minor amendments to be made, any further comments to be sent through to Janet. It was suggested that the Knowledge and Skills audit produced by the ATCM which could usefully be incorporated into the process.

## **4. FINANCIAL MATTERS**

### **4.1 Bank Account**

Alan has acquired all the forms for the Co-operative Bank and needs each director to complete their personal details on a sheet and also sign the main form in various places. Janet to forward our registered company address and her own, to be used as the Secretary's address for the time being.

### **4.2 Financial Control**

The £10,000 from the Town Team Partner scheme has not yet been paid to HPBC, Paul Armstrong will hand over whatever we ask for as soon as we have a bank account, but advice is to leave some with them to enable VAT to be reclaimed. Jean will ask if the invoice from Hotline Signs can be made out to HPBC. It was noted that we need to invoice Vision Buxton for their promised £250 for the Christmas Crawl.

## **5. REVIEW OF SETTING UP GROUP TASKS**

A list of setting up group tasks has been drawn up and circulated, Janet will keep it up to date, any additions to be sent through to her.

## **6. MEMBERSHIP**

It was agreed that as soon as the Code of Conduct has been finalised we should start signing up members from among the active group members. Membership should be opened to the general public in the New Year, when hopefully we will be a registered CIC, with agreed logo and so on. The Christmas Crawl prize giving gives the first recruitment opportunity, to be followed by a major launch around the Spring Fair. The Communications Group will be asked to devise suitable promotional materials.

It was also agreed that we should plan around holding the first general meeting in September/October.

## **7. GROUP UPDATES**

**The Communications Group** met on 14<sup>th</sup> November and will meet again on 12<sup>th</sup> December. Eric is developing the logo, Emma has taken on drafting the Terms of Reference, Andy is getting together quotations for hosting the website and providing email addresses. They advise that info@ and similar addresses need to be avoided.

**The Ideas & Vision Group** will meet next on 3<sup>rd</sup> December. The only news since our last meeting has been a request to use the term Project Team rather than Task Force, which was agreed.

## **10. ANY OTHER BUSINESS**

### **10.1 ATCM**

Jean is East Midlands Advisor, covering 31 towns including Buxton, but running the Town Team Partner Scheme is only with ATCM till the end of the year; provision for the next two years is out to tender. Jean will send round details of a free workshop on 4<sup>th</sup> December.

### **10.2 Vision and Strategic Plan**

It was agreed the Directors need to start holding Board Meetings from the new year, so that strategy, vision and so on, among other things, can be properly addressed. Janet will send round a doodle poll to agree suitable dates.

## **11. DATE OF NEXT MEETING**

Janet will circulate a doodle poll to agree a suitable date.

JCMM

22November12