

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON WEDNESDAY 4TH SEPTEMBER 2013

Present: Adrian Brown, Janet Miller, Jean Ball, Joe Dugdale, John Estruch, Roddie McLean, Tina Heathcote. Mike Bryant for latter half only.

Observing: Charles Jolly

Apologies: Rachel Quinn, Suzanne Pearson

BUSINESS PLAN

There was a full discussion of the draft business plan and of the various comments that members had made via the website forum. Amendments were agreed as follows:

1. **Title** - 2013-2016 (not as now 2018). - **Joe**
2. **Purpose of the Document** - a new section to be added at the start, based on the introduction on the website discussion forum. - **Roddie**
3. **Background and Context** - a very short summary of the 'External Analysis' to be included here, with the full detail to be put into an appendix. - **Joe**
4. **Vision** - To read "Our vision is for Buxton to be a vibrant town and a thriving community that enjoys an excellent quality of life". - **Joe**
5. **Aims & Objectives** - to avoid the risk of developing two conflicting versions, this section to refer to the Community Interest Statement (CIC36), and include the detail that comes under 'how the activity will benefit the community'. - **John**
6. **Legal Status, Governance & Structure** - this section to incorporate two paragraphs from the Internal Analysis, plus more detail of how the organisation operates, under eight sub-headings. - **Joe**
 - legal status - that we are a CIC etc
 - membership - we are a membership organisation etc
 - board - four directors plus advisors now, to be increased
 - scrutiny group - with short description of their role
 - ideas & vision group - short description of their role with description of how projects develop etc
 - communications group - short description of their role
 - other organisations - just that we will collaborate and work closely with them, the list to be omitted
 - measuring effectiveness - that projects are assessed individually; how we will measure it overallThe terms of reference for the four groups should be referred to and included as an appendix.
7. **Finances** - to include three sections. - **Janet**
 - core costs - to be kept to a minimum through volunteer effort and in-kind donations
 - projects - will be funded on a case by case basis, self-financing where possible
 - DCLG grant - that we have £10k, to underwrite projects, and aim to recirculate it
8. **Activities** - to be split into three sections. - **Mike**
 - completed - talking signposts and Academy visit to be added to the list
 - current - projects that have been approved and are being worked on
 - planned - projects which we expect to be approved in the near future
9. **Priorities** - to comprise two sections:
 - For the Town - to be based on the list in the draft, but with more emphasis on the whole town, not just the centre. An extra item at the start explaining rationale behind 'Main Street' - Some later references to Main Street to be removed, and additional item at end re support for the outlying neighbourhoods. - **Roddie**.
 - For the Town Team - to refer to the SWOT analysis, key action points extracted full analysis to be included as an appendix. Then priorities to be based on the list on the draft, but membership to be split into increase active membership and ensure membership is representative of the community; finance to be removed; recruit sufficient people with appropriate skills ...rest as now. Specific targets to be deleted. - **John**
10. **Concluding Statement** - agreed this should just say when the document is due for review - **Joe**

It was agreed that all sections should be sent to Joe by the end of next week for compilation. The revised version to be circulated by the end of the month, with a view for it being approved at the 9th October board meeting.