

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 20th MARCH 2013

Present: Janet Miller, Jean Ball, Joe Dugdale, Mike Bryant, Roddie McLean, Tina Heathcote

Apologies: Charles Jolly, Derek Bodey

1. NOTES OF PREVIOUS MEETING

The date of this meeting had incorrectly been noted as Monday 20th March; other than that it was agreed that the notes of the meeting on 13th February represented accurate records of the discussions. There were no matters arising not covered by the agenda.

2. PROJECTS

2.1 Green Man Gallery

The lease has been signed by all parties, Janet has a copy on file. Roddie is liaising with the artists re having the Buxton Town Team logo on display somewhere as supporting the venture.

2.2 Buxton Spring Fair

Plans are progressing well, agreement was reached with HPBC re costs and permits, road closures have been applied for, participants are being recruited. A review of costs indicated that substantial savings would be made on some items, it was agreed that so long as the agreed budget was not exceeded, the funds could be spent on other items, such as provision of marquees/gazebos for bands and participants who may not otherwise be there.

2.3 Website Relocation

The transfer to the new host has finally been completed. New addresses have been set up (townteam@, directors@, ideas@, comms@ and scrutiny@buxtontownteam.org) and are forwarding to Janet, Mike, Emma and Charles. The mechanics of replying from these addresses is still being sorted. The original pilotgroup@ address is causing problems, it may be simpler to provide DCLG with new contact details.

2.4 Illustrated Map

Joe has met with the artists who have made good progress and are ready for the next meeting with the project team. This will be followed by a wider consultation with interested parties including for example local historians and heritage experts, which Joe will arrange for late April. It was confirmed that the map will not be available for sale at the Spring Fair.

2.5 British Legion Building

Trevor Osborne is in discussions with the agents regarding purchase of the building and had circulated a draft proposal for its use. It was agreed we should apply for it to be registered as a Community Asset. Roddie and Joe will fill out the form with a view to submission next week.

2.6 Protocol for Funding Projects

The drafting of a protocol for funding and loans has not progressed, Janet will pick this up in due course.

3. MEMBERSHIP OF THE BOARD

Roger Floyd and Alan Thompson have both formally tendered their resignations as directors of the company, and the appropriate forms have been sent to Companies House. Janet will update the information on the website, and also email all members advising them that:

- (i) Alan and Roger have resigned
- (ii) we will be setting up a search committee to find suitable replacements for appointment at the first general meeting (probably September)
- (iii) we are seeking people to join the board as non-executive members in the interim

It was noted that membership now stands at 49, but that there are about a dozen people who are or have been involved but have not yet joined, Janet will actively pursue them.

It was agreed we should aim to have the search committee set up by mid June.

4. FINANCIAL MATTERS

4.1 Book Keeping

Alan has also resigned as treasurer and Janet is providing a temporary home for the books and bank things. A call for volunteers to take on this role will be included in the note to members.

4.2 Financial Controls

The question of making small electronic payments was raised, for cases where cheques are not welcome; the bank has no system of dual authorisation for these and the only way to disallow it would be to cancel the access code - that would mean we could not even talk to them. It was agreed that Janet will draft a form for internal use requiring two signatories to authorise an electronic payment. She will also ask if a ceiling can be put on the value of electronic transactions.

It was also agreed that we need a form for expense claims, Janet will devise one.

We may at some stage also need a requisitions form, but this will be left for the new treasurer to sort out.

5. OUTSTANDING SETTING UP GROUP BUSINESS

5.1 Terms of Reference

Janet had circulated the latest drafts for all four documents (Board, Scrutiny Group, Ideas & Vision Group and Communications Group). The three groups have all stated that they are happy with the drafts as they stand. All board members were asked to read them carefully, and share any observations, with a view to finalising and approving them at the next meeting.

5.2 Plain English Guide to Articles

There has been no progress on this, Janet will produce a first draft and circulate in due course.

6. TOWN TEAM STRATEGY

6.1 Strategy Development

There was further discussion on the need to

- (i) produce a development plan for Buxton Town Team as an organisation
- (ii) develop a Vision for Buxton, in collaboration with the membership and wider stakeholders.

It was noted that while the first is important, and within the remit of the board to draw up for approval by the membership, it is the second that members and the public are more interested in, as a way of knowing what the Town Team is trying to achieve. It was also noted that while the Community Interest Statement (CIC36) sets out in broad terms what we want to achieve, it is really no more than a mission statement; the Schedule of Ideas goes some way to being a vision and a plan, but is not a public document.

Jean agreed to circulate examples of the plans that other Town Teams have developed.

Joe will look at combining elements of CIC36 and the Schedule, in the style of a business plan.

6.2 'One Year On' Meeting

It was confirmed we will hold this in early June and that it should be the lead item for the next meeting.

7. SCRUTINY GROUP UPDATE

Trevor Gilman had reluctantly decided to withdraw from the Scrutiny Group for the time being, because other commitments mean he cannot give it the attention it deserves.

Derek had advised that regarding the 'Divergent Views' issue, he and Charles had devised a list of questions, were interviewing all the relevant people, and aimed to report formally within two months.

8. LIAISON WITH OTHER ORGANISATIONS

8.1 Stakeholder PR & Marketing Group

Roddie will send a report on the meeting held on 13th February, and attend the next meeting.

8.2 Wayfinding Strategy Group

Roddie, Mike and Jean had attended the workshop on 6th March. They reported that Paul Armstrong's proposal had not been adopted; the focus had been more on where signs were needed (or not) rather than the style of them.

8.3 Retail & Markets Group

A meeting of the Retail Sub-committee has been arranged for 10th April to discuss proposals to relocate the market to Spring Gardens. Roddie will attend, Joe and Jean may also be able to. The consensus of the meeting was that this is a bad idea, the space is not suitable and the stalls would be detrimental to the existing shop-based traders. It was stated that very few outdoor markets thrive without a permanent indoor market alongside, and agreed that our priority should be towards achieving that.

9. ANY OTHER BUSINESS

9.1 Local Enterprise Partnerships

Today's budget announced that the LEPs will be gaining significant funding, it was agreed we needed to make contact with them, Jean will try to get a copy of the North Notts & Derbyshire business plan.

9.2 George Street Building

The University have applied for planning permission to develop this as a café, making no reference to its origin as Victorian spa baths. Mike is working with the developers to safeguard the heritage.

9.3 Meeting with Dai Lerner

Roddie will ask him for some dates and set up a doodle poll.

9.4 Retail Report

Jean has a spare copy of a report "Understanding your High Street" available for circulation.

9.5 Mailbox

Janet reported that there is now a functioning Buxton Town Team letterbox by the Town Hall Reception.

10. DATE OF FUTURE MEETINGS

Wednesday 24th April, 7:30pm - Old Hall Hotel

Wednesday 15th May, 7:30pm - Old Hall Hotel