

Faversham Enterprise Partnership

Meeting of the Directors

Monday 24th January 2011, 7pm

The Mayor's Parlour, Alexander Centre

Present: Kate Dickinson, Robin Duncan (Chairman), Mick Gates, Ted Wilcox.

In attendance: Laurence Young.

Apologies: Mark Baldock, Cindy Davis, Bryan Mulhern, Derrick Swain, Anita Walker, John Wright.

Directors expressed their gratitude for AW making the Mayor's Parlour available.

MINUTES

The minutes of the meetings of 1st November 2010 and 10th November 2010 were agreed.

MATTERS ARISING

Annual accounts

It was noted the annual accounts for the 2009/10 financial year had been lodged on-time with Companies House and loaded to the faversham.org website.

SBC Service Level Agreement

It was noted a letter to SBC had been prepared informing the council the Partnership would not seek to take up a 2010/11 SLA with SBC. It was agreed to propose to the council that the £2,000 SLA funding not taken up should be awarded 50/50 to The Alexander Centre Trust and to the Faversham Buildings Preservation Trust.

Action: RD, LY

FTC Service Level Agreement

It was noted the SLA between the town council and the Partnership had been renewed by the council for a further year (2011/12).

“faversham.org Limited”

It was noted the requested breakdown of website costs and income was included in the 2011/12 budget. It was also noted that Faversham Area Tourism Association wished to discuss having closer billing and administration arrangements with faversham.org. It was agreed the possible move to setting up the site as a more independent operation should be investigated with Lucy Guthrie in the light of the FATA position.

Action: KD, LG, TW, LY

FINANCE AND ADMINISTRATION

Management accounts

Management accounts for the 3rd quarter 2010/11 were presented and discussed. It was noted DS and Samantha Nye had simplified presentation of the accounts by rationalising the project listings, eg, the tourism budget head now included costs associated with the annual Faversham Area Guide.

It was suggested the management accounts could be further simplified by showing all income and expenditure against project headings, other than those solely core to the internal operations of the company. It was also suggested FATA grant income and income associated with S.106 agreements should be shown separately from other income. It was agreed TW and LY should discuss the suggestions with DW and SN.

Action: SN, DS, TW, LY

Draft 2011/12 budget

The previously distributed draft budget was presented and discussed. It was noted the budget was prepared on a basis to only include committed or firmly pledged income, omitting income not yet firmly quantified or at an early stage of negotiation, eg, possible carry forwards from 2010/11 and new project-related income. Expenditure had been calculated primarily against known 2010/11 actuals. Expenditure forecasting included a revised salary structure that allowed for staffing changes as set out in the staffing 2011/12 staffing paper elsewhere on the agenda.

The budget was agreed subject to it being titled “Provisional Budget 2011/12, Estimated at January 2011” and consideration being given to building up company reserves, for example, regarding new government pension provision legislation.

Action: RD, LY

Partnership staffing in 2011/12

Previously distributed proposals on Partnership staffing structures for 2011/12 were discussed. It was agreed to amend the posts currently held by SN and IR to Finance and Administration Officer and Business Support Officer respectively. Relevant changes to contracts and terms and conditions to be arranged.

Action: RD, LY

Classic Car Show

It was noted that new personnel on the show committee and new ownership of the event by FATA was reinvigorating the event. Plans were well advanced for extending the show to a two-day transport festival. IR was getting to grips with the event’s administration tasks and a 2011 budget had been set. The financial position of the show was discussed and it was agreed that in order to give greater transparency to the show’s financial structure a separate bank account should be set up for it and income and expenditure related to the show to be channelled through the new account.

Action: RD, LY

2009/10 ACTION PLAN

The following points were noted and discussed:

Drill Hall/Assembly Rooms

The Faversham Buildings Preservation Trust had agreed 7th April with the MoD as the purchase date for the hall, cottage and yard using a loan from the Architectural Heritage Fund, SBC acting as loan guarantor. FEP work continued, but would transfer to the trust.

Public Realm

Plans for amended town centre traffic flows were now being actively worked on with Kent Highways Services. Designs for new pedestrian direction signs in the town centre were being drawn up.

Town Marketing Group: Localism

After a long hiatus SBC had begun work on transference of Faversham allotment sites to the town council and it was expected terms would be agreed within the coming three months.

Faversham Revival

It was noted that the two-year Faversham Revival project ended on 31st March. It was agreed to invite IR to the April meeting to give an “end of term” report on the project and its successes.

Action: IR, LY

Faversham Area Food Trails

Work continued on this project and a launch week was planned for early May. As the walking product developed was considered to be attractive to visitors and locals alike a follow-up promotional project was being developed.

faversham.org

Work to update the site technically and presentationally was now being prioritised.

Graveney Boat

Roger Moate and LY had met the SBC director of regeneration to update him on status of the work; he was supportive and pledged to arrange for planning staff to where appropriate include relevant issues arising from the project in their forward plans.

ANY OTHER BUSINESS

FATA Representation

KD advised that she planned to stand down as the FATA rep to the Partnership due to changing business and family circumstances. A unanimous vote of thanks was agreed in recognition of the great deal of work KD had contributed to the Partnership and other local initiatives over an extended period of time. FATA was requested to consider nominating a replacement representative. KD was also congratulated on the high quality of the 2011 Faversham area guide, production of which she had overseen.

Action: KD, LY

Traders Group Representation

With the new Faversham Traders Action Group having established itself and undertaken a strong set of pre-Christmas shopping support activities, it was agreed it was appropriate for the group to be represented on the Partnership and the group’s chairman should be approached regarding that.

Action: RD, LY

Town Logo

It was noted there was discussion among a number of groups about the possible need to update the town's Market Town of Kings logo in the light of changing local commercial and branding needs, particularly concerning tourism.

It was agreed that, as the appointed guardians of the logo, the Partnership should draw together ideas and proposals now being discussed for the directors to consider whether change was needed and how any changes, if agreed, should be implemented.

Action: LY

There being no further business the chairman closed the meeting at 8.45pm

DATES OF 2011 MEETINGS

Dates of 2011 meetings are:

Monday 24th January

Monday 18th April

Monday 25th July

Monday 24th October

All meetings start at 7pm and are held in the Mayor's Parlour, by kind permission of the Mayor of Faversham