

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD MONDAY 14th JANUARY 2013

Present: Alan Thompson, Janet Miller, Joe Dugdale, Roddie McLean, Roger Floyd, Jean Ball

Observing: Trevor Gilman

Apologies: Tina Heathcote

1. NOTES OF LAST SETTING UP GROUP MEETING

It was agreed the notes circulated of the meeting on 11th December represented an accurate record of discussions. There were no matters arising not covered by the agenda.

2. BOARD ROLES AND MEMBERSHIP

Janet agreed to act as Secretary and keep a record of all Directors' Meetings.

There was discussion as to whether or not a rotating Chair would be appropriate; it was agreed that Joe would take on the role of Chair for the next four months, to be reviewed in April, with a view to someone else taking over in May.

Alan had previously volunteered to act as treasurer but was now reconsidering the offer, believing that the role needed someone with more specialist book-keeping expertise. He had someone in mind who might be willing to help. After discussion it was agreed that Alan would retain responsibility for the company's finances, as Finance Director, but was free to delegate the setting up of the accountancy system and the book-keeping to an assistant if he wished.

The meeting was reminded that all of these roles should be considered as interim appointments, which will be reviewed when the board attains its full complement of nine directors, via the agreed Selection Process. It was agreed that the provision in the Articles allowing the Chair a casting vote should be suspended until then.

It was agreed that, while not having voting rights, Mike Bryant (convener of the Ideas & Vision Group), Emma Fairbrother (convener of the Communications Group) and Jean Ball (Special Advisor) should have a standing invitation to attend Directors' meetings and be copied in on all relevant correspondence; this provision also applies to the members of the Scrutiny Group.

3. SETTING UP GROUP OUTSTANDING TASKS

An updated table of Setting Up Group Tasks is appended. It was confirmed that the implementation of all outstanding tasks now become the Directors' collective responsibility.

Janet agreed to co-ordinate the finalising of the various Terms of Reference to ensure consistency, and circulate final drafts for approval when complete.

4. PROJECT UPDATES

4.1 Christmas Crawl

Jean reported that all completed crawl maps (26 in total) had been collected in; she and Neil were also gathering feedback from the participating businesses and would produce a detailed analysis in due course. It was agreed the Ideas & Vision Group should be asked to carry out a review of the project, against the success criteria included in the project proposal.

The Directors then conducted a blind draw of the crawl maps to select the prize winners. Jean will invite them to the presentation evening on 24th January.

4.2 Spring Fair

Ideally this project should have had a completed project proposal form ready for approval, but due to the Christmas break the project team had only just met for the first time and an estimate of the cost of the event had not yet been produced. It was agreed that, as a matter of principle, projects could not be approved without a proper evaluation of the costs. While the meeting expressed its support for the holding of a Spring Fair on 6th May, the project team was asked to provide a cost estimate and a completed proposal form as quickly as possible, and advised that no external publicity should take place until the project had received formal approval.

4.3 Website

The Communications Team are still working on this, but expect to submit a proposal form for approval very shortly.

4.4 Green Man Gallery

A suggestion had been made that both Vision Buxton and Buxton Town Team should sign the lease for the premises. It was agreed that, while we may be willing to do this, we would first need to understand the degree of financial liability that could be incurred, and would need a formal agreement with the Green Man Gallery regarding financial reporting and mentoring. Alan was not aware of any progress on developing a business plan, it was suggested he should pursue this with Martin Olsson as well as with Neil Scowcroft.

4.5 Shop Local Scheme

There being a huge number of local loyalty schemes in operation across the UK, Jean had prepared a Research Brief, with a view to assessing the pros and cons of a number of possible options for Buxton. Sarah Rawlinson had been approached and the University are willing to assist. The request for them to undertake this research was confirmed, Jean was asked to ascertain the likely timescale for them reporting back, with further work on the project on hold until we know what this is.

4.6 Parish Map

The project team are still in discussion with possible artists via the Green Man Gallery, and there is a suggestion that the content of the map should be decided via public workshops. The project is not yet well enough defined to submit for formal approval, but the up-front cost is expected to be below £2,000.

4.7 Incubators and Pop-Up Shops

A project team has been formed, they hope to meet shortly.

5. COMMUNICATIONS

5.1 Town Team Identity

Finalised proposals from Eric, based on the 'people' theme, had been circulated, though there had been a minor technical issue with printing them from pdf. The design was approved, and subject to the technical glitches being ironed out, Eric would be asked to produce the necessary templates for immediate use.

5.2 External Communications

It was agreed that:

- all draft press releases should be circulated to the Directors plus Mike and Emma, and need approval by a minimum of three Directors before being issued
- any verbal contact with the media should if possible be notified in advance, and a short note on the discussion circulated afterwards
- notes of internal meetings should only be made available to Buxton Town Team members (and in the short term, participants in group meetings); any compilations for other organisations should be dealt with in the same way as press releases for the time being

Joe and Janet were asked to meet with Emma to discuss the role of the Communications Group in the above, and incorporate this into the Terms of Reference.

6. MEMBERSHIP

So far 17 people have become members of Buxton Town Team, Janet will continue encouraging the rest of the 84 Town Team meeting participants to join.

Judith Milling had suggested that she might be willing to take on the role of membership secretary, Janet was asked to pursue this with her.

A town centre address where membership forms and the £1 joining fee can be delivered is urgently needed, Janet agreed to ask Caitlin if the Town Hall could offer such a facility.

Data protection was discussed, and the understanding is that we do not need to register under the Data Protection Act, so long as we only keep details of our members for our own Town Team purposes. The question of data obtained from members of the public (eg from the crawl maps) was raised; it was agreed that we should as a matter of principle only retain information for, and email or otherwise communicate with, people who have 'opted in' to this.

7. FINANCIAL MATTERS

7.1 Bank Account

Most of the bank paperwork has come through, most recently books for paying in via the post office.

7.2 Financial Control

Discussion was held over until the next meeting.

7.3 Policy on Funding and Loans

A draft proposal is needed to facilitate discussions, Alan was asked to prepare something for circulation before the next meeting.

7.4 Sources for Funding

Discussion was held over until the next meeting.

7.5 Appointment of Auditors

There is no rush to appoint auditors, but any suggestions for suitably qualified people should be sent to Alan. One individual was suggested, the Scrutiny Group had been considering recruiting her to join them, it was confirmed the Directors would have no concerns if she were willing to take on both roles.

8. TOWN TEAM STRATEGY

Discussion was held over until the next meeting.

9. ANY OTHER BUSINESS

9.1 Meeting 21st January on Retail Situation

The planned meeting on 21st January to consider the retail situation in Buxton was discussed. While this was originally envisaged as a meeting for Buxton Town Team members, and a 'discussion document' circulated in order to provoke debate, the invitation was then opened up to anyone interested in the subject, generating some negative reactions. It was agreed that in future it must be made absolutely clear that any such documents represent individual viewpoints and not the view of Buxton Town Team. Joe offered his assurance that the format of the meeting would be strict, and would focus on what positive actions could be taken to improve things. He also agreed to circulate the powerpoint presentations for comment beforehand.

9.2 Meeting with HPBC 15th January

Joe, Jean and Janet would be meeting with Caitlin primarily to discuss plans for the Spring Fair. It was agreed they would also raise the question of Business Rate Reductions for start-ups, ask about use of the Town Hall as a post box and clarify links between HPBC and Buxton Town Team.

9.3 Meeting with HPBC 13th February

Roddie had been invited as delegate from Buxton Town Team in a meeting 'to discuss Buxton'; the exact purpose and agenda were still unclear, but it was agreed that all are happy for Roddie to represent us there.

10. DATE OF FUTURE MEETINGS

Tuesday 29th January 8pm - Special Meeting to discuss Finances, Strategy and Business Planning Process

Monday 13th February 7:30pm - General Directors' Meeting

Monday 20th March 7:30pm - General Directors' Meeting

All will take place in the Old Hall Hotel.

JCMM

19January13

APPENDIX

BUXTON TOWN TEAM - SETTING UP GROUP TASKS

TASK	PROGRESS
Register Buxton Town Team as a CIC	Completed
Devise Membership Application Form	Completed
Terms of reference for the Board	In draft - Joe
Terms of reference for the Scrutiny Group	In draft - Derek
Terms of reference for the Ideas & Vision Group	Bullet points agreed - Mike drafting
Terms of reference for the Communications Group	Bullet points agreed - Emma drafting
Code of Conduct for Members	Completed
Code of Conduct for Directors	Completed
Job Descriptions for the Directors	Agreed not needed
Agree a process for selecting/replacing Directors	Completed
Opening a bank account and authorising signatories	Completed
Devise spreadsheets for financial control and monitoring	Alan
'Plain English Guide' to the Articles of Association	Janet to draft
Set up Procedure for authorising Town Team Projects	In (trial) operation
Recruit membership	Ongoing
Keep membership informed	
Organise first general meeting	
Proposed resolutions for the first general meeting	