

**Minutes of Partnership Board  
Meeting**



**12<sup>th</sup> July 2010**

**Present:** James White (Chair)  
Cllr Lesley Legge (Abingdon Town Council)  
Cllr Julie Mayhew-Archer (Abingdon Town Council)  
Cllr Richard Webber (Vale of White Horse District Council)  
Terry Boswell (Abingdon on Thames Chamber of Commerce)  
Peter Wiblin (Abingdon on Thames Chamber of Commerce)  
Tony Stephens (Miele)  
Martin Cox (Culham Centre for Fusion Energy)  
Jill Carver (Added Ingredients)  
Martin Bowes (Abingdon Business Alliance)  
Mel Inness (Abingdon Business Alliance)  
Matt Prosser (officer of Vale of White Horse District Council)  
Sandra Hill (officer of Abingdon Town Council)  
Toby Warren (officer of Vale of White Horse District Council)  
Heather Brown (Choose Abingdon Partnership Manager)

**Apologies:** Paul James (officer of Oxfordshire County Council)  
Suzanne Malcolm (officer of Vale of White Horse District Council)  
Cllr Peter Jones (Oxfordshire County Council)  
Cllr Sandy Lovatt (Oxfordshire County Council)

**Declarations  
of interest:**

Jill Carver - Personal interest as owner and manager of a retail and catering business in Stert Street, Abingdon. Personal interest as a committee member of the Chamber of Commerce.  
Terry Boswell – Personal interest as owner and manager of an accommodation business in Oxford Road, Abingdon.  
Cllr Julie Mayhew-Archer - Personal interest as a councillor for Vale of White Horse District Council.  
James White – Personal interest as a Member of both Abingdon Business Alliance and Abingdon on Thames Chamber of Commerce  
Martin Bowes - Personal interest as manager in local financial services company.  
Mel Inness – Personal interest as owner and manager of a retail business in West St Helens Street, Abingdon.

### **1. Welcome, apologies and minutes of last meeting**

The draft minutes were approved without further comment or changes.

### **2. Welcome new members of the Board**

Martin Bowes and Mel Inness were welcomed to the Board, taking a seat for Abingdon Business Alliance. In future only one of the two will attend but for the purposes of the first meeting both had been invited so that they could meet the full board.

### **3. Town maps – latest stage of artwork and plans for display**

The Partnership Manager reported that the maps would be put up in the Community Shop for board members and the public to make a contribution to their content.

### **4. Financial summary – final accounts for last year & forward projection**

The Partnership Manager presented the end of year report for the financial year 2009/10 and forward projection for the year 2010/11. It was noted that some of the items were subject to confirmation and were estimated in order to give a broad outline of where the budget will be spent.

The Chamber Presidents asked that the Chamber's contribution of £1000 be fully represented rather than the figure of £500 which is their net contribution following the return of £500 to them for the Chamber showcase event.

It was also noted that the forward projection identifies a funding gap caused by the Partnership Manager's contract being for three years from Sep 2009 but there being as yet no funding plan for April 2012 to Sep 2012.

The Partnership Manager noted that the Community Shop had required slightly more budget than expected as she had had to bring in an electrician and fire alarm specialists to make the premises safe for the public to use. Additional amount approx £500.

The Partnership Manager was asked to be careful that groups were all suitable to use the shop; political and religious groups should be carefully screened to ensure that the good name of the Board and the project are not damaged by association.

### **5. Project list summary and updates**

The Partnership Manager gave out the project list summary and indicated that in future this would be used to cut down on board meeting time spent on verbal project briefings.

## **6. Quote for Bath Street design work**

It was agreed that with her previous experience in this area Mary Lambe should be used as a consultant to draw up initial designs for the development of the triangle at the end of Bath Street. Her quote of a maximum of £2500 was agreed by the Board without a vote. The Partnership Manager expressed some concern that the funding landscape was such that no reasonable assumption of future availability of funds to carry out the work could be made but it was felt that the presence of agreed designs would significantly improve the chances of being able to successfully apply for funding opportunities if they do arise.

## **7. Loyalty Card scheme**

A proposal paper and spreadsheet showing different budget scenarios had been previously circulated to the Board. The estimated budget for this project is £4600 but it was understood that this involved a lot of estimated variables such as size of initial card order, number of cards sold by the Partnership in relation to number sold by the retailers, number of retailers receiving rebate, number of free cards given to retailers, etc. The Board voted unanimously for the project to go ahead as described, including the 50% rebate to businesses who join in the launch period, with the proviso that the Partnership Manager must have a minimum of 15 businesses signed up before committing any Partnership funds.

## **8. Market project**

Following an approach to Thames Valley Farmers Market to move their market from Friday to a weekend their spokesman had confirmed that they would rather see the “community market” be an additional date in the calendar and, if it took place quarterly, it would bring in smaller producers who cannot produce enough to commit to a regular monthly market. The Manager of TVFM was willing to take on the management role for the quarterly market and therefore the Partnership Manager recommended that the Partnership support a pilot for this market on 23<sup>rd</sup> October after which time the proposal to continue it as a quarterly market could be reviewed. This recommendation was agreed by the Board without a vote.

## **9. Choose Abingdon bank account**

The Partnership Manager recommended that a Choose Abingdon bank account be opened so that the frequent small sums of money that will need to be paid in following the launch of the loyalty card and the market would not be an administrative burden to the District Council. Board agreed without a vote.

## **10. Website**

The Partnership Manager presented a proposed site map to the Board which was accepted by the Board as the plan from which the website should be designed. The Board confirmed that the work should go ahead.

### **11. Next What's On Leaflet**

The Partnership Manager had been working with the Heritage Day working group and indicated that the next What's On leaflet would be key in assisting the promotion of Heritage Day. The Board agreed in principal to another leaflet insertion in Round and About magazine for four postcodes. The Partnership Manager was asked to research other options and communicate with the board by email to arrive at a decision.

### **12. Strategic planning process & working with the facilitator**

The Chair reminded the Board of the Strategic Planning Day on 13<sup>th</sup> September and warned them to be prepared to submit some written thoughts in advance of the day. The facilitator would be drawing together these submissions and preparing a paper so that by 13<sup>th</sup> September there would be some advance consensus on purpose, aims and objectives.

### **13. Autumn calendar inc. Loyalty Card launch, Strategy Day, AGM & Community Forum**

Board were reminded of the date of the Choose Abingdon Partnership AGM at 11am on Oct 11<sup>th</sup> at Guildhall.

A Community Forum was also planned for the same day. At the time of the meeting this was planned to be 2.30pm but note that at time of publishing these minutes it has been changed to 7.30pm so that more community groups can send representatives.

Loyalty card official announcement will be at AGM but launch celebration will be on following Saturday (16<sup>th</sup>) in Market Place and in the Community Shop.

### **14. AOB**

The Chair invited officers from the three councils to give an update to future board meetings of anything that they should be made aware of. Approximately 5 minutes will be allotted on future agendas for each council.

### **15. Next meetings**

27<sup>th</sup> September 2010 at Town Council offices at 1pm

11<sup>th</sup> October 2010 AGM and Community Forum –see above

18<sup>th</sup> October 2010 at Town Council offices at 1pm

29<sup>th</sup> November 2010 at Town Council offices at 1pm

17<sup>th</sup> January 2011 at Town Council offices at 1pm

21<sup>st</sup> February 2011 at Town Council offices at 1pm

21<sup>st</sup> March 2011 at Town Council offices at 1pm

*HB 21/9/10*