



Minutes

Monday, 18 September 2017

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

Present: Martin Tucker (Chair), Trevor Mason (Acting Secretary), Mo Morgan, Jill Tebb, Janet Walshe, Dave Harrison

Apologies: Claire Wilkinson, Linda Cohen, Jon Turner, Andrew Cope

1. Minutes of the meeting held on 20th June 2017

The minutes of the previous meeting were accepted as a true record of the discussions held.

2. Matters arising

a) The election for Chamber President was uncontested and so Martin Tucker was welcomed into the post. **Action completed**

b) Martin has been supplied with a list of all current members and he has managed to visit 89% of them so far anticipating that he will be able to accomplish 100% of the membership within the next two weeks. (currently projected at 72 members with five new members in the process of joining)

Action completed

Those potential new members will be sent details of the social/networking meeting on 29th once they have joined **Action: Martin/Jill**

c) Martin is in the process of drawing up an action plan which will be shared with the membership at the social/networking meeting **Action: Martin**

d) The Wotton Town Council has not yet been approached for a grant towards Christmas trees but it was recognised that it needs to be carried out before 5th October. This topic is discussed further under Item 4 of this meeting's Agenda.

Action continuing: Martin/Jill

e) Jill has confirmed that the following are authorised signatories for the Chamber's bank account - Jill Tebb, Hayley Harrison, Claire Wilkinson, Colin Wright. **Action completed**

f) Jill has tried unsuccessfully several times to contact the Data Protection office for verification of some details stating that she gave up trying to select the numerous options after so long.

Martin stated that he has had a meeting with Andrew Cope and although there were data being held which would have necessitated a renewal of the Chamber's registration it was agreed that they were of no practical use and so were removed. This means that renewal is no longer required.

- g) By way of a safety net Martin will speak with Claire to verify that all is now in order and determine how to pull out of registration. **Action continuing: Martin**
- h) Martin has determined that the town video on both the Chamber website and the Wotton town website had been stored on the 'Vimeo' server and that it had been deleted by the 'owner' without realising the consequences. It will be uploaded once again. **Action continuing: Martin**
- i) No response has been received from Linda regarding her company sponsoring an update of the town leaflet artwork as part of its community involvement **Action continuing: Linda**
- j) Trevor confirmed that he had supplied a copy of the spec written in 2016 for the revamp of the Chamber website. **Action completed**

3. Treasurers report

a) Chamber accounts

Lloyds Bank - £2164.27
 Barclays - £1046.41
 PayPal - £1100.00

b) Direct debits to Barclay's Bank

Martin has contacted those members who were paying the 'old' rate via the 'old' system (by direct debit to the recently departed Barclay's Bank). Corrections are now in place.

4. Christmas

a) 2016 tree refunds

A refund of £25 was promised to those members who bought a tree for Christmas 2016. Allowing for the money being available from the Wotton Town Council this means a pay-out of about £595.

b) 2017 tree arrangements

Martin was of the opinion that the Wotton in Bloom team might be willing to take on the trees for this coming Christmas. Should that not be the case then the Chamber would take it on as has happened previously and make trees available to traders across the whole town. Members would get a discount as usual.

(Post meeting note – Wotton in Bloom have confirmed that they will not be taking it on)

The town council still has to be formally approached for a grant towards the trees. It is understood that they have set aside £450 for the purpose. **Action: Martin**

c) Christmas market (Saturday 2 December, from 5pm) - feedback and way forward

The Christmas market had recently been cancelled due to a lack of funding. However, Martin has since found a charity that wishes to remain anonymous that will fund the costs for road closure (£85), first aid coverage (£166) and insurance for the event (around £366).

Martin is to meet with Sue Bailey to discuss some of the paperwork for this coming Christmas and those in the future.

Action: Martin

Dave informed the Committee that he is storing four 'Road Closed' signs for use then.

Martin explained that grants of funds from the town council can only be made to the Chamber or charity organisation and not to individuals. The Chamber would therefore act as an agent and pass the money on whilst stipulating some specific requirements for bank accounts, signatures, etc.

When making any plans and announcements about the market Janet requested that it is mentioned that the Heritage Centre will be open explaining that it is a little off the beaten track and can easily be overlooked.

5. Sponsorship requests

a) Wotton calendar

Martin informed the Chamber that he had taken the initiative and agreed to sponsor a page of the Wotton calendar at a cost of £100. This was sanctioned by the Committee.

b) BluesFest

Martin explained that he had received another request for sponsorship for the BluesFest beyond the £100 already promised. It was agreed that existing commitments on the Chamber's resources will not enable further funds to be made available.

6. Constitution – review and feedback

Martin has obtained a specimen constitution from another organisation and is in the process of adapting it for possible adoption by the Chamber as none exists at present. He then called for volunteers who would be willing to take a look at it when finished to ensure that it is suitable. Jill and Trevor agreed to look at it and Janet volunteered Jeff who has some experience in such matters.

Action: Martin

7. Town map reprint and new issue for 2018

A reprint of the town map has been authorised with the cost being split evenly between the Chamber and the Visitors' Information Centre.

It was agreed that the Chamber would retain the responsibility of map production with design, format and printing, etc yet to be decided.

8. Date changes for up and coming events

The full Chamber meeting has been moved from Thursday 28th September to Friday 29th

The Chamber's Christmas buffet is to be moved from Monday 11th December to Fri 8th December

9. Opportunities for publicity, Facebook, etc

Linda has been doing a great job in pushing out messages for members and it was agreed

that it was a very useful facility which should be exploited fully.

10. Correspondence

There is no correspondence

11. Any other business

Martin announced that Alex Wilkinson is now Chair of the town's Regeneration Group and that he has been co-opted onto it to represent the Chamber with a sub-group looking at the feasibility of markets in the town.

Post meeting note for clarification to the above statement since these minutes were published:

The Town Council has requested that we make it clear that Alex Wilkinson was appointed as a Town Councillor to the Regeneration Committee and voted as its Chairman to serve the interests of the Council and its regeneration initiatives. In those capacities he does NOT represent the Chamber of Trade.

It is Martin Tucker, our current President, who has joined the Regeneration Committee to represent the Chamber and been co-opted to the sub-group looking at markets

Many apologies for any confusion that this slight and unintended ambiguity may have caused

The 'My Thornbury' website has been very successful over the last few years and now its author, Claire Jaggard, is constructing a 'My Wotton' version.

The town's hanging baskets will be taken down on 28th September.

12. Date of next meeting

The date for the next meeting was set at Monday 4th December to meet at 7:30pm in the Swan Hotel.