

DARTMOUTH CHAMBER OF TRADE AND BUSINESSES LTD

MINUTES OF MEETING HELD ON TUESDAY 13th FEBRUARY 2007 IN THE DARTMOUTH YACHT CLUB

PRESENT: Dave Cawley (Chairman – Timestep) & Jill Cawley (Timestep), Adam Edsall (Vice Chairman – Dartmouth Ice Cream Co), Tessa de Galleani (Members Secretary – Copper Sixpence), Tara Barton (Secretary – Barista Cafe), James Brown (Browns Hotel), Liz & John Donlan (Dreams of Dartmouth), Helen Lloyd (Dartmouth Ice Cream Co), Sarah Duggan (Baxters Gallery), Sarah Hanafee (Danielli), Steve Thomas (Trish Thomas Jewellery), Hilary Bastone (Riverside Fashions), S J Chick (Dart Marina)

APOLOGIES: Lesley Challacombe (Singer & Singer), Elaine Jeffery-Bailey (Harveys), Claire Woodgate (Sally brown)

MINUTES OF THE LAST MEETING

The Chairman asked if anyone had found any problems with the accuracy of the last meetings minutes. None were raised. The minutes were signed by the Chairman and passed to the Secretary.

CHAIRMANS REPORT

The chairman reported that the Chamber accounts are all satisfactory and have been sent in to the accountant. He will bring them to the next meeting.

MATTERS ARISING FROM THE MINUTES

- The Chairman reported he had written to SHDC regarding the proposed parking permit changes. SHDC have confirmed that the status quo will remain with regards to parking permits, until further notice.
- The Chairman reported that ‘The Rules’ of The Chamber have been circulated to all members.
- The Chairman reported that those members with emails have been registered to a Yahoo website for The Chamber. However, the registration process that all members have to complete individually is quite long-winded and is not likely to encourage participation. He suggested we look at ways of implementing a proper Chamber website.
- James Brown confirmed that he has written a mission statement for The Chamber and will present according to the agenda.
- Tessa de Galleani confirmed that the original Parking Plan for Dartmouth has been circulated to members.

MISSION STATEMENT FOR THE CHAMBER

James Brown presented the drafted Mission Statement and handed out copies to members. The statement reads:

“to be the obvious representative and champion the interests of Dartmouth businesses by developing a business community network which understands the issues facing business in Dartmouth, develops practical solutions and communicates these within and outside its membership”.

James Brown ran through the points of the statement and stated that the statement is designed in order to define the purpose of The Chamber not *how* this will be achieved. Steve Thomas & Adam Edsall asked that there be some way of seeing the ‘ideas’ within the statement being carried through. Hilary Bastone added that it requires further measurable objectives in order to define how

the statement will be implemented. James Brown agreed that the next task is to do more in depth work in order to set some measurable objectives in order to become what the statement says.

Several members put forward ideas of what should be included in the objectives, including increasing membership, becoming a more powerful voice, improved links and opening of communication channels with local councils.

James Brown stated that he was happy to amend the mission statement as discussed. He added that he would be happy to draft the objectives for discussion at the next meeting. Dave Cawley and Adam Edsall suggested all members could send ideas for objectives to James Brown in order that all ideas are taken into consideration. It was generally agreed that this was a good idea. James Brown gave his email address for this purpose: enquiries@brownshoteldartmouth.co.uk.

Jill Cawley added that members must ensure objectives are measurable and have targeted dates. This will mean The Chamber can measure its progress and success and develop new objectives as it grows. This was generally agreed.

Dave Cawley, James Brown, Jill Cawley, Adam Edsall & Tessa de Galleani discussed that becoming more organised in this way will mean The chamber is more successful and will therefore help to fulfil one objective of encouraging further membership.

Members added that they were surprised at the low amount of people attending the Chamber meetings and asked if anyone knew of the number of businesses in the area in total. Hilary Bastone suggested a census be done and Dave Cawley added that the MCTI has a list of businesses. It was agreed that once the Chamber has something more defined to offer businesses it should contact ALL business within the district to join the Chamber and make it more successful and more active.

Sarah Hanafee added that the 'old' Chamber has left a legacy of negativity. We must show potential new members that we have something to offer, more of a service and value for money.

Dave Cawley emphasised that we haven't achieved this yet and we need to become more organised and dynamic first. He reiterated the importance of members emailing suggestions for objectives to James Brown to prepare for the next meeting. He added that he would email all members of the Chamber with James Browns email address in order that they can do this.

PROMOTION OF MEMBERSHIP & ENCOURAGING OLD MEMBERS TO RETURN

This was covered in the discussion on the previous agenda item.

FORMATION OF A SUB-GROUP TO TACKLE CHRISTMAS EVENTS FOR 2007

Tara Barton reported that she had spoken to Elaine Jeffery-Bailey who is on the Christmas Lights committee. Elaine had spoken to Shelley Worthy who organises the Totnes Christmas market and gained her contact details for the Christmas Group to use when it is formed.

Dave Cawley asked for members to volunteer to join the group and those who wished to do this were Sarah Duggan, Steve Thomas, Tara Barton, Helen Lloyd. Elaine had previously expressed her interest and so also became a member of the group.

Dave Cawley informed the group that there is money available for the purpose of a Christmas event in Dartmouth. He asked that the group arrange separate meetings and report on progress at the next Chamber meeting.

Helen Lloyd added that Mark Godfrey (Dart Marina) may be interested in joining the group and agreed to follow this up.

(CONFIRMED GROUP MEMBERS – SD, ST, TB, HL, EJ-B – POSSIBLY ALSO MG)

FORMATION OF A SUB-GROUP TO TACKLE WORK ON THE PARKING PLAN

Tessa de Galleani worked in depth on the plan previously and so Dave Cawley suggested she may wish to head this group. She agreed.

Dave Cawley also proposed James Brown may wish to join the group. He agreed but did stress he has many other projects and so would not always be available, but he would do his best to help. S J Chick also wished to join.

Hilary Bastone offered advice that the Chamber must leave more room for compromise / negotiation as the last plan was 'take it or leave it' and it only failed on a couple of points (ones that could have been solved if there was room for compromise).

Tessa de Galleani suggested perhaps Hilary Bastone could join the group to help with advice and he accepted.

Dave Cawley suggested the group should start by taking on the good parts of the old plan and starting work on how the other parts can be improved. This was agreed by the group. The group will meet separately and report back at the next Chamber meeting.

CONFIRMED GROUP MEMBERS – TDG, JB, SJC, HB)

UPDATE ON PROGRESS OF CHAMBER WEBSITE DEVELOPMENT

Dave Cawley has been unable to contact the previous Chairman in order to gain the information required regarding the details of the old site. It was generally suggested that the Chamber should start afresh with a website. Dave Cawley agreed that this item would be added to the agenda of the next meeting.

THE RULES OF THE CHAMBER AND CHANGES TO THEM

The Chairman asked if anyone had any questions or objections regarding the amendments of the rules as shown in the agenda.

Tessa de Galleani proposed the changes and Tara Barton seconded the motion. Both rule changes were carried unanimously.

MOVING OF CHAMBER MEETINGS

Due to another booking at the Venue of the Chamber meetings on the second Tuesday of each month, it was suggested that the Chamber could potentially move meetings to the third Tuesday of each month and there would then be no need to rush meetings. The motion was proposed by Jill Cawley and seconded by Tara Barton. The motion was carried unanimously.

ANY OTHER BUSINESS

Dave Cawley announced that the Town Council has approached the Chamber regarding a town crier. They have been approached by someone who would be happy to take on the position in return for minimal expenses. The Town Council asked if the Chamber would like to 'sponsor' the town crier and effectively pay his expenses.

It was generally agreed by members that the Chamber requires more information before they could consider this. The Chamber needs to know the exact jobs the crier would carry out (which events etc, how often), who would manage him (the TIC being the obvious choice as they are heavily involved in most events), how much his expenses are, why the Town Council (who used to pay all these expenses) no longer wish to pay for him, how long the period of sponsorship would be etc.

Tara Barton and Adam Edsall suggested that his expenses could be covered jointly by the Chamber, the Town Council and the TIC, as all have a vested interest in having a town crier.

As ALL members required more information, Dave Cawley said he would take this back to the Town Council and would report back further to the Chamber at the next meeting.

Steve Thomas raised this issue of signage and shop A-boards as well as a town map. This was discussed briefly by all members. However, as time was limited and the subject merited further in-depth discussion, Dave Cawley suggested it should be added to the agenda of the next meeting.

CONFIRMED AGENDA ITEMS FOR NEXT MEETING

- Presentation of objectives for The Chamber mission statement
- Report on The Chamber Accounts by the Chairman
- Report from the Christmas events sub-group
- Report from the parking plan sub-group
- The Chamber website – how & who to move this forward
- Report on further information regarding the Town Crier by the Chairman
- Town signage, town maps, equal sign representation for all businesses

DATE OF NEXT MEETING

The next meeting of The Chamber will be held at Dartmouth Yacht Club on Tuesday 20th March 2007 at 6pm sharp.

FURTHER ACTION BEFORE NEXT MEETING

- James Brown to re-draft mission statement as requested
- ALL members to email James Brown with suggestions for Chamber objectives
- James Brown to prepare and present Chamber objectives
- Dave Cawley to email ALL members with James Browns email address in order they can make suggestions for objectives
- Christmas sub-group to meet and start making plans
- Parking Plan sub-group to meet and start work
- Dave Cawley to report back to Town Council regarding the Town Crier and to ask for further information