

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON MONDAY 19TH MAY 2014

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

Apologies: Rachel Hoodith, Richard Silson

1. NOTES OF PREVIOUS MEETINGS

It was agreed that the notes of the meetings on 14th April represented an accurate record, and can be posted on the website.

JM

2. IDEAS & VISION GROUP

The notes of the last meeting on 12th May had been circulated. Attendance had been good. Tina and Janet had taken on submitting an application for the ATCM Town Team of the Year award. Maxine Pearson had volunteered to be involved in the Market Regeneration project.

3. COMMUNICATIONS GROUP

The reformed group was continuing to make progress, with a number of press releases going out, emails to members had been brightened up with colour and images, and improvements made to the website. There had been good coverage of several projects in the Buxton Advertiser, and the next issue of Pure Buxton was expected to feature the Spring Fair, the Spring Clean and Talking Signposts.

Data Protection issues were discussed and the Group was asked to review our communications to ensure that we comply with the regulations, and consider whether an additional sentence should be added to the membership form covering email communications.

Philip asked if a treasurer@buxtontownteam.org email address be set up, this will be looked into.

JM/TH

4. SCRUTINY GROUP

There was no news from Charles and Derek.

5. MEMBERSHIP & FINANCES

5.1 Current Position

The number of members is now 143, and we have 365 'Likes' on Facebook.

The finances were handed over to Philip on 30th April. His financial report had been circulated, cash assets are now £5,687.82, plus the £4,000 still held by HPBC. There had been heavy expenditure during the month with most of the costs for the Spring Fair coming due, as well as costs for printing the Illustrated Map and the Buxton in Bloom leaflets. Philip reported that as we had now spent a total of £7,191, he would be asking for the remaining £4,000 of Town Team Partner money to be released soon.

5.2 Monitoring Project Costs

It was agreed that there should be a more formal system for monitoring project expenditure and income against budget, and of project leaders liaising with Philip. Roddie will include this on the agenda for a future meeting.

RM

5.3 2013 Accounts

In the light of earlier discussions, Philip had revised both the Management and Statutory Accounts. He explained the reasoning behind the two issues that raised the most questions, namely:

(i) treatment of membership fees - this income is shown separately as reserves, in part because it then shows a record of the number of members we have, and also because in line with our 'break-even' philosophy it is better not treated as regular or project income.

(ii) treatment of the Town Team Partner grant - technically this money was paid to HPBC before Buxton Town Team was incorporated, and as such can be considered an opening 'reserve', in addition our current strategy is to aim for projects to cover their costs so as to retain around that level of reserves. It has been described as 'deferred income' on the basis that it would be a conscious decision if in any particular year we were to take money out of reserves and spend it.

The approach on membership was accepted, though it was noted that this income should be described as joining fees rather than subscriptions.

PB

It was also agreed that a clause should be added to the membership form clarifying that the joining fee was non-refundable and that in the event of the company winding up, members are liable for a further £1 towards any debts. Mention of these changes will be included in the next email to members.

JM

Regarding describing the Town Team Partner grant as 'deferred income', there was concern that the average person reading the accounts might erroneously interpret this to mean that we were not spending the grant money. While appreciating the logic in accountancy terms, it was agreed that it would be clearer if the grant could be shown as income in the first year. It was also agreed that an additional table should be added to the management accounts summarising how the Town Team Partner grant had been spent so far. Philip will agree the necessary amendments with the accountants.

PB

The Directors thanked Philip for his hard working to date drawing up the accounts.

6. PROJECTS UPDATE

6.1 Artisan Market Trials

Pre-trial consultations are continuing and the University Hospitality Team are working on the post-trial evaluation. Denise is recruiting stall-holders, and will limit both markets to 80 stalls, for a fair comparison. John will ask if we can have a (free) Buxton Town Team stall at each of the markets.

JE

6.2 Illustrated Map

All maps sold to date have been direct sales at full retail price. Philip and Joe proposed a staggered pricing structure for sale to retailers, between £7.20 and £9.00 depending of the numbers bought; they also proposed a sliding scale for sales on commission, starting at 10% and increasing, but never exceeding the margins achieved from standard terms. They advised that only unframed maps should be sold through third parties in this way. These proposals were agreed.

Joe and Philip will approach likely stockists as soon as the information flier is finalised.

JD/PB

It was suggested that a separate information flier should be produced to go with each map, Joe will draft this and ask Eric Tilley for his input.

JD

Janet will include details of how the map can be purchased in the next email to members.

JM

The agreement with the artists re copyright and profit has been drafted and will be finalised soon.

JE/JD/PB

6.3 Competitions

Janet and Tina had compiled and submitted the application for the ATCM Town Team of the Year award.

Joe, Jean and John agreed to take on drafting the entry for the AMT Towns Alive competition.

JD/JB/JE

9. MEETINGS WITH OTHER ORGANISATIONS

Janet, John, Roddie and Tina had met with Dai Lerner, the notes of this meeting had been circulated.

The next 'Meeting about Buxton' would be on 20th May, Roddie will attend and report back.

RM

Roddie is also attending the Academy of Urbanism Conference next week, and will report back.

RM

There is a Community Voice meeting on 12th June that we have been asked to contribute to, we need to agree who will attend.

10. ANY OTHER BUSINESS

10.1 Transition Buxton REconomy Survey

It was agreed that a link to a survey of local businesses can be included in the next newsletter email that goes out to members.

JM

10.2 Buxton Trail Apps

Buxton Museum have asked if Buxton Town Team could be involved in the next phase of the development; it was agreed that while individual members might be willing to help with testing, provision of town centre Wifi is key, and we understand this is already being looked into by Vision Buxton.

11. DATES OF NEXT DIRECTORS' MEETINGS

Dates for the next few months are as follows: Monday 16th June; Tuesday 15th July; Monday 18th August; Tuesday 16th September; - all at 7:30pm in the Old Hall Hotel.

JCMM

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