

BUXTON TOWN TEAM

NOTES ON THE DIRECTORS' MEETING HELD ON THURSDAY 22nd FEBRUARY 2018

Present: Charles Jolly, Janet Miller, Jim Lowe, John Estruch, Matthew Nuttall, Richard Silson, Simon Fussell, Suzanne Pearson

Apologies: Roddie MacLean, Philip Barton

1. NOTES OF PREVIOUS MEETING

The notes of the meeting of 30th January were approved and can be posted on the website.

JM

2. BOARD, DIRECTORS AND OFFICERS

2.1 Directors Search

The Search Committee have approached three possible new appointees - one has accepted, one refused and one is considering the idea and will get back to us. Janet will keep in contact.

JM

2.2 Companies House Returns

The draft C1C34 had been circulated, this was approved, Janet will sign and send to Philip. Philip to be asked to provide final accounts for approval at the next meeting on 21st March.

**JM
PB**

2.3 Amendments to Articles

Given that the last general meeting was not quorate, and the membership list is still growing, amendments to the Articles were proposed as follows:

37.3 - clarify that the date as well as the time and venue of an adjournment can be determined by the Directors

37.4 - amend quorate to be the lesser of 20% or 20 members, rather than the greater

Janet will redraft the Articles and draw up a special resolution for the general meeting.

JM

2.4 General Meeting 16th April

The notes of the last general meeting have not yet been written up. John will forward the slides from the presentation, Jim has the notes introducing himself and Matt, Janet will contact Philip for input on the finances, then compile and circulate for comment.

**JE
JM**

It was suggested that an interesting programme would attract more people; it was provisionally agreed we will have a presentation on town developments eg The Crescent, plus an update on the Neighbourhood Development Plan and the APTT Group Travel Plan. Janet will ask the Comms Group for input on how best to present this, and follow up the request to Andy for a video on achievements in our first five years.

JM

Janet will draw up the notification, agenda, proxy form and resolutions and circulate for comment.

JM

2.5 Redistribution of Work

Janet confirmed her intention to step down as a Director at the general meeting, a list of jobs that will need to be picked up by others had been circulated. All are requested to volunteer to take on specific items.

All

3. IDEAS & ACTION MEETING

The February Ideas & Action Meeting had been cancelled, and Dick had emailed the membership explaining the reduction to a bi-monthly programme. It was agreed that more presentations from other organisations in town would help attract people to the meetings. It was also agreed that while Dick would retain responsibility as the ideas@ contact and for organising the room, planning and chairing the meeting should be rotated between the directors as follows:

RS

15th March - Dick - possible topic APTT update

RS

15th May - Matt

MN

16th July - John

JE

13th September - Suzanne

SP

15th November - Jim

JL

11th December - Dick

RS

The arrangement will be reviewed towards the end of 2018.

4. COMMUNICATIONS GROUP

Notes of the meeting on 14th February had been circulated. The group have invited Simon to join them at the next meeting to consider the implications of new data protection regulations, they will then put forward a proposal to the Directors for discussion at the March meeting.

SF

Notes of the Engagement Strategy meeting on 22nd January had also been circulated. One suggestion was that a nominated Director should take responsibility for keeping in contact with active members and encouraging them to be involved in town team activities; Suzanne volunteered to take this on.

SP

5. ACCESS, PARKING, TRAFFIC & TRANSPORT GROUP

The notes of the last meeting on 14th February had been circulated. Their main focus currently is planning the Buxton on the Move Day on 28th April, and collecting the data which will be used to develop the Travel Plan.

6. SCRUTINY GROUP

Review of the Business Plan was discussed, and whether to rewrite it as a much shorter operational plan; it was agreed to defer a decision until after the general meeting. To be included on the agenda for 26th April.

It was suggested the directors might want to develop a protocol for dealing with commercial entities, Janet will check how well this is covered in the Project leader guidance.

JM

It was suggested we might want to carry out a periodic review of confidential items regarding 'declassifying' them; it was agreed this was not necessary as the reasoning behind keeping items confidential was unlikely to change.

7. MEMBERSHIP & FINANCES

7.1 Current Position

We have gained one new member, but have lost John Fairbrother, who has moved away from Buxton. There was no financial report as the situation is virtually unchanged from last month.

8. PROJECT UPDATES & PROPOSALS

8.1 Buxton - Too Lovely To Litter (SP)

A project proposal had been circulated. This was approved with a budget of £250, and Suzanne as Link Director. **SP**

8.2 Buxton in Bloom 2018 (SF)

A project proposal had been circulated. This was approved with a budget of £150, and Suzanne as Link Director. **SP**

8.3 Buxton on the Move Day (RS)

A project proposal had been circulated. This was approved with a budget of £100 and Dick as Link Director. **RS**

8.4 Market Place Enhancement

A project proposal had been circulated. The project was approved in principle, at a budget of £1,500, to be signed off once the cost of key items has been confirmed. John will act as Link Director once Janet stands down. **JE**

8.5 Neighbourhood Development Plan

The public meeting to discuss setting up a Neighbourhood Forum has been arranged for 27th March, 7-9pm at the Palace Hotel, cost £175. The Comms Group have been asked to design posters and promote the event. The pros and cons and potential reputational risk were discussed, should the Town Team be asked to act as the qualifying body. It was agreed that we need clarification as to exactly what the implications are. **RS**

8.6 Project Status Report

A closing report is due for Buxton in Bloomin' Winter 2017, Janet will sort this out with Tina. **JM**
The closing report from the Buxton on the Move Conference is seriously overdue. **RM**

9. TOWN MATTERS

Station Road Site: It appears that McCarthy & Stone had not been aware of Peak Rail's railway rights when they took out the option on the land, they are now working with Peak Rail to agree a solution.

10. UPCOMING TOWN TEAM MEETINGS

Other than those noted previously, none planned.

11. LINKS WITH OTHER ORGANISATIONS

Ripon Town Team: We have been contacted by a group in Ripon, who are keen to adopt a structure and systems like ours especially for managing projects. It was confirmed they can make use of any of our documents.

12. ANY OTHER BUSINESS

12.1 Flags and Banners

Comms Group had previously circulated a design for flags which could be used by litter pickers, Slopes Care Team and at events. It was agreed to purchase four of these at a cost of £220. **PB**

12.2 Transition Buxton PR on Electric Charging Points

It was agreed that the APTT Group should be asked to look at the draft for comment and see if they can incorporate reference to the Buxton on The Move Day. In addition Philip to advise if the technical issues have been resolved. **JM**
PB

13. DATES OF NEXT DIRECTORS' MEETINGS

Date of the next Directors' meeting is:

Wednesday 21st March

at 7:30pm, in No6 Tea Rooms.