



Town Team minutes **7th March 2017**
East Town Cafe

Present: Rosemary Stephenson, Rod Brookes-Hocking ,
Lucy Betts, Martin Ashley, Mike Summerton, Alison
Shakspeare, Caroline Ward, Kate Lock (notes), Andrew
Vaccari, Andrew Webb

1. Hub update

Mike summarised progress on the next phase (FS2) and outlined proposed governance structure for the project. See attached notes. To include Project board, (executive), Project steering group, (stakeholders), Project team (the task workers/possibly contractors)

Andrew W outlined work breakdown structure (see attached table and notes)

Due to lack of people/skills within our team we'll need to employ professional task teams/consultants to carry out FS2.

Decisions:

- The project organisation was agreed.
- Town Team to be Project Sponsor with Kate as Project Executive to oversee the project.
- Rosemary to be Senior User in first instance and Chair of Steering Group. This group will ensure the users' needs are met.
- Mike to be Project Manager, overseeing task teams
- Andrew Webb to provide Project Assurance.
- Andrew to draw up the Project Mandate, to be signed off by Kate and Rosemary.
- TT sanctioned Mike to start looking for a contractor to carry out FS2

On 3 Mar Mike, Andrew and Rosemary had interviewed Devon Communities Together, as possible consultant. Mike and Andrew to meet Ward Williams Associates and their architects, Lacey Hickey Caley on 17 Mar.

Martin stressed we cannot expose ourselves to financial risk.

Part of the consultant's role will be to assist with fund raising for their fees, expected to be approx. £12k -£15k.

2. Get Out

Andrew Vaccari reported back. Going very well. Currently a print run of 500 is being done. Hopefully this will get up to 1000. Three quarters go out to the town, a quarter goes to the rural villages. It is breaking even and going into credit this issue.

Might be a good vehicle for consultation on the Hub. Town Team to place a CredFest advert in it next time. Alison to liaise with Andrew.

3. Financial report

Payment for CredFest open air cinema was authorised

Martin presented accounts (also circulated to TT members). He will invoice all groups for Festival fees by the end of next week.

Alison said that we have already received £650 from advertising in CredFest brochure.

Martin will write procedures/standing instructions for managing the funds of separate projects (eg History Trail, Get Out) which are under TT umbrella, but need to be kept separate from our finances.

4. CredFest

Progress meeting held last week, attended by most TT members.

Selling tickets – Rosemary to talk to both Olivia James and Community Book Shop and see which shop is most keen/suitable. She will ask if they are able to display a What's On Today guide, perhaps on pavement outside their shop.

5. Flag project

Rosemary has contacted all previous participants, asking for £10 from voluntary groups, £20 from shops for installation, maintenance, and supporting new flags. These funds will supplement £800 grant from Town Council. Charlotte is ready to run workshops during weekends in May. £65 fee to make a new flag. Rosemary will invoice the groups and shops.

6. Boniface

Rod and Rosemary have put in an outline bid for £9,600 to Leader Fund to create a trail of 8 interpretation panels around town, at key locations connected to Boniface. They will use the stained glass/light through colour design of the nylon panels made by Charlotte, and include text telling the story of Boniface. To include QR codes. Total cost: £12,000. Project team is Lucy Betts (TT and History Trail), Judy Tucker (Boniface Link + History Soc), Judy Binks (MDDC) Paul Tucker (TT and MDDC), Rosemary, Rod, Charlotte, Frank Letch.

7. Governance

Kate will gather in the forms to become a CIO before the next meeting.

8. Road Signs

Kate has asked Tara to put the road signs on Chamber agenda. The new suggestion is for banners attached to lampposts. It was felt that this project should be driven by the Chamber, as they had clear ideas what they wanted. Kate will chase Tara.

9. Drop box

Several TT members are having problems with full dropboxes. Rosemary and Mike will liaise to archive some Hub documents and reduce content of shared folders. Rosemary will look into costs of DropBox for businesses/organisations.

10. Town Council

Rosemary and Kate to attend Annual Town Meeting on 29th of March and give 5 min presentation on TT's recent projects. This will be a reduced version of PPP given to MDDC. Alison to summarise the PPP on A4 sheet, to be included in Town Council minutes.

11. AOB

Mike sought confirmation that he had authority to push ahead with next stage of the Hub project. This was agreed, as per the minute above.

Date of Next meeting Monday 10 April, 6.30pm in the Meadow Suite, Leisure Centre.