

## BUXTON TOWN TEAM Scrutiny Group

Minutes of meeting held 1 June 2015

- 1) Present: Charles Jolly; Derek Bodey.
- 2) Apologies: None

3) <b>Minutes:</b> All previous minutes had been agreed and are on the website. There were no matters arising.	
4) <b>HMRC.</b> Whilst the HMRC issue appeared to be resolving, until it is our report to Directors remains 'on the table'. The directors will consider our recommendations when the issue is resolved.	
5) Membership of Scrutiny. Whilst we accept that Rachel's resignation due to time pressures does not indicate that she has time to join the Scrutiny group, nonetheless we believe there is principle to be established here that retiring directors are automatically invited to join the Scrutiny group (should there be a membership need). Charles to contact Roddie for clearance on this principle and to approach Rachel (but explaining that there is no pressure on her) if that is agreed. If Roddie is not content, then we should table this principle at the next Directors' meeting	Charles
6) <b>Purchase of Gifts.</b> Directors are not remunerated. Therefore it is not appropriate for any of them to feel obliged to purchase a gift when it is appropriate to say 'thank you' to a member of BTT for services rendered. Provided it is proportionate, this is a legitimate expense and directors should reclaim such expenditure. <b>We recommend</b> that directors approve a limit, in the order of £25, for such gifts that reflects this.	
7) <b>Director co-option</b> We note that the proposal to co-op Simon Fussell to replace Rachel represents good practice. The search committee has identified suitable people and brought them forward to fill an empty post. <b>We recommend</b> that the search committee should maintain a short-list of such names.	
8) <b>Returns to Companies House.</b> We note that this is being completed by paper and cheque. We assume that Directors are aware that filing on line is often available and is less expensive. We note that avoiding unnecessary expense in this way is good practice.	
9) <b>Inclusion of Scrutiny Group in Governance reports</b> We believe that the existence of a scrutiny group is good practice not observed by all CICs and that therefore mention of the group should be made when governance arrangements are described if at all possible	
10) <b>Membership</b> We have considered this question and would urge the Directors to consider: a) setting a minimum membership age of 16 for BTT b) to encourage youth involvement by reserving one director post for a 16-18 year old (or by increasing the number of directors in this way). The only restriction on such a director's participation is that they could not vote on a financial decision. c) creating a Junior membership (or some such other name). This would require parental consent and convert to full membership at 16 unless the junior member opted out. This would be focused on project based activity (eg a group of young people maintaining a particular flower bed or keeping an area litter free)	
11) AOB item at May Directors' meeting. We have reservations about the outcome of decisions on this funding issue, that a majority decision should be reached outside the meeting (by email). We remain committed to the principle that any such decisions outside directors' meetings should be unanimous. We recommend that best practice in these situations would be: a) Directors decide whether or not to bid. b) Having decided to bid, the task of writing the bid should be formally delegated to an appropriate sub-group. c) This group may choose to consult in writing about the bid but would be empowered to finalise and submit the bid without any further consensus or agreement with non sub-group directors	
9) Directors' Away Day. We believe that the directors should formally consider whether during the Away Day they wish to seek the support of the Scrutiny Group. We think that	

<p>there are four alternatives and we do not express a preference. These are::</p> <ul style="list-style-type: none"> <li>a) asking for the provision of a clerking service (to free Janet to be a director),</li> <li>b) asking Scrutiny to provide observations on process during the day,</li> <li>c) asking Scrutiny to provide both of the above (requiring two people),</li> <li>d) using the occasion for untrammelled 'blue sky' thinking..</li> </ul> <p>[Please note, in making this recommendation, we are not committing our availability!]</p>	
<p>8) Date of next meeting 2 September 9.30 at 21, Hogshaw Drive</p>	