

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD MONDAY 13th FEBRUARY 2013

Present: Alan Thompson, Janet Miller, Joe Dugdale, Roddie McLean

Observing: Charles Jolly, Neil Thompson

Apologies: Tina Heathcote, Jean Ball, Mike Bryant

1. NOTES OF PREVIOUS MEETINGS

It was agreed the notes circulated of the meetings on 14th and 29th January represented accurate records of the discussions. There were no matters arising not covered by the agenda.

2. TOWN TEAM STRATEGY

The priority that should be given to formulating a strategy was discussed; views are divided as to how important this is, how well our existing Community Interest Statement (CIC36) fulfils this need already, and whether the lack of a written strategy is in fact preventing us from making progress.

Two sub-groups have been proposed, to

(i) develop a strategy for the Town Team itself

(ii) develop a vision for Buxton, in collaboration with the membership and wider stakeholders.

While it was generally accepted that this was the way forward, no immediate actions were agreed.

The view was also expressed that we need more directors urgently, on the other hand, we do have an agreed procedure, and the membership are unlikely to appreciate us co-opting additional directors without their involvement. It was agreed that we need to set up a Board Search Committee with some urgency, but in the meantime should aim to recruit individuals with appropriate skills, who will work with the board, attend meetings and take on responsibilities, but not be appointed as directors at this stage.

3. PROJECTS

3.1 Green Man Gallery

Alan had met with the GMG leaders and with the landlord, and agreement re responsibilities and procedures had been reached and set out in a letter to the GMG Collective. The project was approved, Alan will deliver the letter and, assuming no dissent from GMG, the lease will be signed some time after that.

3.2 Buxton Illustrated Map

The project was approved. There had been a meeting on content but it was poorly attended, more consultation will follow. It was agreed that while it would be good to have the map available for sale on 6th May, it was more important to allow sufficient time to get a design that everyone is happy with.

3.3 Christmas Crawl

Jean had sent a written report. While far fewer completed forms had been submitted than had been hoped for, other success criteria had been met, and the project had generated considerable publicity. It was noted that the cash and vouchers donated by participating businesses had exceeded the prize money; the surplus has been incorporated into Buxton Town Team funds, but will be made available to the next similar project in support of local traders. Jean and Neil were thanked for their efforts on the project.

3.4 Spring Fair

The team has been expanded by the addition of a team of Events Management students from the University. Publicity in Pure Buxton and on High Peak Radio is already generating interest from potential participants. A suggestion had been made to adapt the BuxtonTownTeam logo to be BuxtonSpringFair, this was agreed so long as it meets the approval of the designer.

3.4 Website

The transfer to the new host should have taken place at the weekend, but Andy was struggling to get the necessary codes and passwords from the existing host, and could not say when it would happen.

3.5 Building as Community Assets

A suggestion had been made that we should apply for the British Legion building to be registered as a Community Asset. Alan agreed to produce the first draft of the application form and circulate it.

3.6 Protocol for Approving Projects

A protocol has been developed, in collaboration with the Scrutiny Group, as follows:

"It is agreed that:

1. having one or more directors involved on a project team is generally seen as positive
2. any director so involved must be listed on the proposal form as a member of the project team
3. such involvement does not in itself constitute a conflict of interest as the director concerned does not

derive any personal benefit

4. directors need only declare a conflict of interest, and refrain from discussing and voting on a project, if they have a direct financial interest in the outcome

5. formal approval of the project on behalf of the board should wherever possible be signed off by a director who is not involved as a member of the project team"

This was formally adopted and will be lodged in the Company Procedures file.

4. FINANCIAL MATTERS

4.1 Financial Control

Alan's suggestion for an accounts manager was unwilling to take this on.

4.2 Policy on Funding and Loans

A draft proposal had been circulated, Alan and Janet will pull this into a revised draft for circulation.

5. OUTSTANDING SETTING UP GROUP BUSINESS

5.1 Plain English Guide to Articles

The Scrutiny Group have expressed concern that nothing should be lost or misinterpreted in the guide, and that the summary document must direct people to the full version for a proper interpretation. Janet will circulate the draft to the Directors and the Scrutiny Group in due course.

5.2 Terms of Reference

Janet will produce revised drafts for all four documents (Board, Scrutiny Group, Ideas&Vision Group and Communications Group) to a consistent format, and discuss with the relevant people.

6. ANY OTHER BUSINESS

6.1 Talk to Birmingham School Party on 6th February

Janet and Joe had given a presentation to a group of 50 geography students, about the importance of the local economy and what we are doing in Buxton to address this. The presentation is available for use elsewhere, Janet to investigate how to save it as a smaller file.

6.2 Meeting with HPBC 13th February

Roddie will send a report on matters discussed in due course.

6.3 Meeting 25th February on Transport and Parking

This is being organised by Linda Baldry, Sarah Rawlinson and Pat Chapman.

7. DATE OF FUTURE MEETINGS

Monday 20th March 7:30pm - Old Hall Hotel

Wednesday 24th April, 7:30pm - Old Hall Hotel

JCMM

18February13

Revised 19Feb13