



Minutes

Tuesday, 20 June 2017

wotton-under-edge
chamber of trade
www.wotton.biz

Present: Trevor Mason (Chair and secretary), Mo Morgan, Linda Cohen, Jill Tebb, Martin Tucker, Jon Turner

Apologies: Jan Baber, Claire Wilkinson, Dave Harrison

Before the meeting started Trevor Mason stated that he had received Jan Baber's resignation from the position of Secretary explaining that her business commitments were preventing her from taking an active part in the committee.

In addition, the Committee wished it's appreciation to be recorded of the contribution that Alex Wilkinson had made as President to the committee and, indeed, to the Chamber as a whole over the last few years. It was generally recognised that the Chamber would most probably have dissolved by now had it not been for his unstinting dedication to the role.

1. Introduction and ratification of Martin Tucker as the new President

Despite the fact that Martin had been the only one to step forward at the AGM expressing his interest and willingness in becoming President it was agreed that a note should be sent to the members stating that if anyone is also interested in taking up the post then they should notify the committee within the next ten days. An election would then be arranged.

Action: Trevor

(Post meeting note: as of 07:00, Thursday 29 June no such communications received)

Martin agreed that if provided with a print-out of all members, past and present, he would visit all of them to seek their opinions of what they want in the town. **Action: Jill, Martin**

Discussions to include the possibility of staying open over the weekend of the Blues Festival, the member rebate for the 2016 Christmas trees, taking orders for trees for next Christmas and the general principal of again holding a Christmas event in the town.

Following these discussions Martin would put together an action plan. **Action: Martin**

An application for the usual grant from the Wotton Town Council to go towards the Christmas trees needs to be made. **Action: Jill, Martin**

2. Confirmation of Committee and roles

The following committee members and/or roles were reviewed and confirmed:

| | |
|--|----------------------------|
| Vice President | - Trevor Mason |
| Treasurer | - Jill Tebb |
| Secretary | - Trevor Mason |
| Publicity | - Trevor Mason |
| Community Liaison | - Linda Cohen |
| Committee representative to Town Council | - Jill Tebb |
| High Street Representative | - Mo Morgan |
| Events | - Dave Harrison, Mo Morgan |
| Website Manager | - Andrew Cope |

3. Treasurer's report

The amount held in the bank account is approx. £3k.

There is a problem with out of date standing orders which are still set for the old membership fee of £35 as opposed to the current one of £40.

Jill will check the list of authorised signatories for cheques

Action: Jill

4. Request for donation towards Wotton in Bloom (WiB)

Trevor and Jill declared their interest as current WiB Committee Members.

After discussion it was agreed that a donation be made of £250 as before.

5. Data Protection registration – Reminder to renew ICO:00044477714

In her absence Trevor read out a note from Claire who doesn't think that the Chamber is holding personal data in the context of the data Protection Act (DPA) as it doesn't use the data of its membership for anything other than listing purposes.

However, she did say that it is a complex area of legislation and that she recommends that for the sake of just £35 pa it's better to have it than risk being challenged.

Trevor then distributed a note which Claire recommends should be added to the Chamber's website which declares its policy on privacy of data held.

Jill said she would contact the Data Protection office to verify some of the details and that she would contact Trevor before he forwards the note to Andrew Pope for inclusion on the site

Action: Jill, Trevor

6. Any other business

Jill agreed to investigate why the video on the Chamber web site 'does not exist'

Action: Jill

Martin outlined the questions he had posed at the Town Council meeting the previous night about car parking and the future of the old Wotton DIY site.

The 'Town Leaflet' was discussed and it was agreed that it needs to be repeated next year. Linda agreed to explore an update of the artwork and the possibility of a reprint carried out by her company as a community exercise. If her enquiries are successful she would speak with Alex Wilkinson and Moira Buist about the process. Distribution would still be an issue.

Action: Linda

Trevor to copy Linda the spec that he wrote for the website revamp of 2016

Action: Trevor

7. Date of next meeting

The date of the next meeting will be decided later, but will be approx. September and probably before the Blues Festival.