

BUXTON TOWN TEAM - SETTING UP GROUP

NOTES ON THE MEETING HELD WEDNESDAY 10TH OCTOBER 2012

Present: Janet Miller, Jean Ball, Suzanne Pearson

Apologies: Alan Thompson, Joe Dugdale, Neil Scowcroft, Roddie McLean, 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

2.1 ARTICLES OF ASSOCIATION

A solicitor at Brooke Taylors who is an expert on corporate law has reviewed and commented on the proposed articles. Most of his suggestions are minor alterations to wording, however there is one main reservation; apparently the right to appoint a proxy is enshrined in company law, and we cannot replace this with the right to vote in advance. Janet will arrange to discuss with him as soon as possible, and then circulate a revised version.

2.2 MEMBERSHIP

At the last meeting it was agreed to adopt the form as circulated, however, it was suggested that we might also include an agreement to abide by the code of conduct, when this is produced. Jean will produce a suitable form of words for consideration.

The process for signing up members was discussed. It was agreed we should do nothing until the CIC registration has been submitted, and should then prioritise signing up those people who have been actively involved to date (around 70 people). A wider membership drive, possibly through other voluntary groups initially, possibly through stalls or a pop-up shop information point, could then start in the new year. It was noted that we do want members who will contribute in some way, rather than large numbers of members who do nothing.

It was suggested that once their applications have been accepted, members should be asked to list what relevant skills they have, so we can compile a data base of these for future reference.

It was also noted that we will need to appoint a membership secretary (or two) to maintain membership lists and ensure we comply with data protection law. Ideally this would be something the communications group would take on.

2.3 COMPANY REGISTERED ADDRESS

Brooke-Taylors have not yet confirmed that we can use them as our registered address, Janet will follow this up. It is understood that Durham has offered his company address as an alternative if needed.

2.4 INTERIM TEAM OF DIRECTORS

The proposed list of directors was sent round the full contact list and no objections received. Janet is working on getting all the signatures on the various forms.

2.5 PAYMENT OF THE £35 FEE

As treasurer, Alan Thompson has volunteered to cover the registration fee, and claim it back when we have some funds.

3. POST REGISTRATION ACTIONS

The list of actions was reviewed and tasks provisionally allocated as follows:

- Terms of reference for the Board - Joe to draft
- Terms of reference for the Scrutiny Group - Trevor/Charles/Derek to propose
- Remit and delegated powers for Ideas & Vision Group - Mike Bryant to propose

- Remit and delegated powers for Communications Group - someone from Comms Group needed
- Code of Conduct for Members - Jean to draft
- Code of Conduct for Directors - Janet to draft
- Job Descriptions for the Directors and the Board Chair - Janet to draft
- List of skills required and a process for selecting Directors - Janet to draft
- Requirements on the board for keeping membership informed - Joe to include in terms of reference
- Opening a bank account and authorising signatories - Alan Thompson to arrange
- 'Plain English Guide' to the Articles of Association - Janet to draft
- Proposed resolutions for the first general meeting - on hold till all above are completed

4. TOWN TEAM PARTNERSHIP SCHEME

There has been no news yet about our application to the Town Team Partner scheme, we are not sure if this will come to us direct or via Andrew Bingham's office.

Assuming we are accepted, we will be part of the Midlands area, which includes about 40 towns, and our 'Advisor' will be someone called Georgia, who is based in Worcester.

There is an event in Birmingham on 24th October, ATCM World Café of Ideas, that people might want to go to, Jean to forward details for Janet to circulate.

5. CO-ORDINATING OTHER GROUPS

5.1 COMMUNICATIONS GROUP

The Communications Group had not met since the last Setting Up Group meeting, however work was proceeding in various areas:

- Vision Buxton confirmed they are agreeable to discussing ideas for expanding the role of their Visit Buxton site, and invited members of the research team to attend their Marketing meeting this Friday.
- Work on adapting the buxtonownteam website is proceeding, a separate members area has been set up, including a forum for general discussion, plus three group areas where documents can be posted, each with an email alert facility. The front page has also been updated.
- The suggested logos were being discussed by email; Janet will circulate Eric's document to the Setting Up Group for their comments.
- A press release had been drafted for the Town Team Partner scheme, but on Andrew Bingham's request is on hold till we have confirmation.

5.2 IDEAS & VISION GROUP

Following the last two meetings, Mike Bryant had circulated a revised schedule of ideas with each idea categorised, and the group is starting to put names against particular projects.

6. DATE OF NEXT MEETING

Late October or early November, to be agreed - Janet will set up a doodle poll to find a date that suits the majority.

JCMM

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