

## **BUXTON TOWN TEAM**

### **NOTES ON THE DIRECTORS' MEETING HELD ON THURSDAY 28<sup>th</sup> JANUARY 2016**

**Present:** Claire Millard, Derek Bodey, Janet Miller, Philip Barton, Roddie MacLean, Richard Silson, Simon Fussell, Tina Heathcote, Rob Layton (Item 1 only)

**Apologies:** John Estruch, Sarah Rawlinson

#### **1. FINANCIAL MATTERS**

##### **1.1 HMRC**

Rob explained that HMRC evolve in how they do things, and are much more automated now, so it is no longer possible to just write and say that an organisation is Not For Profit. What matters is what an organisation does, not what it is, as a CIC we are not automatically exempt and much of what we do is clearly trading activity. Some of our income is taxable, therefore, but donations and most grants are not. The HMRC computer automatically generated penalty notices, but the issue was resolved once Laytons spoke to an officer there, who was very helpful. The 2014 return was duly submitted with income split between donations and taxable income. Once costs were taken into account there was a trading loss of £865 (which can be carried forward to future years) and no tax due.

Specifically, Rob confirmed that sponsorship from Waitrose, the Councillors Initiative Fund and the like class as donations; a donation would be taxable if it was clearly in respect of services delivered eg advertising. He suggested that if in doubt we should ask the donor to clarify the tax status.

Rob confirmed that he was happy to continue examining our accounts, and to submit the 2015 accounts to HMRC and Companies House, in the appropriate formats, once they have been approved.

Rob was thanked for the work he has carried out on behalf of the company to date.

#### **2. NOTES OF PREVIOUS MEETINGS**

The notes of the 16<sup>th</sup> December meeting were agreed to be an accurate record and can be posted on the website. **JM**

#### **3. BOARD, DIRECTORS AND OFFICERS**

##### **3.1 Directors Search**

Sarah had met with Suzanne Pearson and recommended she be appointed as a Director; this was approved unanimously. It was agreed that Suzanne should be co-opted with immediate effect, with the appointment subject to confirmation at the next general meeting. Roddie will contact Suzanne to let her know. **RM**

The members of the Search Committee were thanked for their work on this.

##### **3.2 Directors & Officers Indemnity**

Further investigation has revealed that the existing policy includes directors' and officers' indemnity.

Philip confirmed that there is no age restriction on the employee liability section of our insurance policy but that our insurers expect us to have a policy in place for volunteers under eighteen. It was agreed that the policy statement adopted June 2015 should be extended to include vulnerable adults. **JM**

#### **4. IDEAS & ACTION MEETING**

Notes of the last meeting had been circulated, there was a good turnout again. The new management at the Railway is no longer willing to let us have the room, except at very short notice, Dick will seek an alternative venue. **RS**

#### **5. COMMUNICATIONS GROUP**

Notes of the last meeting had been circulated. Matthew Nuttall has joined the team.

#### **6. SCRUTINY GROUP**

The group has not met since the last Directors' meeting. They are still looking for someone to join them.

#### **7. MEMBERSHIP & FINANCES**

##### **7.1 Current Position**

The number of members is 219. Facebook Likes are at 911, with 267 followers on Twitter.

Philip had circulated a financial report, showing current cash assets at £11,574. This includes the money loaned to Buxton Markets CIC, which totals £1,196 to date. It was noted that on 19<sup>th</sup> October 2015 we agreed to extend the loan to a maximum of £2,000, but that we might be approached for a further extension.

##### **7.2 Draft 2015 Accounts**

Draft accounts had been circulated. The balance sheet at 31<sup>st</sup> December records assets of £11,681, including £197 worth of merchandise. The 'at cost' value of the maps (£261) has been written off, meaning that income from future sales will be 100% profit. The overall surplus for the year was £260, the taxable surplus will be much less. The draft accounts were approved and can be sent to Laytons for examination. **PB**

#### **7. TOWN MATTERS**

##### **7.1 Nestle Site Proposals**

The joint working group met with HPBC to discuss the Station Rd site and the DB Schenker land; they were told that the Palace Hotel own a narrow strip of land across the entrance to the latter. HPBC advised that they intend drawing up a Development Brief for the Station Rd site once the Local Plan is approved. The NHS Commissioning Groups have asked to meet the working group, and some members will be meeting Andrew Bingham MP in March.

Nestle representatives attended a recent Vision Buxton meeting and appear to be more willing to engage positively.

## 7.2 The Crescent

It was noted that the Crescent website is now live.

## 8. PROJECT UPDATES & PROPOSALS

### 8.1 GeoTask - In Support Proposal

The proposal had been presented to the Ideas Meeting and met with its support; it was approved with zero budget.

### 8.2 Buxton Market Revitalisation

A good number of people had applied for the Markets Manager job after New Year, six interviews had taken place and it is hoped that someone will be appointed soon. The company has started to recruit members. It was agreed that it would not be appropriate for Buxton Town Team to join as a corporate member while Market Regeneration is still a live Town Team project, but that we will encourage our members to join as individuals. JM

### 8.3 Buxton Illustrated Map

The Closing Report had been circulated; it was accepted and can be posted on the website. JM

### 8.4 Buxton on the Move Conference

the planning is going well, speakers are being sorted out and will be finalised soon.

### 8.5 Buxton Spring Fair 2016

Applications for stalls will be opened in early February. The students are still developing their ideas but have agreed to take full responsibility for the Performance Element this year.

### 8.6 Winter Lights

A Closing Report had been circulated; it was accepted and can be posted on the website. JM

### 8.7 Web Hosting

A Closing Report had been circulated; it was accepted and can be posted on the website. It was agreed that the Communications Group will review the website hosting before the end of 2017. JM  
TH

## 9. UPCOMING TOWN TEAM MEETINGS

### 9.1 Ideas & Action Meetings

The next meeting is 9th February. We have agreed one presentation (Elaine Hill); Claire requested that Buxton In Bloom be given time to discuss expanding the project and recruit volunteers. JM/RS

### 9.2 General Meeting

It was agreed that this will take place on Wednesday 13<sup>th</sup> April, instead of the April Ideas & Action Meeting. Roddie will ask the Palace Hotel if they can provide us with a room. RM

## 10. MEETINGS WITH OTHER ORGANISATIONS

Tina attended the Crescent Stakeholders Meeting on 14<sup>th</sup> December and the Vision Marketing Group Meeting on 20<sup>th</sup> January, the notes for both have been circulated.

Upcoming meetings to which we will send a representative include 16<sup>th</sup> February Station Rd Working Group (Roddie and Dick), 22<sup>nd</sup> February Crescent Stakeholders (Tina) and 16<sup>th</sup> March Vision Buxton Marketing (Tina). RM/RS  
TH

## 11. ANY OTHER BUSINESS

### 11.1 Market Research

Helen Pakpahan has contacted us about carrying out visitor surveys, Tina will discuss this with her. TH

### 11.2 Fund-raising for Projects

It was noted that there are a wide range of fund-raising opportunities, many with specific deadlines, but that project leaders might not be aware of them. DCC and the CVS keep lists, which are constantly being updated. It was suggested that we need a link to these and someone with experience in applying for grants. Simon will investigate. SF

### 11.3 Skills Audit

Dick will develop the draft version that went to the Ideas Meeting in November, for circulation to the membership. RS

### 11.4 Destination Management Organisation

Simon Glinn is keen to get involved with this; Sarah, Simon and Tina are still working on the remit. SR/SF/TH

### 11.5 Waterside Care

Claire is meeting Les Warren again on Wednesday 3<sup>rd</sup> February, along with Sally Curly. All being well we will gain HPBC approval and be able to sign up to the scheme as part of the Ashwood Park project. CM

### 11.6 Litter Picking

It was noted that the railway embankment on Lightwood Rd was full of litter, Tina will enquire about accessing it. TH

## 12. DATES OF NEXT DIRECTORS' MEETINGS

Dates for the next few Directors' meetings are:

**Tuesday 23<sup>rd</sup> February 7:30pm**

**Monday 14<sup>th</sup> March 7:30pm**

**Wednesday 20<sup>th</sup> April 7:30pm**

All meetings are in the Old Hall Hotel.

JCMM

31Jan16

Amended 1Feb16, 23Feb16