

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 6TH NOVEMBER 2013

Present: Janet Miller, Jean Ball, Joe Dugdale, Roddie McLean, Suzanne Pearson, Tina Heathcote

Observing: Derek Bodey

Apologies: Adrian Brown, John Estruch, Mike Bryant, Rachel Quinn

1. NOTES OF PREVIOUS MEETINGS

It was agreed that the notes of the meetings on 4th September and 9th October represented accurate records, and can be posted on the website. Re the 4th September it was noted that Mike Bryant was still unwell, Janet volunteered to take on the Business Plan actions allocated to him.

**JM
JM**

2. EXPANSION OF THE BOARD

2.1 New Director Search

Tina, Roddie and Jean have produced a skillset table for existing directors to complete. They have also shortlisted a number of potential new directors and sounded out some of them, sadly several are unable to consider taking it on at this stage, one has accepted, others are still to be asked.

Janet will draft a letter for Tina to send to those who were interested.

It was noted that there are several potentially suitable people who are not yet sufficiently involved, so it would be prudent to leave some seats vacant to allow for further appointments in due course.

**TH/RM
JM/TH**

2.2 General Meeting

The General Meeting will be held on Tuesday 10th December; Janet will email the membership immediately to advise of the date, with full details to follow at least 14 days beforehand.

Roddie will organise a venue - Palace Hotel first choice, failing that either the Octagon Lounge or the Methodist Church Hall.

**JM
RM**

3. IDEAS & VISION GROUP

Mike Bryant was reported to have been moved to Salford and to be improving steadily. No-one has yet volunteered to take on the role of convener in his absence. Roddie will ask Richard Silson if he would be interested in taking this on.

RM

It was agreed that the format of the recent meeting (a short period on general business, followed by a facilitated workshop on a special topic) had worked well and could be adopted as the norm; Roddie will ask Richard Silson if he could run his Local Plan workshop on the 18th instead of the 12th of November.

RM

4. COMMUNICATIONS GROUP

A new structure had been agreed for the website, and new pages are being installed; while it is still a 'work in progress' it is already significantly better than before. More photographs are needed including of each of the directors, Roddie, Tina and Joe to provide these.

RM/TH/JD

Janet, Andy and Tina, with assistance from Zoe, have in effect become the new Communications Group, it was suggested that Rachel Clarke also could be included, and agreed that formal minuted meetings should recommence reasonably soon.

JM

5. SCRUTINY GROUP

Derek advised that there were no issues of concern to report.

6. BUSINESS PLAN

There are still a number of revisions outstanding from the meeting on 4th September, the deadline for getting these to Joe is Friday 15th November.

Joe will proceed with compiling a revised version for approval.

**RM/JM
JD**

7. MEMBERSHIP & FINANCES

7.1 Current Position

The number of members is now 85. On finances, there has again been very little change in the last month, cash assets are at £3,118.72, plus £7,000 still held by HPBC.

Suzanne will ask accountants that she knows if they would assist Janet to prepare accounts for the General Meeting including advising on our tax liabilities, if any.

SP/JM

7.2 Insurance

There was no update from John regarding updated quotations for insurance.

JE

8. PROJECTS UPDATE

8.1 Green Man Gallery

A letter formally confirming that the lease would expire on 22nd November was given to Julie Collins of JM

Asset Management on 18th October.

Suzanne was reported that Bridgehead Arts Ltd had met with JM Asset Management since then and were being offered a short term meanwhile lease that would take them at least to the end of the year. She also outlined some of the ideas that were being implemented to develop the Gallery as a community hub, and bring in additional revenue.

8.2 Pop-Up Shops

John had emailed to report that the team are still re-evaluating their options, but had been advised by the Charities Commission that they could not use the name Jack in the Box. The team had also asked to have several pages on the website to explain the detail of their ideas, Janet and Tina will discuss the practicalities and desirability of this with Andy and Zoe.

JM/TH

8.3 Illustrated Map

A further had been sent round, there are only a very few minor amendments now needed. Joe will arrange for these to be done, and investigate costs for printing the maps at A1, also check with Durham Grigg that Buxton Town Team copyright has been adequately protected.

JD

Roddie will print out one copy to take to the Academy Awards on Friday.

RM

8.4 Buxton Spa Prize

Plans are progressing well, sponsors are being recruited and the website will be ready for 1st March.

8.5 Academy of Urbanism Visit

This will culminate with the Awards Lunch on 8th November, a large contingent from Buxton will be attending. This was seen as a good opportunity to raise ideas with HPBC attendees, eg the Hydro project, wayfinding and ideas for street art. Tina will produce a report on the project in due course.

TH

8.6 Artisan Market Pilot

Tina and Alan attended a meeting with the Artisan Market Company and HPBC. For various reasons the event will not now take place before late May. Janet will post this news on Facebook.

JM

9. PROJECT PROPOSALS

9.1 Buxton Spring Fair

The project was approved, Janet will post the final project proposal form on the website and proceed with organising the event.

JM

10. FORWARD PROJECTS

10.1 Christmas Shopping Crawl 2013

Janet is working with Neil to finalise the Project Proposal as quickly as possible. Recruitment of participating retailers has been much easier than last year, the launch will be on 22nd November at the Christmas Lights switch-on.

JM

11. BTT MEETINGS & WORKSHOPS

11.1 Neighbourhood Planning Workshop

Joe will run this as the special topic for an Ideas Group meeting in the new year.

JD

11.2 HPBC Local Plan Workshop

Roddie to finalise the date with Richard, for Janet to circulate to the membership.

RM/JM

11.3 Meetings with Other Organisations

Roddie attended a 'Meeting About Buxton' on 23rd October and will circulate a report on discussions.

RM

Tina attended the Derbyshire Towns Forum on 16th October and will circulate the notes.

TH

Janet had a meeting with Caitlin on 22nd October about the Spring Fair, notes have already been circulated. There is likely to be a meeting soon with Trevor and others regarding the Hydro development.

12. ANY OTHER BUSINESS

12.1 Buxton Retailers Against Crime

We believe this is solely to do with links with instant links to the Police Station to report crime and disorder, but Suzanne will check.

SP

13. DATE OF NEXT DIRECTORS' MEETING

Tuesday 19th November 7:30pm, to plan the General Meeting.