

**DARTMOUTH CHAMBER OF TRADE**  
**MINUTES OF MEETING HELD ON TUESDAY 4<sup>th</sup> SEPTEMBER 2007 IN THE**  
**LIBRARY, THE ROYAL CASTLE HOTEL**

**PRESENT:** Dave Cawley (Chairman – Timestep) & Jill Cawley (Timestep), Steve Thomas (Trish Thomas Jewellery), Sarah Duggan (Baxters Gallery), Helen Lloyd and Adam Edsell (Dartmouth Ice Cream Co), Tessa de Galleani (Dartmouth Living); Nigel Way (Royal Castle Hotel), Richard Rendle (Vosper Thorneycroft).

1. **APOLOGIES:** Lesley Challacombe ( Singer and Singer); James Brown (Browns Hotel); Hilary Bastone (Riverside Fashions).

2. **MINUTES OF THE LAST MEETING:** Subject to the amendment of Minute 4: Candlelit Dartmouth, to correct the time of opening of the Candlelit Christmas Market from 4pm to 1pm, the Minutes of the meeting held on 24<sup>th</sup> July 2007 were signed as an accurate record of the proceedings.

3. **MATTERS ARISING FROM THE MINUTES** – there were no matters arising which were not covered by other agenda items.

4. **REPORT FROM CHRISTMAS SHOPPING SUB GROUP (CANDLELIT DARTMOUTH):**

- (a) Royal Avenue Gardens – SHDC had confirmed that the use of RAG was OK subject to adherence to their terms and conditions. Insurance is being dealt with by Shelley and Rick; there was to be a further meeting with SHDC on Thursday.
- (b) Parking – Hilary Bastone had been negotiating for the P&R and free parking; the group needed to write to Chris Lucas.
- (c) Website – now up and running, ongoing updates, especially with sponsors details and logos.
- (d) Bank account – now up and operational.
- (e) Publicity – 5,000 publicity postcards have been printed and 2,500 already circulated to all accommodation providers including hotels. More will be distributed to shops shortly. Nigel offered assistance via the TIC for further distribution. A Press Release was needed to stop rumourmongering about the Children’s Hospice “Dickens of a Christmas”. It was **agreed** that the CHSW be the nominated charity for the event for this year (this would include the Rotary’s street collection on the Friday evening and a donation from any profit made). It was noted that the CHSW meeting arranged for tonight had been postponed until the following Monday when the nominated link person (Sarah Green) would be away. To try to avoid any problems Sarah Duggan would email Liz Rowe direct regarding the Press Release.
- (f) Sponsorship – approximately £4,200 was available from pledges and “in kind” sponsorship. Marks and Spencer has pledged candles and lanterns to an approximate value of £1500. Noted that having a nominated charity helps obtain sponsorship.
- (g) Fund Raising – there would be plenty of “tin rattling” over the weekend itself and also “Candlelit Dartmouth” merchandise for sale. It was hoped to arrange a “Candlelit” fundraising evening with auctions.
- (h) Flavel – want to be involved and will promote their events that weekend under the “Candlelit” banner. They have offered free advertising in the cinema and free use of a room for meetings.
- (i) Presentation to Dartmouth Town Council General Purposes Committee – Steve had prepared the presentation based on that given at the open meeting in the Yacht Club on 2<sup>nd</sup> July, ending with the advertisement for Totnes Lantern Procession this Saturday of which one of the sponsors is Totnes Town Council. There was uncertainty about the likely response of the Town Council. Following discussion, it was **agreed** that the

request for sponsorship from Dartmouth Town Council only be put forward at General Purposes Committee if the feedback was positive following the presentation, otherwise a separate submission should be made to the Finance Committee for up to £2,000. It was also agreed that Sarah approach County Councillor Jonathan Hawkins for a donation from his community budget. It was agreed that the presentation be made by Steve Thomas and either Sarah Duggan or Helen Lloyd.

**ACTION: All items require action by the group**

5. **CHAMBER FUNDING OF CANDLELIT DARTMOUTH:** It was considered that the proposals for Candlelit Dartmouth were the best thing the Chamber had done for many years and **agreed** that up to £2,000 of seedcorn funding should be made available.

6. **ANNUAL GENERAL MEETING:** The next meeting would be the Annual General Meeting. Dave confirmed his intention not to stand for Chairman at the meeting and drew attention to the rules regarding nominations. It was felt that a Chairman is needed who has time as well as enthusiasm; it was recognised that most Chamber members had to put their own business first and it was suggested that if a retired person could be found, even if that person were not currently in membership, this would be good for the Chamber (there is no requirement for the Chairman to be a member). Adam again raised the possibility of the Chamber and the TIC merging and asked for this to be considered further as a larger organisation might be more likely to attract a suitable person for appointment as joint chairman. He indicated that he would be prepared to be nominated as Chairman on this basis for a six month period to work towards amalgamation with the TIC. Nigel commented that the possibility would have to be discussed by the TIC but indicated that he thought the TIC would be in agreement in principle.

Richard Rendle reminded everyone that there still needed to be a long term view, with a wider community project involving the Town Council as well; he was in favour of working towards this and would consider taking a lead in such a project, which might receive some form of community finance.

**ACTION – ENSURE THAT THE AGM PAPERS AND NOMINATIONS ARE IN PLACE IN GOOD TIME FOR THE MEETING (DJC)**

9. **DATE OF NEXT MEETING**

The Annual General Meeting would be on Tuesday, 16<sup>th</sup> October 2007 at 6.00pm in the Guildhall

**ACTION – BOOK THE GUILDHALL FOR THE MEETING (TdeG)**

The meeting closed at 7.50pm.

Signed .....

Date .....

**ACTION POINTS**

1. **CANDLELIT DARTMOUTH:**

**ACTION: All items require action by the group**

2. **ANNUAL GENERAL MEETING**

**ACTION –**

- (a) **ENSURE THAT THE AGM PAPERS AND NOMINATIONS ARE IN PLACE IN GOOD TIME FOR THE MEETING (DJC)**
- (b) **BOOK THE GUILDHALL FOR THE MEETING (TdeG)**