

Sherborne Chamber of Trade & Commerce

Minutes of the Executive COT Meeting : 1800 hrs - Monday 8 July 2019
Oliver's, Cheap Street, Sherborne

ATTENDANCE: Jane Wood (Chair), Sue Smith (President), Nick Hunt (Treasurer), Lauren Ottewill, Taff Martin, Stephen Taylor, Jules Bradburn (Vice Chair), Ian Crighton, Keith Bawden, Barnaby Baker, Jeremy Board, Rachel Kilbee (Secretary)

APOLOGIES: Mo Gherras, Patrick Coll, Bill Taylor

1.MATTERS ARISING FROM PREVIOUS MINUTES

Previous minutes accepted

2.CHAIRMAN'S REPORT

With three people stepping down from the COT we are now pleased to welcome new members (Ian, Keith, Barnaby, Mo and Rachel)

3.TREASURER'S REPORT

Natwest account : £19,922.87

Paypal account: £1308.28

LO chasing debtors x 3

ACTION: Market accounts summary to be prepared and sent to exec by **NH**.

4.MEMBERSHIP

4.1 Currently standing at 120/130 members. LO happy to be main chaser of debtors. Agreed that 'Partners in Design' to be removed and one final chase of The Gryphon **ACTION: LO**

4.2 Discussion about how to maintain/grow a stronger relationship between COT and members - currently only 50% of COT emails are opened by members. Agreement all round that we need to maintain a personal approach with members with potential back-up 'whatsapp sub-groups' to maintain momentum.

ACTION: LO to send updated member list to JW. **JW** to split members between COT.

ACTION: KB to word an email to all members regarding opt in/opt out whatsapp contact/GDPR etc. **LO** to distribute email, moving social media icons to top of email.

5. WEBSITE

Certain features not working affecting 'become a member' and 'ticket purchase'. Feeling abandoned by Lolly because maintenance via third party,

Purple Box. IC can potentially help LO with the website to avoid delays waiting for answers from Lolly in future.

ACTION: LO to summarise issues to NH who will in turn have a 'frank conversation' with Lolly.

6. ACTION GROUP REPORTS

6.1 Christmas Shopping - 1st December 2019

- Lions have approached JW to run the grotto
- Will Eric let us put stalls in front of the abbey?
- Volunteers needed on the day please.

ACTION: LO to organise stalls. BB to speak to his office about potential sponsorship.

6.2 Police

CCTV - JW updated the COT that partial funding has been agreed but planning permission still required as well as further funding from STC.

ACTION: JW awaiting further information regarding processes to get this set up.

6.3 Tourism Forum

What can the COT do for the forum and vice-versa?

ACTION: IC to be main point of contact and liaise with Janet Schofield.

6.4 Sherborne Independent Market

After a very successful event JW and JB to set up Community Interest Company/Limited Company to keep this separate from the COT. Next market proposed 22nd September.

Discussions covering frequency of market/avoiding trades which impact the town/ impact if any on Sherborne's farmers market.

ACTION: JW Executive Summary Report to be forwarded to all members of COT

7. CHAMBER EVENTS

Agreed to move our COT meetings to every 2nd Monday of the month (excluding August and December) so that one of us can attend council meetings on the first Monday of each month and Bill Taylor can attend our meetings

ACTION: NH to update Chamber diary, LO to update website once received

8. MEMBER BENEFIT SCHEME

Agreed that membership cards need to be made available to all Chamber members. 2 cards per business offering members a discount with participating businesses. Cards can be used by any member of staff of the member business.

ACTION: To be discussed at next meeting to arrange development and distribution

8. DEFIBRILLATORS

ACTION: **JB** to pass defibrillator info (locations, times of availability etc) to **LO** who will post info on COT website.

9. INDIES

Next meeting still to be arranged. **ACTION:** **JW** and **ST** to pursue.

10. BUSINESS AWARDS?

Discussions over suitability of business awards for Sherborne at this time - Committee in agreement - NO, now is not the right time.

Suggestions of combining workshops/networking events/breakfasts/local business conference/good quality speakers/career advice in a potential Sherborne Exhibition Event. **ACTION:** **JW** to form a project team.

11. BID

Received by the COT with a positive outcome.

ACTION: **JW** to email JB, JB's father, TM and ST and form a sub-committee.

12. ENVIRONMENT

Following the AGM, COT has been approached by Phil & Trish Burchell to see if Sherborne can make headway to become a 'Plastic Free status' town. All members in agreement. Is this an area in which we can potentially spend some COT money?

ACTION: **ALL** - Please forward any eco contacts or relevant info to JW

ACTION: **JW** to speak with Phil & Trish to see if they will form an eco sub-committee.

13. AOB

13.1 LO keen to put Sherborne forward for the 'Rising Star' category in the 'Great British High Street Awards' 2020.

13.2 TM would like to promote the Summer Festival for 4th July 2020. Dates to be checked to avoid clash with Leweston summer event, Glastonbury etc

Date of next meeting (open) - Monday 9th September 2019.