

## MALMESBURY & DISTRICT CHAMBER OF COMMERCE

Minutes of meeting held on Tuesday 20 April 2010 at 6 pm  
at Fielder and Jones, 10 Oxford Street, Malmesbury

**Present** : Mark Jones (chair), Elaine Godley, Philip Moody, Warren Hateley, Charlotte Morris, Don Oakley and Lesley Thomas

**1. APOLOGIES:** Alan Cavill, Stefan Barbaruk, Judy Clark, Chris Jager, Ray Sanderson and Michael Thomas.

**2. APPROVAL OF MINUTES OF LAST MEETING:** The Minutes of the committee meeting held on 23 February 2010, having been circulated, were approved and signed by the meeting chairman.

### 3. MATTERS ARISING:

- (i) **5. Correspondence** – Lesley had tried to contact Peter Murton, with the help of Andrew Carnegie who had provided the link originally, with a view to inviting him along to this meeting, but neither Lesley nor Andrew had received any response and had concluded that Peter is away. Warren and Charlotte had other contacts at Buckley Barracks and agreed to liaise on this.
- (ii) **6. Future Events** – HSBC had written to say that they would not be rejoining as a local member. However, as HSBC is an Association member of WACC we will still consider speaking with them for event sponsorship. Don had spoken with all three bank managers in the town and Lesley had emailed membership details to them as a result but no response had been received as yet. Lesley would follow this up.

**4. APPROVAL OF NEW MEMBERS:** There were none to approve.

**5. UPDATE FROM MALMESBURY SCHOOL:** Charlotte explained her role as Assistant Head Teacher with particular responsibility for the school's community links. These have been established through Fairtrade, Rural Days and Career Days which have been supported by the local community and events such as WOMAD and the carnival. Charlotte informed us about the Bag Free Malmesbury project, which students had made a success from the original grant application and following it through, but marketing now needs to be further developed. Warren suggested that Wiltshire Council would be supportive if waste reduction was being promoted, and with Hills being a WACC patron it was suggested that Charlotte contacts them via Stefan, along with local banks, for sustainability funding. There was discussion on the type of bag, outlets, sponsorship and the Eco Schools project. Mark also offered to research the farm waste scheme.

Charlotte confirmed that the school won the regional finals in the 'Make Your Mark' challenge to develop a business, and is going to set up a Young Chamber: Elaine has experience of this and again Stefan will be able to advise, as these exist in Wootton Bassett and Chippenham. There was discussion on careers education and preparation for students' futures, as limited support is available from Connexions. (The school does not meet the deprivation criteria.) Interview practice outside the school environment and mentoring was discussed, and Elaine and Warren would liaise on this. It was agreed to invite the school head to a future breakfast meeting, with a view to meeting the students who are doing this enterprise work.

### 6. CORRESPONDENCE:

- A representative for the NW Chambers meeting in Calne on Tuesday 25 May was sought. Warren agreed to attend.
- An email had been received from Wootton Bassett regarding the closure of RAF Lyneham, which Lesley would circulate to all members.
- The MALG group was being resurrected, to deal with conservation issues, meeting on 13 May. Charlotte and Elaine would be attending.
- The Area Board would meet on 12 May and Lesley would circulate this information to all members.

**7. TREASURER'S REPORT:** In Alan's absence, Lesley reported balances: Current Account £2,058.43; Deposit Account £1,279.24. Alan had received an invoice from WACC calculated at a VAT inclusive rate of £10 per member, and Alan's information showed that subscriptions had been

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received from 51 members. The committee's permission was sought to pay the sum of £510, but in view of the fact that the meeting was not quorate and we need to know exact membership details, this was put on hold. Permission could be obtained by email or at the next meeting, when this information was available. The only other outstanding commitment was the secretarial cost for April. Alan would prepare a budget for the remainder of this year to ascertain our final position for the remainder of the year through to 31 October 2010. Alan also mentioned in his report that he was finding it increasingly difficult to find the time to fulfil the role as Treasurer and, in view of this, Stefan was arranging a meeting with Alan and Catharina Davies, WACC's Senior Financial Administrator, to ascertain how much time is involved in the Treasurer's role and to follow up the suggestion that Catharina could take over the collection of subscriptions. Mark also agreed to sound out Denise Pickering on taking on this role.

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#### **8. FUTURE EVENTS AND CHRISTMAS COMMITTEE:**

- Employment Law and HR Seminar Business Breakfast with Wansbroughs on Monday 10 May. The Garden Centre would do a full english breakfast at £5 per head. We will charge £6 for members, and £8 for non-members.
- Business Breakfast with Eddy Shah on Tuesday 8 June. The Old Bell Hotel would do continental breakfast at £8 per person but we would need to use the Garden Room for a larger group. Don offered to sponsor the room hire of £50 for this and introduce his company and the speaker at the beginning of the meeting. We will charge £10 for members, and £12 for non-members. Stefan had agreed to promote the event free of charge in the monthly mailshot to all WACC members. Lesley would also forward the details to the local press and to Charlotte for the school's newsletter.
- Highgrove has confirmed our booking for Monday 13 September this year as the earliest date available. Lesley has provisionally booked 2 tours with 25 people each, and would send an email to members to gain some indication of interest. It was felt that the 50 places would be filled quite easily. We will need to book a coach as we cannot arrive in more than 2 vehicles. The tours need to be paid for in August.
- Lesley and Mark explained briefly how the Late Night Shopping event is organised, with emphasis on the fact that early planning is essential. However, formation of the Christmas committee would be placed on the agenda for the next meeting as there were so few committee members present.

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There was some general discussion of future events, possibly linking up with Tetbury Chamber, and the types of events that the mix of membership would support. Elaine offered help for the 'Alive and Kicking' Business Show in October, and confirmed that Keith Holdsworth was also willing to help.

**9. NEWSLETTER:** This had been compiled as a colour A4 4 page newsletter and sent out at the beginning of April. 300 copies had been printed by Community First at a cost of £55. Mindvision Media had quoted £293.75 including VAT, to design and print a full colour A4 4 page newsletter. It was decided to produce the newsletter in its current format within the present financial constraints. Lesley confirmed that she updates the WACC website with Malmesbury information and forwards information to Chris to update the Malmesbury Chamber website.

#### **10. REVIVAL PLAN TO STIMULATE NEW MEMBERS FOR THE CHAMBER IN 2010:**

Warren suggested that there is an urgent need to reshape ourselves and this is a critical point to move forward. He suggested that a small working party could be formed in the future to work on this.

Warren offered to fill the position of Chairman for one year only, through to the AGM in January 2011. This was proposed by Mark Jones, seconded by Charlotte Martin. This was agreed by the meeting, but as the meeting was not quorate Lesley would email the other committee members for their approval. *(This was subsequently approved by two other committee members and their emails are attached to the printed copy of these Minutes. There were no objections.)*

Elaine was also voted onto the committee, proposed by Warren Hateley, seconded by Charlotte Morris, along with Don, proposed by Charlotte Morris, seconded by Warren Hateley. Again, Lesley would email the other committee members for their approval of these two positions. *(This was subsequently approved and attached to the Minutes. The Chamber's constitution states under Clause 5 Committee Powers (a) "The Committee shall be empowered to fill any vacancy occurring on the Committee or among the officers during its terms of office".)*

**11. WEBSITE REVIEW:** There was discussion on the way forward with the website and linking the Chamber's website to those of the individual businesses. Lesley confirmed that Chris and Justin at Mindvision are meeting to discuss the domain [www.malmesbury.com](http://www.malmesbury.com).

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**12. INCREASE / REVIEW OF SECRETARY'S PAY PACKAGE:** Warren would contact Stefan about this. Lesley would send Warren the basic information of hours and conditions for the secretary's post.

**13. ANY OTHER BUSINESS:**

- (i) Lesley had been asked by David Butcher at Malmesbury Garden Centre to put forward the request that all executive meetings are open to all members, with the agenda for each posted out to all members rather than emailed. As the meeting was not quorate, it was decided to postpone discussion on this.

The meeting closed at 8.10pm.

The next meeting will be on Tuesday 15 June at 6pm at Fielder and Jones, 10 Oxford Street.