



Minutes

Monday, 23 April 2018

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

Present: Martin Tucker (Chair), Trevor Mason (Acting Secretary), Mo Morgan, Jon Turner

Apologies: Andrew Cope, Jill Tebb, Janet Walshe, Dave Harrison, Claire Wilkinson, Linda Cohen, Jeff Walshe

1. Minutes of the meeting held on 19th February 2018

Trevor apologised to Mo that she had been left of the list of those present at the last meeting

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

2. Matters arising

a) GDPR presentation (Martin, Claire, Linda)

The presentation prepared by Linda and Claire and given by Claire was very well attended and well received. Even the smallest businesses realised that it applied to them just as much as the larger ones. Notes and links to more information were also made available digitally. Proceeds went to Chamber funds.

b) Chamber's privacy policy (Martin, Claire, Linda)

Since the meeting the Chamber has been advised that it does not need a privacy policy

Action closed

c) Chamber's top tips for marketing (Linda)

A list is now available and will be circulated with the minutes

Action: Trevor

d) Ideas for future events (All Committee)

Discussion about the objectives of such events. Agreed that they are one of more of the following: fundraising, social, adding value to the businesses, networking, etc

Current list includes Aerospace Bristol and Wickwar Brewery

Action continuing: All Committee

e) Comments on Chamber's final draft of the constitution (All Committee)

No comments have been received and so the Constitution will be published on the website along with the minutes and also as a newsletter for formal ratification at the AGM.

Action: Trevor

Some grants can now be released due as the lack of such a document was holding them up.

f) Town Council's membership of the Chamber (Martin)

The new Constitution says that the Chamber should not be influenced by any outside group. Having now spoken with members of the Town Council and also with Council representatives Martin is of the opinion that there is no restriction to it continuing its membership. He has therefore requested that the item be withdrawn from the Council's Agenda.

Action closed

g) Publicity for town litter pick (Linda)

The litter pick resulted in more than 50 bags of rubbish being collected.

h) Town leaflet (Martin)

We are still looking for a partner to produce a new design for the town leaflet. Therefore it has been put on hold.

Action continuing: All Committee

i) Christmas trees and street decorations (continue discussions – all Committee)

Janet, Jeff and Jill have met with a company which is going to quote for the supply of lights, etc for the town. They are cold/warm white LED.

Another quote is needed from a local supplier which will fit them.

Action continuing: Janet, Jeff, Jill

j) Two sponsorships – Walking Festival and British Legion contingent to Flanders (Jill)

Both sponsorships have now been paid out.

Action completed

k) Publicity for Swan Hotel's surplus places on first aid course (Dave, Trevor)

Publicity ensured that the course was filled

Action completed

3. Treasurer's report

The Chamber's accounts comprise the following amounts:

Barclays Bank	-	£1181
Lloyds Bank	-	£ 1227
PayPal	-	£ 1596
Total	-	£ 4004

4. Up and coming events

a) The date set at the meeting for the AGM is no longer possible.

Martin will try to fix a new one

Action: Martin

5. Opportunities for sponsorship

a) KLB Business Initiative

As no reply so far received Trevor agreed once again to contact the Head Teacher of KLB proposing a sponsorship of an award or prize to be made at the end of a year to the best pupil who has done something for the town; the aim being to be forward looking and promoting local business. Suggested title: Chamber of Trade Community Award

Action continuing: Trevor

6. Opportunities for publicity, Facebook, etc

It was felt that Members need reminding that the Chamber is happy to publicise them and their businesses on its social media pages.

Anyone wishing to take advantage of this benefit of membership to contact the President.

Newsletter and social media content to be initiated to reflect this.

Action: Trevor, Linda

7. Correspondence

a) A letter has been received from Jo Parker who is raising money so that he can attend the Scouting Jamboree in America. It was agreed that we were not in a position to support this request as there was no relevance to the town or its trade. We would however be happy to publicise his quest locally.

Martin agreed to reply to this effect.

Action: Martin

b) Martin reported that Janet has received details of a scheme whereby several 'hares' are to be distributed across the county. The Heritage Centre is hoping to have one at a cost of £1500 and they are looking for contributions from local business.

It was agreed that if Janet supplies Trevor with details he will send details to the members.

Action: Janet, Trevor

8. Any other business

a) Revival of the Member Discount Scheme

It was agreed that a note will be sent out in a few weeks' time to redress the situation

Action continuing: Trevor

b) Parking for Chamber members – liabilities, operation, badges, etc

23 people have responded to the proposal which means that 23 cars could be removed from town facilities making more room for visitors

Martin will be contacting those interested directly to pursue this venture hoping it will start from the beginning of June.

Action: Martin

c) Data Protection - possible Chamber exemption

Claire to comment

Action continuing: Claire

d) Reassessment of rateable values in town

As new rateable values have recently been issued it would be best to leave this item until after the summer holidays when they will have been in place about six months

Action continuing: Trevor

e) Wotton in Bloom's application for 'Britain in Bloom' and the tidying up of shop premises and their exteriors

Wotton in Bloom has applied for the Britain in Bloom competition with certain streets in the centre of the town yet to be nominated for judging.

Traders are to be encouraged to tidy up their shop windows and frontages and to join in the shop window competition which will be aimed at children.

The town council will help where it can along with working parties of local volunteers.

Jonny is trying to secure some help from the Co-op via its Colleagues' Council.

f) Chamber web site – layout and changes required, eg member listing to be redesigned
This item to be discussed after AGM

Action continuing: Committee

g) Chamber's remuneration policy

The need for a policy was discussed. A draft policy will be prepared.

Action: Trevor

h) Dog mess and the emptying of bins around the town

Although not strictly a Chamber issue it is something which affects the town. Martin will send a letter to Stroud District Council requesting more regular emptying.

i) The Gloucestershire business news publication 'Punchlines' has recently had an article on a new bike hire service which has been launched in Stroud ready for summer visitors. Oxford-based Bainton Bikes were joined by Stroud MP David Drew for the official unveiling outside the town's Subscription Rooms. Bainton Bikes says the bicycles can be hired 24/7 - and locked and unlocked - using a mobile ...

Martin said that he has tried to sign up on the town's behalf but was told that the town would not be able to generate sufficient subscriptions.

j) A new publication, The Wotton Times, is to be produced by local journalist Simon Hacker. He is looking for businesses to take out advertising.

A note to this effect has already been sent out to members.

k) The Co-op is to have a new extension built at its rear for deliveries

l) The Wotton Annual Parish Assembly has been held and a draft report issued.

A link to the report will be sent out to members as soon as the final version is published

Action: Trevor

m) Mo described the Spring into Summer event that had recently been held by the UTEA and recommending that everyone watches the film 'Tomorrow' (link to trailer - <https://www.youtube.com/watch?v=NUN0QxRB7e0>)

9. Date of next meeting

The date for the next meeting will be set after the AGM