

## **BUXTON TOWN TEAM**

### **NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 15<sup>th</sup> MAY 2013**

**Present:** Janet Miller, Jean Ball, Joe Dugdale, John Estruch, Mike Bryant, Roddie McLean, Suzanne Pearson

**Apologies:** Charles Jolly, Derek Bodey, Rachel Quinn, Tina Heathcote

#### **1. NOTES OF PREVIOUS MEETING**

It was agreed that, subject to a minor amendment to paragraph 9.2, the notes of the meeting on 24<sup>th</sup> April represented an accurate record of the discussions.

#### **2. MEMBERSHIP OF THE BOARD**

##### **2.1 Interim Non-Director Invitations**

John Estruch, Rachel Quinn and Adrian Brown have been invited to attend Directors' Meetings in an advisory capacity until September.

##### **2.2 Search Committee**

It was agreed that Janet will email the membership explaining the process for selecting Directors, and inviting people to join a Search Committee. Responses to be requested by 15th June.

#### **3. "ONE YEAR ON" GATHERING**

Availability of the Pavilion Gardens lounge has been checked, and it was agreed to hold the meeting on Tuesday 11<sup>th</sup> June at 7pm. Joe will confirm the booking, Joe, Jean and Roddie will plan and organise the event, and sort out press releases. Janet will include the date and very brief description in the email to the members, with further information to follow.

#### **4. COMMUNICATIONS GROUP BUSINESS**

The Communications Group has not met since February, and apart from Andy looking after the website, very little appears to be happening. It was suggested that a change of emphasis, to looking at individual roles rather than a group remit, might help. Janet will send Joe a list of members, Joe will discuss possible ways forward with them.

#### **5. PROJECTS**

##### **5.1 Buxton Spring Fair**

It was agreed that the Spring Fair had been a great success, the Project Team were congratulated for their efforts. A full report of the project has been circulated, this was accepted. It was agreed that, assuming a project team can be assembled, the event should be repeated in May 2014.

The University have reported that they are experiencing some difficulty in making arrangements for the winner of the Treasure Trail to receive her prize; it was agreed that a replacement winner could be drawn if necessary.

##### **5.2 Illustrated Map**

The draft map is being coloured in, and will be put on display again soon for further comment. The interim invoice for the first third of the total fee has been received and will be paid.

##### **5.3 Buxton Market**

Roddie is developing ideas, possibly involving recruiting new traders from the Spring Fair lists as well as (or instead of) working with the existing ones. It might be possible to run say a monthly market, in parallel with the existing one, though there may be issues with the Market Charter. Roddie will be meeting with David Morell shortly to discuss options.

It was noted that many towns actively promote their markets to new traders eg via Stallfinder, HPBC does not use this system. It was also suggested that in the long term Buxton Town Team might want to take over the franchise for running the market, on a self-managing basis using electronic booking and payment systems, but this is not something we would want to volunteer to do at this stage.

##### **5.4 Meeting with Traders**

The Ideas & Vision group had discussed the proposed Mystery Shopper Scheme and were concerned that if approached the wrong way this could be seen very negatively - traders can be invited to participate, it should not be imposed on them. The implementation of a Totally Locally scheme in the town can also only be done with full participation from the traders. The Ideas Group had therefore concluded that a meeting with traders was needed, to discuss these and other proposals.

##### **5.5 Festival Guides**

A project proposal had been drafted, involving the provision of volunteer guides during the festival season. There would be some cost involved to provide the guides with suitable Buxton Town Team branding, probably tabards. The project was approved in principle, with a budget of £250. Janet will look up details of possible suppliers, Mike will advise the Festival and the Fringe of the plans, and start to recruit volunteers for the rota.

## **6. FINANCIAL REPORT**

A report for the last month had been circulated. Current assets total £3,447, with HPBC still holding £7,000 of our Town Team Partner moneys. Janet will send details of expenditure to Paul Armstrong and request a further tranche of money to be transferred.

Jean will contact Paul re the agreement (which was withdrawn) for certain bills to be paid by HPBC, and charged to us minus the VAT, as other local authorities are doing this.

## **7. SCRUTINY GROUP REPORT**

A revised summary report has been circulated, more suitable for posting on the website. Any comments on this to be made as soon as possible.

## **9. ANY OTHER BUSINESS**

### **9.1 Liaison with HPBC**

Notes on the meeting with Dai Lerner have been circulated.

### **9.2 Local Enterprise Partnerships**

Alan and Joe have met with Frank Horesby re what support might be forthcoming, there are suggestions that a fund for small projects might be set up.

### **9.3 ATCM Awards**

Jean advised that there was a new award this year, for best UK Town Team, and suggested we should apply. The prize (apart from recognition and publicity) was free attendance at a conference in New York. Concern was expressed that the application might involve a lot of time and effort, and that a prize that in effect is awarded to one individual might cause problems - a fair and transparent process would be needed to select who would represent us. Jean, Joe and Roddie will investigate further.

### **9.4 Chair of the Board**

Joe reminded the meeting that he had agreed to chair until May, and that a replacement chair was now needed. It was agreed that Roddie would take over as chair up to and including the general meeting planned for September.

## **10. DATE OF FUTURE MEETINGS**

Tuesday 9<sup>th</sup> July, 8pm - Old Hall Hotel - note later than usual start time.

JCMM

15May13