

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON THURSDAY 9TH JANUARY 2014

Present: Janet Miller, Joe Dugdale, John Estruch, Rachel Hoodith, Richard Silson, Roddie McLean, Tina Heathcote

Observing: Charles Jolly

Apologies: Sarah Rawlinson

1. WELCOME

Roddie opened the meeting by welcoming the four new directors, and thanking them for agreeing to take on the role. It was agreed that Jean Ball as our Town Team Advisor should be invited to continue attending directors' meetings, but that our other interim advisors could be relieved of their task. Roddie will write to them all thanking them for their assistance over the last eight months.

RM

2. NOTES OF PREVIOUS MEETINGS

It was agreed that the notes of the meetings on 6th November, 19th November and 4th December represented accurate records, and can be posted on the website.

JM

3. APPOINTMENTS AND EXPANSION OF THE BOARD

3.1 Board Away Day

It was agreed that with one year through, and the recent expansion of the board, a half day away would be useful. This will be arranged for the second half of February, Tina will sort out the date, she, Roddie, Joe and Richard volunteered to organise the event.

**TH
RM,JD,RS**

3.2 Search Committee

New directors were asked to complete the skills set table for Tina to incorporate into the analysis. All directors who have not yet done so were asked to send Janet a photo and short one paragraph biography to go on the website. It was also suggested that we should have directors' CVs on file, Janet will collect these and keep with other company records.

SR,RS,RH,JE

It was agreed that the search committee, currently only three, should endeavour to recruit more people in due course.

**All
JM**

3.3 Other Appointments

Philip Barton has offered to take on the role of Treasurer. His CV and references were discussed and it was agreed that, subject to taking up the references which Joe will do, he should be appointed to the role. Janet will arrange to meet with Philip as soon as possible to work out the mechanics of handover, with a view to completion by June at the latest.

JD

It was agreed that we will want a monthly written report on finances, with Philip to attend directors' meetings as required, and that in the long term we would need a director to be the main link with the treasurer. The subject of individual directors' roles will be included on the agenda for the Away Day.

JM

TH

4. COMMUNICATIONS GROUP

A number of individuals have been identified for a reformed Communications Group, Janet and Tina will convene a meeting soon.

JM,TH

5. SCRUTINY GROUP

Charles advised that there were no issues to report. He and Derek are still concerned that two people is too few, it was suggested that someone with financial expertise would be useful.

6. GENERAL MEETING

It was agreed that this had gone very well, with a high attendance (51 people) and a lot of enthusiasm and positive feedback. Sixteen new members had joined the company, taking total membership to 107. It was agreed that next time we should ensure that new directors' biographies were circulated along with the meeting notification. It was also noted that a couple of sections did overrun, so people were sat listening for a long time.

JM

The draft notes were approved to be posted on the website, but will be formally approved at the next general meeting whenever that is.

RM

The Palace Hotel have invoiced £70 for providing refreshments and a screen, Roddie will deliver payment.

7. MEMBERSHIP & FINANCES

7.1 Current Position

The number of members is now 107.

A financial report had been circulated. The main expenditure was the second stage payment to the Illustrated Map artists, cash assets are now £2,844.72, plus £7,000 still held by HPBC. Janet has emailed

Sarah Porru asking for £3,000 of this to be transferred to our account.

JM

7.2 Insurance

John had received updated quotes, it was agreed we should accept the one from Marke, which gave basic cover for £203.70. Large events like the Spring Fair will need to be covered separately. John will confirm acceptance of the quote and sort out method of payment.

JE

8. PROJECTS UPDATE

8.1 Green Man Gallery

Our interim lease was allowed to expire on 3rd January. Suzanne had reported that the Green Man Gallery/Bridgehead Arts did now have agreement on a rolling lease, at a rate they could afford, which would be signed imminently. This would be direct with the landlords, with no further involvement on our part. They are now in a position where they can implement long term plans such as the 4x6 project, and look at funding options. They thanked the Town Team for their support and assistance in getting them this far.

It was agreed that Suzanne would be asked to carry out the project review and compile the report, by discussion with others who had been involved from the beginning.

JM

8.2 Pop-Up Shops

John reported that the team had concluded that there were no longer enough empty shops in 'Main Street' for the project to be worth pursuing any further.

The team were keen to continue working in the retail area however, and were developing a proposal for a research project which would study what options exist for revitalising the High Street, and what would work best in Buxton. John will endeavour to have the project proposal in draft for circulating before the Ideas meeting on Monday.

JE

8.3 Illustrated Map

The design has been finalised and Joe is in possession of the file. The copyright arrangements have been agreed and the artists have provided a schedule of who created which element of the map, which will be incorporated into the legal agreement. Durham was no longer in a position to help draw this up, but Brooke-Taylor's are willing to help, Joe will contact them as soon as possible to arrange this.

JD

Joe will also obtain quotations for printing. It was agreed we need copies of the map to be available for sale by the end of April.

JD

Eric has asked whether the map could be amended to incorporate the new Buxton identity, it was agreed that it was too late now to do this. Tina will let him know.

TH

8.4 Buxton Spa Prize

The event is being advertised nation-wide, and the website will be up and running mid-February.

8.5 Academy of Urbanism Visit

We have the option of a pro bono diagnostic survey of Buxton by members of the Academy. Tina will ask Richard Tuffrey to find out more about what this might involve.

TH

It had been suggested that we could add "finalist GREAT TOWN 2014" to the town entry signs, and DCC Highways have quoted £310.25 which would cover all six signs. While this is remarkably cheap, it was agreed that our contribution, if any, should be minor. Trevor Osborne and Vision Buxton have expressed a willingness to contribute, HPBC have so far declined, Tina will pursue Buxton Festival and the University. Roddie has been nominated and accepted as a member of the Academy.

TH

Vision Buxton have adopted our Taking Stock leaflet and incorporated the new Buxton branding.

8.6 Artisan Market Pilot

John and Alan are meeting the Artisan Market Company again tomorrow and John will report after that.

It was noted that the two women who run it were runners up in the High Street Champion of the Year award, John was asked to pass on our congratulations.

JE

8.7 Buxton Spring Fair

Janet reported that the core project team had been recruited and would be meeting early next week. She had been in discussion with Terry Crawford and the Pavilion Gardens are keen to help and to be involved this year. Preliminary notification has gone out to all our contacts and applications will be open by the end of the month.

8.8 Christmas Shopping Crawl 2013

Rachel reported that they were still collecting the completed maps, but will ensure they have them all in to be drawn at the Ideas Group meeting on Monday. The project team are meeting on Tuesday and will set a date for the Award Presentation Event then.

RH

9. PROJECT PROPOSALS

No projects were presented for approval.

10. FORWARD PROJECTS

10.1 Totally Locally

The Christmas Crawl project team has recruited a couple more business owners, and will be moving on to

working on the Totally Locally project. Rachel will try to have a project proposal in draft for the Ideas Group meeting on Monday, but cannot promise this. **RH**

10.2 Buxton Spring Clean

Tina and Janet are working on a project proposal to be brought to the Ideas Group meeting on Monday. The suggestion is that the main clean will take place from 12th - 17th April, in time for Easter and the Spring Fair. Rachel will join the project team. **TH, JM**
RH

11. BTT MEETINGS & WORKSHOPS

11.1 Neighbourhood Planning Workshop

Joe will run this as the special topic for the Ideas Group meeting on 10th March. **JD**

12. IDEAS & VISION GROUP

It was agreed that the focus on the meeting on Monday 13th January should be updating the Schedule of Ideas. Roddie will take the lead on this. Janet will send out the notifications, notes of last meetings and any project proposals as they are available. **RM**
JM

It was suggested that a suitable topic for the meeting on February 11th would be extending the Beautifying Buxton idea, and asking Jane McGrother to talk about Buxton In Bloom, with the hope of resurrecting this, and possibly also draw in Buxton Civic Association. Roddie will make enquiries. **RM**

12. ANY OTHER BUSINESS

12.1 Buxton Advertiser

A letter had been published commenting on Richard Guise's praise for the University and suggesting that the Town Team should take a look at their disused site at Harpur Hill. It was agreed that it would not be appropriate for us to make any public response to this. **TH**

13. DATE OF NEXT DIRECTORS' MEETING

Wednesday 19th February and Wednesday 19th March. Janet will ask the Old Hall Hotel to accommodate us. It was agreed that we should aim to set dates for the whole of the year at the Away Day. **JM**

JCMM
10Jan14
Revised 17Jan14