

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 19TH MARCH 2014

Present: Janet Miller, John Estruch, Rachel Hoodith, Roddie McLean, Sarah Rawlinson, Tina Heathcote

Observing: Charles Jolly

Apologies: Joe Dugdale, Richard Silson

1. NOTES OF PREVIOUS MEETINGS

It was agreed that the notes of the meetings on 9th January and 25th February represented accurate records, and can be posted on the website.

JM

2. BOARD, DIRECTORS & OFFICERS

2.1 Financial Appointments

The forms to add Philip as a signatory to the bank account have all been submitted, as soon as this process is completed Janet will hand over the day by day running of the finances.

JM

In the meantime Philip has taken on the task of preparing the 2013 accounts for submission to HMRC and Companies House. He has been in discussion with HPBC regarding the Town Team Partnership money, and with accounting firm Layton Lee regarding appropriate format and mechanics of submission.

The appointment of Layton Lee as our auditors, on a pro bono basis, was formally approved.

2.2 Roles & Responsibilities

Richard Silson has taken on the convening of the Ideas & Vision Group.

RS

Other individual roles will be discussed at a future Directors' Meeting.

RM

3. IDEAS & VISION GROUP

Richard and John have transferred the Schedule of Ideas into a spreadsheet, and will be re-ordering and re-categorising. They are also looking at ways of tracking projects, and recording key dates and other information.

RS/JE

Richard is also considering future topics for the meetings and the best way to engage the membership.

4. COMMUNICATIONS GROUP

The re-formed group has held two meetings. The priority is to improve communications with members, and a monthly newsletter is planned, as well as emails requesting their help at upcoming events.

Facebook Likes are steadily increasing (currently 270) and there are regular posts and engagement.

Twitter is problematic because the student who set it up has left Buxton, efforts to contact her are continuing.

The drive to increase membership is on hold until we have more effective internal communications in place.

5. SCRUTINY GROUP

Charles presented the Scrutiny Group report for 2013, and the notes of their meeting in November. It was agreed that both of these should be posted on the website.

JM

They have recommended that the visibility of the directors would be improved by photos on the website, Janet confirmed that the page is set up and she is awaiting one last photo, before completing this. Short biogs will be added as they become available. Regarding attendance by observers at Directors' meetings, Charles will check the wording on the website and advise if they want to see any changes.

JM

CJ

They are actively approaching potential new 'scrutineers' from the membership.

6. MEMBERSHIP & FINANCES

6.1 Current Position

The number of members is now 117.

A financial report had been circulated. HPBC have transferred another £3,000 from the Town Team Partner money into our account, cash assets are now £5,580.48, plus £4,000 still held by HPBC, and £124 owed to us in contributions for the town entry signs. The main items of expenditure have been the final payment to the Illustrated Map artists, the town entry signs and Spring Fair insurance. As well as the HPBC transfer, we have received £750 so far in participant contributions to the Spring Fair.

6.2 Insurance

Insurance is now in place, giving us cover to £5million for public liability and to £10million for employer liability. Large events like the Spring Fair have to be covered separately.

7. PROJECTS UPDATE

7.1 Green Man Gallery

Suzanne had sent a letter of thanks and a copy of the GMG first year report. Janet has asked for this in electronic format. Janet and Tina will do a formal check against the project success criteria and produce a closing report.

JM/TH

7.2 Illustrated Map

Joe has obtained a better quotation, Roddie has tried printing a map at A2, but the font is too small. It was agreed that, subject to test printing, we should proceed with ordering 200 maps at A1 size.

JD

No conclusion was reached on selling price. The option of having a number of prints framed was discussed, the consensus was against this, but we could consider having just one framed for display purposes.

7.3 Buxton Spa Prize

The official launch is being held tomorrow.

7.4 Academy of Urbanism Visit

The "finalist GREAT TOWN 2014" town entry signs have been ordered, paid for and installed. There was a small piece in the Advertiser about it but the picture was not published. Two of the four contributing partners have paid their share, money from the other two is due.

The diagnostic survey by members of the Academy would require us to cover transport and accommodation costs, it was agreed the benefits would not be enough to justify going ahead.

7.5 Buxton Spring Fair

Applications opened at the end of January, and have been coming in steadily from both stallholders and entertainers. Applicants include a lot of people who did not take part last year, so the expectation is that the fair will be bigger this year. Waitrose have confirmed that we will be one of the Community Fund beneficiaries in April.

7.6 Big Buxton Spring Clean

There will be two cleaning days, Wednesday 9th April for the railings (schools and universities) and retailers, and Saturday 12th April for the general signage, litter picking and so on. The amount of work required is being assessed, cleaners recruited and joining leaflets distributed. Businesses such as Waitrose are involved and very supportive of the project. The sorting office has already tidied up their premises and have promised to repaint the post boxes.

Plans are also being worked up to hang bunting around the town, particularly on the Market Place.

7.7 Artisan Market Trials

Plans were proceeding well, but there has been a recent glitch as the Artisan Market Company is splitting into two separate entities; the consequences are not yet clear and it is uncertain what trading names will be used. It seems very likely, however, that these issues will be resolved and that the trials will be able to go ahead in June and July as planned.

The project proposal had been previously agreed by email, it was formally signed off with a maximum budget of £100.

8. PROJECT PROPOSALS

8.1 Buxton in Bloom

The project proposal had been circulated earlier. It was agreed that the team should make every effort to cover the costs of the project by raising funds from elsewhere, but as this was not yet in place we could underwrite the project to a maximum of £850. The project was approved on this basis.

9. FORWARD PROJECTS

9.1 Project Molino

John advised that this would not be coming forward as a project in the foreseeable future.

9.2 Talking Sign Posts

Tina will start work on this after the Spring Clean and Spring Fair.

9.3 Hydro Building

There has been no contact from Trevor, Roddie will try and find out what the current situation is.

There is a question of finding a new home for a war memorial, Tina is investigating possibilities.

9.4 Market Revitalisation

Janet will make contact with the new Market Superintendent with a view to meeting up and sharing ideas.

RM
TH

JM

10. MEETINGS WITH OTHER ORGANISATIONS

Another 'Meeting about Buxton' is being arranged imminently, Roddie will attend and report back.

Janet will attend the next meeting of the Family Festival Planning Group on 2nd April.

Tina has been invited to a meeting with the new General Manager of Nestle on 11th April.

Sarah attended the launch of the new Micro-business hub in Bakewell on 7th March.

Roddie will arrange another meeting with Dai Larner at HPBC.

RM
JM
TH

RM

11. ANY OTHER BUSINESS

Jean asked if we could assist Transition Buxton with a market retail survey, it was agreed we would consider the request when more detail of the likely questions was available.

12. DATES OF NEXT DIRECTORS' MEETINGS

Dates for the next few months were agreed as follows: Monday 14th April; Monday 19th May; Monday 16th June; Tuesday 15th July; Monday 18th August; Tuesday 16th September - all at 7:30pm.

Janet will ask the Old Hall Hotel to accommodate us.

JM

JCMM

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