

Faversham Enterprise Partnership

Meeting of the Directors
Monday 31st October 2011, 7pm
The Mayor's Parlour, Alexander Centre

Present: Shiel Campbell, Cindy Davis, Robin Duncan (Chairman), David Fairlie, Mick Gates, Derrick Swain, Anita Walker, Ted Wilcox. **In attendance:** Charles Gearing, Laurence Young. **Apologies:** Kate Dickinson, John Wright.

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

REVIEW OF THE FAVERSHAM REVIVAL PROJECT

Ima Rix, the Partnership's Business Support Officer, attended the meeting to give directors an "end-of-term" review of the Faversham Revival Project. IR illustrated her talk with information from the project's evaluation report (enclosed for directors' information).

Mrs Rix was thanked for her presentation and her excellent work in guiding the two-year project to a very successful conclusion; she was also thanked for her subsequent work with local businesses which was enabling those businesses to continue to realise the benefits of the project over the long-term.

PRESENTATION OF THE DRAFT 2010/11 ANNUAL ACCOUNTS

Charles Gearing of Kemp Carr Brown, the partnership's accountant, attended the meeting to present the draft annual accounts.

Mr Gearing explained the construction and conventions of the accounts and then ran through them in detail, satisfactorily answering directors' questions as the discussion unfolded. It was noted that the Partnership had an increased turnover during the period and also held relatively large reserves, but those reserves would be expended on the relevant projects in subsequent accounting periods.

Mr Gearing also explained in detail the directors' project analysis summaries, satisfactorily answering directors' questions on them.

The directors agreed the draft accounts and that they should form the basis of the 2010/11 annual accounts to be lodged with Companies House. Mr Gearing and Samantha Nye, the Partnership book-keeper, were thanked for the extensive, detailed and accurate work they had put into the preparation of the accounts.

Action: CG, SN

Mr Gearing left the meeting at this point.

MINUTES

The minutes of the meeting of 25th July 2011 were agreed.

MATTERS ARISING

FATA Representation

It was noted Bernie Cranfield of Brogdale had agreed to become the nominated FATA representative director.

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It was noted Lucy Guthrie would attend the 1st directors' meeting of 2012 in order to give an update on the project now under way to upgrade the site.

Administration Template

It was agreed to carry forward preparation of a "lifetime template" for the FEP's administration work, to mirror that prepared for projects.

Action: LY

Vision Document

It was agreed a vision document projecting the company's activities and funding base over the next three years should be put together.

Action: RD, LY

Emergency and Termination Fund

As requested at the July meeting RD and LY had calculated Partnership potential liabilities should the company be wound up. An Emergency and Termination Fund had been established in the company's reserves, as agreed, in order to provide for that circumstance. Directors agreed the fund should be built up to £10,000 and ring-fenced.

Action: RD, LY

FINANCE AND ADMINISTRATION

Management accounts

Management accounts for the 2nd quarter 2011/12 were presented, discussed and approved. The accounts were set out in the format agreed at the May 2011 meeting.

Payment Procedures

Staff/director payment procedures and validation rules were reviewed, the current procedures having been in place for just over a year. The procedures were considered to be satisfactory. It was agreed the procedures should continue and should be reviewed annually, automated text alerts of payments via NatWest should be further investigated and IR should be trained as a reserve to SN for the procedures.

Action: SN, IR, LY

2011/12 ACTION PLAN

Assembly Rooms (Drill Hall)

A letter had been sent to the Faversham Buildings Preservation Trust setting out the directors' relinquishment of project roles now the Assembly Rooms had been purchased by the trust.

It was understood the trust wanted the FEP to provide residual services. RD and LY were delegated to agree such work and the terms on which it would be delivered.

It was agreed that if the trust wished to use Partnership services in the future those services would be offered under new and separate project/administration arrangements.

Action: RD, LY

Public Realm

It was noted some 25 Victorian-style street name-plates would be installed in November.

Action: LY

It was noted FTC was pushing for greater pedestrianisation of the town centre. Directors supported that position.

Faversham Area Food Trails

Discussions had started work with LEADER on definition and sponsorship of a follow-up project to support the economic well-being of the rural parts of the local area through promotion of the food trails product.

Action: LY

No news had been received regarding the government's new £23 million coastal communities regeneration fund that it was understood Faversham qualified for.

Action: JW

Localism in Faversham

A report by LY on his attendance as a guest at the Action for Market Towns annual convention was discussed. It was noted that localism and, in particular, the forthcoming Localism Act had been priority themes of the convention. Towns and authorities around the country were working to prepare for changes the Act would bring.

It was agreed that the report should be passed to the town council for councillors' information and the town council should be encouraged to prepare for the new "localism environment" and to extend its links and contacts with other towns around the UK.

Action: SC, CD, TW, LY

Review of Faversham: Market Town of Kings logo

A review paper was discussed. It was noted there had been extensive discussion by FATA, town councillors and local businesses and, while there was a willingness to change the logo in order to reflect the local area's changing profile, it had not been possible to produce a better one. It was agreed that the logo should remain unchanged.

Faversham Traders' Group

DF updated the meeting on the work of the group. The group were pleased that the street market was to be reviewed in regard to "farmers' market" style operations and looked forward to working closely with the market operator. Funding had been received from the former Faversham Chamber of Commerce and would be used to support local business.

Food Trails

Ad-hoc work was continuing to promote the trails in advance of the planned marketing campaign.

Action: LY

Classic Car Show

Continuing work on the show was noted and it was confirmed the Partnership's involvement with it would be reviewed in January 2012.

Action: RD, IR, LY

ANY OTHER BUSINESS**Data Protection**

TW suggested that as the Partnership now used "customer" data more extensively registration for data protection might be appropriate. It was agreed this should be investigated.

Action: TW, LY

There being no further business the chairman closed the meeting at 9.02pm

DATE OF NEXT MEETING

It was agreed a schedule of 2012 meeting dates should be drawn up and advised.

Action: RD, LY