

**Presteigne and Norton Chamber of Trade
Minutes of the General Meeting on 24th April 2017
Radnorshire Arms Meeting Room**

Present: Chair: Leon Abercasis (LA) Peter Mace (PM) David Tennant-Eyles (DTE)
Anne Wake (AW) Wendy Toomey (WT)
Minute taker: Francesca Sandwell (FS)

Guest: Maggie Taylor-Sanders (MTS) from Presteigne Area Community Development Group (PACDG)

Apologies: Marian Hardiman, James Tennant-Eyles, Steve Kay, Colin Felgate

	Item	Action
1.	Appointment of new Secretary	
	As only five members of the Chamber of Trade were present at the meeting the appointment of the new Secretary could not be confirmed.	LA to send an email to all members for approval
2.	Minutes of the meeting held on 9th April 2017	
	<p>It was agreed that as the minutes were a combination of the AGM and General Meeting they should be split as follows:</p> <p>Page 1 to the end of the 'Treasurer's Report' on page 4 and then including the section from 'JTE read out the current to the COT constitution' on page 5 to AOB should form part of the AGM and the 'Discussion on the future of the Chamber of Trade' on page 4 and 'AOB' on page 5 would be considered part of the General Meeting.</p> <p>The minutes of the General Meeting were approved with the following changes:</p> <p>Page 1 – the date of the previous meeting was 10th April 2017 and not the 9th May 2017.</p> <p>Page 5 – The grant money was a result of a successful bid to the Big Lottery Fund's 'Awards for All' scheme and not Powys.</p> <p>The minutes of the AGM will be approved at the next AGM meeting.</p>	
3.	Treasurer's Report – update on balance	
	It was agreed that a monthly Treasurer's report would need to be presented at each meeting and that this would include a balance and a summary of how the money had been spent the previous month.	

	<p>DTE informed the meeting that the balance stood at £5,121.12 and that this included £1,115 from the Flamenco Night and the 'Awards for All' grant. A £25 contribution had been made to Audrey's flowers.</p> <p>AW stated that she had paid her subscription to the Chamber of Trade the previous week via a BACs transfer.</p> <p>DTE stated that he did not have sight of the account yet and would be spending the following day getting up to speed with the system.</p>	<p>DTE will look update Chamber on AW's subscription</p>
4.	Approval of Secretary Payment	
	<p>It was suggested by DTE that Liz Joyce, previous secretary to the Chamber of Trade, could be offered £150 as a closing gesture.</p> <p>It was agreed by Members that this would be a reasonable figure.</p>	<p>DTE to pay Liz Joyce £150</p>
5.	New name for Chamber of Trade	
	<p>A number of names were suggested including:</p> <ul style="list-style-type: none"> • Presteigne Independent Traders Association • Presteigne and Norton Independent Areas Association • Presteigne Business Community • Presteigne Area Traders • Presteigne Area Independent Traders (PAINT) • Presteigne Independent Business Association • Presteigne Independent Business Network <p>Members stressed the name needed to be distinct and provide the group with a strong identity.</p> <p>It was questioned whether the use of the word 'traders' might put off some business owners who did not identify themselves as a trader. It was agreed that the word 'business' was more encompassing.</p> <p>DTE stated that he was happy to do some follow-up work on the branding of the organisation and circulate ideas via email for Members to agree upon.</p>	<p>DTE to circulate names to members via email</p>
6.	Membership Fees	
	<p>PM suggested that a £50 membership fee might ensure</p>	

	<p>people showed greater commitment to the Chamber of Trade.</p> <p>However, it was agreed that the membership fee would remain at £20 per year for the time being until the Chamber of Trade had proven its worth. It was hoped that this fee might attract more members.</p> <p>AW stated that this fee would be tax deductible if a receipt was given.</p>	
7.	Awards for All grant	
	<p>It was confirmed that the money from the Lottery had been transferred to the Chamber's bank account and that extra time had been given for the Chamber to come up with an idea for their event.</p> <p>AW stated that the event needed to involve minority groups for example, people whose first language was not English and that the event needed to become a self-sustaining event.</p> <p>It was discussed whether the Chamber's event could be linked with Sheep Music in June and PACDG's plan for an event entitled 'Presteigne's got Talent'.</p> <p>However, DTE noted that the Chamber of Trade only needed to submit their idea to the Lottery by June and had a further 3 months in which to hold the event. Therefore, it was agreed that there was no hurry to organize the event.</p> <p>AW suggested that food and music were a good way to engage minority communities and that schools could play an active part in spreading the word.</p> <p>PM stated that he was willing to get involved as a representative from the Chamber of Trade and sit on a steering group with other organisations.</p>	PM to meet with MTS to discuss ideas
8.	Press Release	
	<p>It was agreed by Members that a press release could not be circulated until a new name for the Chamber of Trade had been agreed upon. The press release would include a group photo and Jane Bywater would be approached by the Chamber to help secure coverage in local newspapers.</p> <p>It was agreed that a person would be chosen at the next meeting to lead on the press release.</p>	
9.	Social Media Marketing	
	<p>DTE informed the meeting of his ideas for the Chamber's social media marketing. This included:</p>	

	<ul style="list-style-type: none"> • Setting up a sub-group to oversee the running of the Chamber's social media presence online • The sub-group would meet outside of the Chamber and report their results on a monthly basis. • DTE would approach friends of his who were social media savvy and ask them for assistance. • Key to the strategy would be getting members to share news through their online networks. For example, the Duck's Nest Facebook page has over 1,000 likes. <p>AW stated that she was happy to handover the running of the Chamber's social media page to DTE.</p>	
10.	Plastic – Wendy Toomey	
	<p>WT highlighted the work of Cae Post a social enterprise in Welshpool who recycle stretchy plastic such as film, magazine wrappers, bubble wrap and plastic bags.</p> <p>WT informed the meeting that following discussions with the director of Cae Post they were offering to place a container in Presteigne and charge £8.50 to empty it each time.</p> <p>However, it was not known how big the container would be and how often it would need to be emptied. For example, if it needed to be emptied every week this would cost the Chamber of Trade around £450 a year.</p> <p>The container would be located on Powys County Council owned land and WT proposed contacting Powys to ask for permission to site the container there.</p> <p>It was agreed that WT would investigate further and report back to the Chamber.</p>	<p>WT to explore options and report findings</p>
11.	Any Other Business	
	<p><u>Fundraising</u></p> <p>LA presented the Chamber of Trade with £610.00, which was 50% of the profits raised from the music variety performance in February 2017.</p> <p><u>PACDG's vision for Presteigne</u></p> <p>MTS informed the meeting that PACDG was interested in branding the town as "Green Presteigne" in an effort to attract tourists to the area and prepare the town for the future.</p> <p>MTS stated that PACDG was in conversation with Transition Presteigne and had were exploring ideas such as applying for funding to become a dark skies town, installing electric</p>	

	<p>chargers for cars and joining the Walkers are Welcome network.</p> <p>MST stressed that it was essential that the Chamber of Trade backed this idea if it was to stand any chance of becoming a reality. It was felt that to be successful a core group of people made up of local organisations needed to be formed in order to drive this forward.</p> <p>It was agreed by Members that it would be good for the Chamber to support this initiative.</p> <p><u>Cark Parking</u></p> <p>Cllr Brunt's email was discussed particularly in reference to the two-ticket system whereby a parking fee could be redeemed in participating shops. This would need to be driven by the Town Council or Chamber of Trade and the cost split between traders, which could become very complicated.</p> <p>LA stressed the importance of providing shoppers with 2 hours free parking and highlighted his plans to pay for parking on Fridays and Saturdays between 9am-2pm in June to encourage people to shop on the high street. The Salty Dog would cover the cost of parking and volunteers would be required to assist on the day. The dates and times would need to be publicised and measure put in place to record if free parking increased footfall on the high street.</p>	
12.	Date and Venue of next meeting	
	<p>It was agreed that the Radnorshire Arms would be the venue for subsequent meetings as it provided a degree of privacy.</p> <p>The date of the next meeting will be 8th May at 7pm and the first Monday of the month thereafter.</p>	<p>LA to confirm with the Radnorshire Arms that they could provide a meeting room</p>