

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON TUESDAY 20TH JANUARY 2015

Present: Janet Miller, John Estruch (1 to 6 & 8.1 only), Jean Ball, Philip Barton, Rachel Hoodith (1 to 8.5 only), Roddie MacLean, Tina Heathcote

Observing: Derek Bodey

Apologies: Joe Dugdale, Richard Silson, Sarah Rawlinson

1. NOTES OF PREVIOUS MEETING

It was agreed that the notes of the meeting on 11th December represented an accurate record, and can be posted on the website.

JM

2. BOARD, DIRECTORS AND OFFICERS

2.1 Making Decisions Outside Meetings

It was acknowledged that making decisions at meetings is best but not always possible. The Articles lay down a procedure to be followed: decisions must be unanimous among all the directors and a minute must be made and kept on file. If a unanimous decision cannot be reached a meeting must be called to discuss the matter. It was agreed that there was no reason to change this.

It was also acknowledged that the power to make decisions can be delegated, for instance when a small group of directors are authorised to approve a project subject to specific minor amendments, or when we authorise a project leader to manage a project in accordance with the project proposal.

It was agreed that we should be explicit when delegating authority, and ensure that such decisions are recorded in the minutes. Janet will also look at amending the Project Proposal Form.

JM

2.2 Search for New Directors

The sub-group (Janet, Jean and Tina) are meeting tomorrow.

JM/JB/TH

Rachel advised that she will be resigning as a director in a few months due to changing personal circumstances.

3. IDEAS MEETING

Notes of the meeting on 12th January had been circulated. Nothing required attention at this meeting.

4. COMMUNICATIONS GROUP

Notes of the meeting on 15th January had been circulated. Nothing required attention at this meeting.

It was noted however that Buxton has been allocated a new BBC TV correspondent, Tina will make contact.

TH

5. SCRUTINY GROUP

The group had met that morning. They queried a meeting on 7th January; it was confirmed that this was a meeting of the Market Regeneration project team and not a Directors' Meeting. They noted that while the Communications Group seemed to be functioning well, they were unclear who was chairing it; it was confirmed that Tina is the chair.

6. MEMBERSHIP & FINANCES

6.1 Current Position

The number of members is now 179.

Philip had circulated a financial report; current cash assets, including expected income, stand at £11,023.

It was noted that we had received notification from HMRC of failure to submit a corporation tax return. Philip has discussed this with Rob Layton who advised that this was an HMRC error as the form had been submitted well before time and that he would write formally to them on our behalf. Philip will monitor the situation.

PB

6.2 2014 Management Accounts

Draft accounts had been circulated, revised in light of comments received, and recirculated.

It was noted that the retention of surplus map stocks on the books at cost (rather than being written off) means that the Illustrated Map project now shows a surplus of £53. We have 108 maps left (18 rolled, 2 framed and 88 flat) worth £274 at cost. It was agreed that these will be kept on the books until the year end and then reassessed. Meanwhile the flat maps will be rolled and put into tubes to reduce the chance of being damaged.

PB

RM

The treatment of expenses was discussed. For complete transparency it was agreed that the total of all expenses paid to directors, including reimbursement for purchases made on behalf of the company (but excluding the initial start-up loan) should be noted in the accounts. The accounts were approved subject to this amendment, and can be passed to Rob Layton for examination and preparation of the statutory accounts.

PB

PB

7. TOWN MATTERS

7.1 Nestle Site Proposals

It was noted that the planning application submitted at the end of October has now been validated, and is scheduled to be heard by the Development Committee on 16th March.

7.2 Crescent Development

There is still no news on the final £2million from the LEP, however we are advised that the HLF have given permission for the work to start.

8. PROJECTS UPDATES & PROPOSALS

8.1 Market Regeneration

We were advised on 6th January that we had passed the Prequalification assessment, and Janet and John met with HPBC on 13th January. The presentation was well received, but HPBC have received bids from at least one other entity. The perceived strength and weaknesses of our bid were discussed; it was noted that in evaluating the bids HPBC award 35% to Cost and 65% to Service Quality. Janet will circulate notes of the meeting in due course. A project proposal had been circulated. It was agreed that we will underwrite the project, and the setting up of Buxton Market CIC, to a maximum of £500. The project was approved on this basis.

JM

8.2 Project Monitoring

An updated summary sheet had been circulated. It was noted that several Closing Reports are outstanding.

8.3 Welcome to Buxton Station

A revised 'supporting role' proposal had been circulated; this was approved with zero budget.

8.4 Buxton in Bloom 2015

A project proposal had been circulated. The project team was aiming to spend far less on prizes and more on permanent planting features. It was agreed that we will underwrite the project to a maximum of £500, but expect it to break even if possible; the project was approved on this basis.

8.5 Merchandise

The project was authorised to spend £1150, with the expectation of up to £1650 income, hence net profit up to £500. In the event stock was re-ordered on several occasions, incurring total expenditure of over twice that amount, but generating a profit of £1,600. The project has met its original objectives, particularly that of stimulating other organisations in the town to develop Buxton specific merchandise; a number of retailers in town are now doing so. It was agreed that the project should be closed and a Closing Report written.

TH

A strategy for future merchandise was discussed at length. It was noted that we did not want to send a message that we were acting as retailers in competition with others in the town, and should from now on be reacting to enquiries from retailers rather than selling proactively. It was agreed that we will continue to sell the map and its jigsaw, but that we should investigate transferring wholesaling of the tea-towels to another organisation. This will be reviewed in three months; in the meantime Philip was authorised to re-order jigsaws and tea-towels as required to fulfil orders from retailers, but in doing so to encourage eg the TIC to order in larger quantities (preferably close to the minimum order from our suppliers) and to minimise our holding of unsold stock.

PB

8.6 2020 Vision: Buxton Conference

Progress was reported: organisations and individuals have been invited; most speakers have confirmed; it is likely that there will be three themes - the built environment, traffic & people flow, collaboration & co-operation.

9. PLANNED TOWN TEAM MEETINGS

9.1 Ideas Meetings

It was suggested that Traffic & People Flow would be a suitable topic for February; in Dick's absence Janet and Tina offered to work out the agenda.

JM/TH

9.2 General Meeting

The sub-group (Roddie, Joe, Tina and Philip) has still not met, Roddie will arrange a date.

RM

10. MEETINGS WITH OTHER ORGANISATIONS

Roddie has not yet managed to arrange a date for the next meeting with Dai Lerner.

RM

Roddie attended another 'Meeting About Buxton' and reported that Sarah Porru would hopefully be looking at the mapping element of the way-finding strategy on a standalone basis.

11. DATES OF NEXT DIRECTORS' MEETINGS

The next meeting will be 7:30pm on Tuesday 17th February in the Old Hall Hotel. Philip presented his apologies.

JCMM

24Jan15 (amended 25Jan15)