

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON THURSDAY 11TH DECEMBER 2014

Present: Janet Miller, Joe Dugdale, John Estruch, Jean Ball, Philip Barton, Richard Silson, Roddie MacLean, Tina Heathcote, Sarah Rawlinson

Observing: Charles Jolly

Apologies: Rachel Hoodith

1. NOTES OF PREVIOUS MEETING

It was agreed that the notes of the meeting on 11th November represented an accurate record, and can be posted on the website.

JM

2. BOARD, DIRECTORS AND OFFICERS

The sub-group (Janet, Jean and Tina) have not yet met but will arrange to do so early in the New Year.

JM/JB/TH

3. IDEAS MEETING

Notes of the last meeting on 9th December had been circulated. Achievements in 2014 were reviewed and projects for 2015 discussed.

4. COMMUNICATIONS GROUP

The group met on 10th December, the notes have been circulated. They are reviewing website hosting and emails and will make recommendations in the next couple of months.

5. SCRUTINY GROUP

5.1 Directors' Attendance Targets

The record of individual attendance at Directors' Meetings was noted, and that the average attendance in 2014 was 79%. It was agreed that Janet will continue to record meeting attendance; that this should be reported to the membership at the general meeting; that attendance by individual directors should be available on request and made known when standing for re-election; that we set a target for 2015 of over 80% average attendance.

JM

Attendance by directors at other meetings was also noted. It was confirmed that directors must be active members but noted that the level of involvement is variable. Janet and Dick will consider who from the regular attenders at the Ideas meeting might take on the role of minutes secretary.

RS/JM

5.2 Directors' Individual Responsibilities

The following roles were confirmed:

Roddie MacLean	Chair
Richard Silson	Chair of the Ideas Meeting
Janet Miller	General Administration
John Estruch	Project Monitoring
Tina Heathcote	Communications Group and External Links
Rachel Hoodith	Links with Retailers

As other roles emerge they will be allocated.

6. MEMBERSHIP & FINANCES

6.1 Current Position

The number of members is now 177.

Philip had circulated a financial report; current cash assets, including expected income, stand at £10,435. Most transactions in the month were purchase and sale of merchandise.

It was agreed that the Illustrated Map project will be closed at the year end, with the at cost value of the stock being carried over to the Merchandise project. The Map project will show an overspend of towards £166, with the value of stock transferred being something over £200, depending on sales between now and the end of the year.

PB

It was also agreed that the management accounts for 2014 should record the expenditure of the remainder of the DCLG grant during the period.

PB

7. TOWN MATTERS

7.1 Nestle Site Proposals

It was noted that the planning application was submitted at the end of October, but is recorded on the HPBC website as 'invalid'; the reasons for this are not known. Dick will continue to monitor developments.

RS

7.2 Crescent Development

The HLF have agreed to an additional £11.3million in funding, taking their total to £23.8million, the 6th highest Lottery grant ever awarded. Confirmation of the final £2million from the LEP is still awaited.

It was agreed that the Town Team has a role helping get the town ready for this major development and informing and helping develop the HLF Interpretive Centre. It was also suggested that the town needs better marketing, and that in addition to the work done by the Vision Buxton Marketing Group, a mini Destination Marketing Organisation could usefully be established. Sarah will see if the University could help with this.

SR

8. PROJECTS UPDATES & PROPOSALS

8.1 Project Status Report

A summary sheet was presented, recording the status of all projects completed, current and in development. It was agreed that this would be a useful monthly report; John will take this on as part of his project monitoring role. It was confirmed that repeat projects should still be formally proposed and approved each year as new projects.

JE

8.2 Project Monitoring

It was agreed that regular monitoring will start in the new year for all new projects. John will amend the previously proposed report form to 'soften' it, and make it as easy as possible for project leaders to deal with.

JE

8.3 Welcome to Buxton Station

A revised project proposal had been circulated. It is now pretty much certain that the Friends of Buxton Station will be resurrected and the project would therefore be led by them, with the Town Team in a supporting role. It was agreed that further amendments were needed to reflect this before the project could be approved.

JM

8.4 Litter Picking Walking Group

A project proposal had been circulated, which has the support of the Ideas Meeting. This project was approved, with a contingency budget of £50 which we hope will not be needed.

8.5 Buxton College Student Projects

Work has started on developing the Public Service Students projects: Ashwood Park; Spring Clean and Railings Clean; Street Signs; Street Decorations. Project proposals are being drawn up and will be submitted soon.

8.6 Artisan Market Trials

HPBC have approved continuation of the Artisan Market on the Market Place until September 2015. It was agreed that we would meet Denise in January to review, but that the project is complete; John will write a Closing Report. It was also confirmed that we will not continue having a stall there each month but will assist Denise in advertising to other community groups the opportunity for a free stall.

JE

8.7 Buxton Conference

'Hold the Date' invitations have gone out to a long list of organisations, Janet and Tina will be sending invitations this week to the twenty or so organisations we want to speak. All delegates will be asked to submit a paragraph about their organisation to go in the delegate's pack. Jean will assist the students team with stage managing.

TH/JM

JB/SR

8.8 Market Regeneration

A Pre-Qualification tender was submitted to HPBC and we will know on 5th January whether they wish to enter into more detailed discussions with us. If so we will want to move quickly; it was agreed that John will update the draft project proposal and circulate it for approval and signing before then.

JE

9. PLANNED TOWN TEAM MEETINGS

9.1 Ideas Meetings

It was suggested that Markets would be a suitable topic but that January was too soon for this, provisionally this could be the topic for February. Dick will decide on a topic for the January meeting.

RS

9.2 General Meeting

The sub-group (Roddie, Joe, Tina and Philip) has still not met, Roddie will arrange a date.

RM

10. MEETINGS WITH OTHER ORGANISATIONS

Roddie is still trying to arrange a date for the next meeting with Dai Lerner.

RM

11. ANY OTHER BUSINESS

ATCM are looking for host towns for their conferences next year, Jean will investigate this further.

JB

12. DATES OF NEXT DIRECTORS' MEETINGS

The next meeting will be 7:30pm on Tuesday 20th January in the Old Hall Hotel. Dick presented his apologies.

JCMM
12Dec14