

MALMESBURY & DISTRICT CHAMBER OF COMMERCE

Minutes of meeting held on Tuesday 13 November 2007 at 6 pm at Malmesbury Garden Centre, Crudwell Road, Malmesbury

Present : Stefan Barbaruk, David Butcher (Chair), Judy Clark, Keith Holdsworth, Chris Jager, Mark Jones, Angela Smith, Lesley Thomas, and Caroline Williams.

1. **APOLOGIES:** Bill Blake, Alan Cavill, Ray Sanderson, David Scull, John Thomson.
2. **APPROVAL OF MINUTES OF LAST MEETING:** The Minutes of the committee meeting held on 23 October 2007, having been circulated, were approved and signed by the Chairman, with the following amendments: John Thomson's apologies were added; **13 Late Night Christmas Shopping (viii)** the Abbey has a Vicar, not a Rector.
3. **MATTERS ARISING:**
 - **10 Malmesbury Websites** – Chris had postponed his presentation, originally arranged to follow this committee meeting, as it would conflict with the full Council meeting being held the same evening. This would now be held on Tuesday 27 November in the dining hall of Malmesbury Primary School.
 - **11 Future Events (ii)** – The Bank of England event would take place on Tuesday 14 October 2008, at 6pm. Lesley to book a room at The Old Bell with buffet for about 25 people (final numbers to be confirmed nearer the date).
4. **CORRESPONDENCE:**
 - Email from Phil Rice, Deputy Town Clerk, regarding the Farmers' Market restarting. There was some feedback from members on this. It was generally felt that the market is not big enough to bring people into the town. The committee was interested to know how often a market could be held legally in the town and Lesley would write to Phil on this point. Also, with the funfair being set up in the area around the market cross on late night Christmas shopping night on 7 December, we would also like to know if we can use the same electricity supply as the market traders.
5. **CHAIRMAN'S REPORT:** In Ray's absence there was no formal report. Lesley confirmed on his behalf that the police would come to the December meeting to talk about CCTV cameras and policing in Malmesbury in general. Stefan advised that CCTV worked very well in other towns, although it does need to be monitored. He also advised that the Chamber should not dismiss approaching the Local Authority for finance at the moment, before they become centralised
6. **TREASURER'S REPORT:** In Alan's absence Lesley reported balances: Current account £50.73 and Deposit account £2,923.36. Alan had attended the Judging of the New Business Competition on Tuesday 6 November in Chippenham and would be at the presentation breakfast this coming Thursday. Subscription notices together with a flyer have been sent out. The £350 payment for the website has been made, and is taken account of in the aforementioned balances. Alan had no objection to the purchase of a new printer for the Chamber.

Keith and Chris explained that the £350 was paid to Pipo Design, who are based at Malmesbury School, for designing the website. At present Chris updates it, as Pipo would charge £8 a month to add the minutes, although having the minutes on the website was not agreed by all the committee. There was concern that there would be no recourse in the event of problems with the site but Chris confirmed that as he has access he could continue to update it in the future. Chris and Keith would ask Philipp and Miles from Pipo to come to the committee meeting on 15 January. David proposed, seconded by Judy, that if the Pipo site did not work out it would be put down to experience and a proper job sought elsewhere - even though it is well-designed it needs to be user-friendly. Chris explained the history behind the new website and how the *Malmesbury Portal* he was proposing would be paid for by businesses, linking into the Chamber site.

Lesley should be able to update the Wessex Association website's Malmesbury entry and Stefan would speak to Ian Storey.

ACTION

LT

LT

CJ/KH

SB

7. NEW BUSINESS COMPETITION: All finalists were given 3 minutes to speak at the recent final and the presentation will take place on the Thursday following the meeting, ie. 15 November, with Eddie Shah as speaker. Stefan confirmed that 30 businesses in North Wilts entered and they hoped to run the competition again next year.

8. LATE NIGHT CHRISTMAS SHOPPING:

- (i) There would be no snow machine as Ray had confirmed that the hire would be too expensive.
- (ii) Lesley had received an email that afternoon confirming that, unfortunately, the 'Souled Out' band is now unable to play as there is a musical event at the school that evening, of which they had been unaware at the time of booking.
- (iii) David had confirmed with the police that the road closure could be extended to an earlier time and Lesley would confirm to the funfair owner that he could set up, as he had requested, from 3pm.
- (iv) Mark was arranging the loan of equipment from Lux.
- (v) David was arranging the signs, banners, posters and flyers. He would also laminate and erect the road closure signs in advance of the date.
- (vi) The King's Arms had arranged to do some food outside in the street.
- (vii) Judy had arranged for the presents to be wrapped and had made and laminated some signs stating that the contents would only be suitable for children over 36 months.
- (viii) Lesley would remind Barbara Pollard about the judging of the Best Dressed Window and arrange to accompany her. She would also arrange to collect the cup from last year's winner and arrange a presentation with Ray and a press photographer if possible.
- (ix) Lesley would also contact the bus/coach companies and the local hotels regarding the road closures the week prior to the event.

LT

MJ
DB

LT

LT

9. AOB

- (i) Keith was starting a 4Networking Malmesbury Group, to be launched on 27 November, holding meetings at the Red Bull Inn. The cost of breakfast would be £10. Jeremy Townsend would be leading the group. Keith would be promoting this to all Chamber members via email.
- (ii) David suggested a whole town event for 'Children in Need' in 2008. This would really promote the town. Ideas suggested were giving a proportion of takings for that day, dressing in red, charging 10p to come through the door.
- (iii) Lesley would arrange the agenda, nomination forms and notice of the AGM prior to the December meeting.
- (iv) Cowbridge was still scheduled to be open by 21 December as advised previously.

The next meeting is on Tuesday 18 December at 6 pm at the Garden Centre.

The meeting closed at 7.15pm.