

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON TUESDAY 9th JULY 2013

Present: Janet Miller, Jean Ball, Joe Dugdale, John Estruch, Rachel Quinn, Roddie McLean, Tina Heathcote; Alan Thompson for item 7.1 only

Observing: Charles Jolly

Apologies: Adrian Brown, Mike Bryant, Suzanne Pearson

1. NOTES OF PREVIOUS MEETING

It was agreed that the notes of the meeting on 15th May represented an accurate record.

2. MEMBERSHIP OF THE BOARD

2.1 Interim Non-Director Invitations

Richard Silson has been invited to attend Directors' Meetings in an advisory capacity until September. We now have 4 directors and up to 8 others participating in the directors meetings.

2.2 Search Committee

The email to the membership for volunteers to join a Search Committee did not generate any offers. It was agreed that Tina would chair the committee, Roddie would also be on it, and the two of them would recruit a suitable group of people to start work in accordance with the agreed procedure as soon as possible. It was noted that selecting the right people to be directors was important and agreed that if necessary to allow sufficient time, the general meeting could be delayed to October.

3. COMMUNICATIONS

Joe will contact key people who were involved in the Communications Group (Andy, Eric, Emma, David, Jen) to discuss possible ways forward. Roddie reported that the idea of Zoe helping out was being actively considered within Vision Buxton, if agreed Janet and Tina will meet with Zoe to discuss what work she might take on.

4. SCRUTINY GROUP BUSINESS

4.1 Complaint

A complaint had been received from a Buxton trader relating to an incident in early May. The scrutiny Group had looked into this and made their recommendation, which the board accepted; Charles and Roddie will draft a letter to be sent to the complainant.

4.2 Complaints Procedure

The Scrutiny Group had drafted a complaints procedure, this was approved, Janet will incorporate it into the procedures file and post it on the website.

5. STRATEGIC DEVELOPMENT

5.1 "One Year On" Gathering

While attendance was lower than had been hoped the evening went well, and achieved its objectives. Six new members were signed up and several people volunteered to join the various project teams. The information panels produced for the evening have been used twice since and are available for other events in the future.

5.2 Business Plan

The draft business plan was presented and some comments have been received and incorporated into a revised draft. John will produce some covering words explaining its purpose, Janet will post on the website members area and email members to invite further discussion over say a six week period, with a view to a meeting in September to agree a final version.

5.3 Membership

The wish to increase membership numbers was raised, but also noted the need to encourage active involvement rather than numbers for its own sake, and to ensure a balance of members from different sectors and areas. A strategy is needed, Joe, Rachel and Janet will meet to discuss.

6. ACADEMY OF URBANISATION AWARD

Buxton has been short-listed for the Great Town 2014 award along with Cork and Hastings. The judging will be on 21st August, Roddie has been in discussion with Trevor Osborne, who is keen for us to be involved in planning the day. A meeting has been arranged for 2pm Friday 12th July, which Tina and Mike will attend.

7. PROJECTS AND OTHER ACTIVITIES

7.1 Green Man Gallery

Alan reported that because of changeover of responsibilities he did not have a detailed financial report for the last two months, but he hoped to have this information shortly. He did not believe there was any financial risk to Buxton Town Team at present. Progress towards the collective forming a legal entity and talking on their own lease was progressing, but the timetable for achieving this was uncertain.

7.2 Illustrated Map

A coloured draft has been circulated, Joe will feed back comments. Once we are reasonably happy with it, the proposal is that it will go on more general display in say the Library, Town Hall or Museum.

7.3 Local Loyalty Scheme

A project team has been formed, consisting of five retailers from different parts of 'Main Street', they will be submitting a project proposal in due course.

7.4 Pop-ups and Incubators

The CIO application for Jack-in-the-Box is progressing, they hope to have resolved all the issues by early August. The project team are in discussion with the Springs Centre re taking on Unit 8, and also with a number of potential traders to form a jewellery and fashion accessories cluster. The unit is in good condition so costs are likely to be modest. They anticipate submitting a project proposal/funding application to the Town Team in early September, with a view to the cluster starting trading before Christmas.

7.5 Buxton Spa Prize

This will be run by a separate entity, in association with Buxton Town Team. This proposal was formally approved.

7.6 British Legion Building

Discussions with CVS regarding registration as a community asset are ongoing, focussing particularly on the level of community use in the last five years. Jean may have a legal contact who could advise, Roddie will check status of Trevor's offer to purchase.

7.7 Buxton Market

Roddie is meeting Terry Crawford later this week. Following this a decision will be made on whether or not to draw up a project proposal.

7.8 Festival Guides

The rota is in place and volunteers in Buxton Town Team tabards are there to assist visitors 10am to 4pm every day except Sunday. Ideas are being tried out and developed on an ongoing basis.

7.9 ATCM Best Town Team Award

Jean submitted an application but the winner was Helston in Cornwall.

7.10 LEPs D2N2 Reports

Jean had attended two meetings recently and will circulate her notes.

7.11 Fairfield Skate Park

The organisers have asked us to promote their Party in the Park, it was agreed we would do this - Janet will email Spring Fair traders with information about this and about HPBC market stall offers, and offer help on the day.

8. HPBC LOCAL PLAN CONSULTATION

Richard Silson has offered to facilitate to decide how we can best input into the consultation process. This will probably be in August, Roddie will liaise with Richard.

9. FINANCIAL MATTERS

9.1 Current Position

A report for the last month had been circulated. Current assets total £3,629, with £431 owing and HPBC still holding £7,000 of our Town Team Partner moneys. The final out-turn for the Spring Fair shows a surplus of £402.

9.2 Insurance

John is investigating options and will put forward a proposal shortly.

10. MEETINGS WITH OTHER ORGANISATIONS

We attended (and gave a presentation to) the Community Voice meeting, Alan Thompson gave a presentation to the Rotary Club.

11. DATE OF FUTURE MEETINGS

Directors' Meetings: Wednesday 14th August and Monday 9th September, 7:30pm

Business Plan Meeting: Wednesday 4th September, 7:30pm

HPBC Local Plan Meeting: Sometime in August TBC

Janet will check with the Old Hall Hotel that they can accommodate us.

JCMM

11July13