

## **BUXTON TOWN TEAM**

### **NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 24<sup>th</sup> APRIL 2013**

**Present:** Janet Miller, Jean Ball, Joe Dugdale, John Estruch, Mike Bryant, Roddie McLean, Suzanne Pearson, Alan Thompson for the latter part

**Observing:** Charles Jolly      **Apologies:** Derek Bodey, Tina Heathcote

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

It was agreed that the notes of the meeting on March represented an accurate record of the discussions. Matters arising are reported under Any Other Business.

#### **2. TERMS OF REFERENCE**

No further amendments have been suggested, all four documents (Board, Scrutiny Group, Ideas & Vision Group and Communications Group) were therefore approved as circulated. Janet will convert to pdf and post on the website.

#### **3. MEMBERSHIP OF THE BOARD**

##### **3.1 Interim Non-Director Invitations**

There is a standing invitation to attend Directors' Meetings to Mike Bryant, Emma Fairbrother and members of the Scrutiny Group and the Setting-up Group. A number of other individuals were suggested as possibilities, Joe will approach them, with the Terms of Reference and Directors' Code of Conduct, and see who is interested.

##### **3.2 Search Committee**

It was agreed we need a Search Committee set up by June if it is to recommend director appointments in September. This will be set up as soon as we have a few more people involved in Directors' Meetings.

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

It was agreed that the aims of the meeting will be:

- to present what the Town Team has achieved so far (completed and emerging projects)
- to invite people to get involved in delivering these projects and
- to present a draft Town Team business plan for discussion

Two possible dates were proposed, 12<sup>th</sup> or 13<sup>th</sup> June, with the Pavilion Gardens lounge the favoured venue, Joe will find out if it is available. He will aim to have the date and venue confirmed, with the bare bones of an agenda, for advertising at the Spring Fair on 6<sup>th</sup> May.

It was suggested that we should produce large posters for each of the projects, that people can view in their own time, with people available to discuss and answer questions on each one.

Joe, Jean and Roddie will plan and organise the event.

#### **5. COMMUNICATIONS**

##### **5.1 Communications Group**

Concern was expressed that the Communications Group seemed to be struggling, with the last meeting being cancelled and the previous one very poorly attended. The functions of the Group are vital however, and need to be covered somehow. Janet is dealing with both internal and external communications to some extent as part of general secretarial duties, and project press releases have been covered by the project teams. Further consideration to be given as to how this situation can be resolved.

#### **6. PROJECTS**

##### **6.1 Pop-ups and Incubators**

John reported on progress so far. The original idea had been to carry out a research phase, then come back to the Directors with recommendations. The team had progressed faster than anticipated, however, and was keen not to lose momentum; they were already involved in searching for premises, pulling together clusters of small businesses, sounding out potential business partners and searching for funding. Current thinking was that they would set up a separate charitable body, with working title Jack in the Box (JitB), which would operate 'in association' with Buxton Town Team but be legally distinct.

The project team were confident that JitB could be given charitable status so long as it is helping clusters to form (promotion of commerce) and training and mentoring them (education). Funding to set up the clusters would be offered as a loan, in expectation of it being repaid as the businesses grew, within a maximum of two years. The repayments would then be available to fund the next cluster.

HPBC are keen to help, on a rolling loan basis, but also keen that a link with Buxton Town Team is retained.

The meeting recognised the value of the work carried out so far, and formally approved the general plan of forming JitB. It was agreed that until this was achieved the project team could continue to operate under the Buxton Town Team name. It was further agreed that we would hold in reserve £2,000,

potentially to be made available as a loan, which JitB would be invited to apply for with a fully worked up and costed proposal in due course.

## **6.2 Buxton Spring Fair**

Janet reported that recruitment of participants was going well, and it was likely we would have around 100 stall-holders, and a full programme of entertainers. She also anticipated that the cost of the project would be very low, much less than budgeted.

Other than acquiring a gazebo (courtesy of Specsavers) the Project Team had been unable to spend any time on planning the Buxton Town Team stall. It was agreed that project posters (as for the One Year On event) would be produced - Alan/John for Pop-Ups, Jean for Christmas Crawl - and that Joe would produce a poster showing the development of the Town Team to date. Jean and Joe had been allocated the job of running the Buxton Town Team tent on the day.

Concern was expressed that for two weeks running the Pavilion Gardens had placed large adverts in the Buxton Advertiser, for events on the 6<sup>th</sup> May, which made no mention at all of the Buxton Spring Fair. The suggestion of joint marketing had been made to them but they had not been interested. Roddie will raise this with Caitlin and Dai.

## **6.3 Green Man Gallery**

Alan reported that organisational changes meant improved decisions making, but that he had been concerned on a recent visit that their financial reporting was not up to date; this has been resolved. Sales have been below target recently (bad weather effect?) but cash flow is above budget, and he did not have any major concerns about the business.

## **6.4 Illustrated Map**

The draft map was presented at the last Ideas & Vision Group meeting, comments made there have been passed on to the artists. The next stage is to produce a Photoshop mock-up that will be available for all to see and comment on. They now expect the project to be completed and the map available in September. It was agreed that they should be invited to submit an invoice for one third of the total fee, ie £250.

## **7. SCRUTINY GROUP REPORT**

Charles reported on recent investigations they had made into events surrounding the Retail Issues meeting in January and subsequent criticism about how the Town Team was being run. They made a number of recommendations that the Directors had no hesitation in adopting. The Scrutiny Group was asked to summarise their report in a form suitable for posting on the website.

## **8. FINANCIAL REPORT**

Janet reported that she had now got to grips with the finances, resolved the issues around cheque deposits, and set up electronic banking and instant access to the account records. A full report had been circulated. Current assets total £3,835, with HPBC still holding £7,000 of our Town Team Partner moneys. An expense claim form, a form for authorising electronic payments and template receipts and invoices have also been produced and are in use.

## **9. ANY OTHER BUSINESS**

### **9.1 British Legion Building**

HPBC are concerned about legal challenges and requested that we liaise with Buxton CVS to ensure the application for registration as a Community Asset is watertight. Roddie will pursue.

### **9.2 Retail & Markets Sub-Committee**

Several members attended the meeting on 10<sup>th</sup> April. The market relocation proposal was sent back for further consideration, with a view to a much wider consultation on future options. Roddie will liaise.

### **9.3 Local Enterprise Partnerships**

Jean reported that there is a draft plan, but that it had notable omissions, she will maintain contact.

### **9.4 Liaison with HPBC**

A meeting had taken place with Dai Lerner, Janet will circulate notes in due course. It was noted that Paul Armstrong will be leaving HPBC at the end of June.

### **9.5 Liaison with University of Derby**

Alan reported that Peter Dewhurst was keen to meet with the Directors to discuss general matters of common interest, this will be arranged.

### **9.6 Local Loyalty Scheme**

Jean reminded the meeting that the University was reporting back on the research project on 29<sup>th</sup> April.

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

Wednesday 15<sup>th</sup> May, 7:30pm - Old Hall Hotel

Tuesday 9<sup>th</sup> July, 7:30pm - venue tbc