

MINUTES
Bodmin Chamber of Commerce and Industry
Meeting Date: 15th July 2019
Time: at 6pm
Venue: The Westberry Hotel

Attendees: Joy Bassett (JB) Vice Chair – A P Bassett Solicitors
 Phil Brown (PB) Treasurer – Cornish Lime
 Phil Taylor (PT) Membership Secretary – Westberry Hotel
 Gill Jenkins (GJ) Minute Secretary – The Honey-pot-Bodmin

Phil Ugalde (PU) – Proper Cornish
 Samantha Chapman (SC) - Barnardos
 Kim Roscoe (KR) – Kelta Systems
 Paula Hutchins (PH) – Amber Consulting
 Tomasz Rosinski (TR) – Hoare Lea
 Ali Perrin (AP) – Bodmin College

Apologies: Paul Miles Rogers (PMR), Geoff Kestell and Lee Keats, Balu and John Newcombe

1. **Welcome** Vice Chair (Joy Bassett) opened the Meeting and welcomed all Members in attendance.

2. Agenda Items

Topic	Comment	Action	By who & when
Minutes from the last meeting.	It was Noted that Paula Hutchins had not been recorded under Apologies for Absence at the last Meeting - apologies to Paula. The Minutes were proposed by PU, seconded by KR and signed by the Chairman as a true record.		
Matters Arising	Page 3: JB confirmed that 'Questions for the Members' Survey had gone to the Steering Group.		Steering Group
Membership Update	PT confirmed that Bodmin Chamber has 40 Members, 2 applications had been received in the previous month and 1 during the current month. Discussion ensued as to when and how Applicants were informed that they had been formally accepted as new members. JB suggested that all Applicants be provisionally accepted by PT and told that their application would be ratified by the next Steering Group Meeting. It was Agreed by the Steering Group Members present that PT could deal with such applications. It was Proposed by PU, Seconded by KR and Agreed that an application could be ratified by either the Steering Group or Members' Meeting, whichever took place first. In response to PT re Eureka's request to be Business of the Week, it was confirmed that no information had been passed to Karen Phillips – PT will deal with this.	Approval of new Applications for Membership Process Business of the Week application	PT/Steering Group/Members Meeting PT
Treasurers Report	PB reported that Chamber funds amounted to £2,838.89 and that £49 had been received during the last month.		

<p>Bodmin Chamber – Achieving our Priorities. Progress Update</p>	<p>1. Membership Growth: PB reported that Chamber initially planned to focus on the first 3 points listed under Priorities Description. PT expressed his concern at being ‘assigned’ to Recruitment. After clarification and discussion, it was Agreed that it would be a joint effort, with the Steering Group taking the lead; PT’s name to be removed. It was further Agreed that PT would e-mail all Members encouraging them to recruit new members. PU proposed that a weekly reminder be sent to all Members as from his own experience, this jog of the memory worked really well. PT will look to arrange this. PB Proposed and it was Agreed that expenditure up to £30 be authorised to update the IT messaging facility that would be needed.</p> <p>KR asked what Chamber was actually offering members and proposed a package was needed that would attract new Members and retain existing ones. Agreed that this should be discussed by the Steering Group.</p> <p>Re Business of the Week: PT felt it would be helpful if Chamber Members could be affiliated members of Cornwall Chamber. Agreed to check with PMR as to what progress he had made.</p> <p>KR asked that if PMR has actions, how are they to be dealt with by Chamber in his absence?</p> <p>2. Marketing PR: It was Agreed that once recruited, details of the proposed Business of the Week were then passed to Karen.</p> <p>A member asked for an explanation as to ‘Formation of Town Trust’? This was explained by PU.</p> <p>It was Agreed that PT would continue as Membership Secretary. JB will explore affiliation with Cornwall Chamber and will message with anyone wanting to be Business of the Week and will co-ordinate with Karen Phillips.</p> <p>PB questioned whether Chamber should consider the employment of a start-up business/entrepreneur such as Finn or Jake to assist and that it would need to be an existing business. It was suggested that Karen Phillips should be approached first re Social Media.</p>	<p>Led by Steering Group, PT to e-mail current membership to encourage recruitment</p> <p>Upgrade Messaging Facility</p> <p>To Steering Group for discussion</p> <p>Check with PMR</p> <p>Explore affiliation with Cornwall Chamber. Business of the Week</p>	<p>PT</p> <p>PT</p> <p>Agenda</p> <p>JB</p> <p>PT/JB</p> <p>JB</p> <p>JB</p>
<p>Cornwall Business Breakfast</p>	<p>JB reported on the history of the Business Breakfast hitherto run by Sproulls. She confirmed that the first to be run by Chamber would take place on 3rd September. Both cost and content of the actual breakfast to be provided, was discussed at length with several suggestions but after such discussion – along with a straw poll – a Cornish Bacon Butty was Agreed at a cost of £5 each.</p> <p>JB advised that the first Business Breakfast Speaker</p>		

	<p>would be Philippa Pattison of the NHS on the topic of Sowenna. At the second Business Breakfast, it was suggested a business person to be given the chance to talk about their business – an elevator pitch. Another idea was to invite members to sit in the ‘Hot Seat’ to talk about an issue they wanted some help or advice on from fellow members.</p> <p>The start time was confirmed as 7.45 for 8 a.m. and KR proposed a time limit of 20 minutes for Guest Speakers.</p>		
Town Directory	<p>PT introduced the Marden Directory which is produced each year and which he’d acquired on a recent trip upcountry. However, he had been unable to glean any information regarding production costs other than it was ‘self-financing’.</p> <p>JB advised that the cost of the Lostwithiel Business listings cost £75. KR advised of his previous ‘Around Bodmin’ website which offered a full directory site of Bodmin businesses.</p> <p>PB suggested a Lostwithiel size directory for starters to be distributed via shops, service stations and hopefully, the supermarkets. KR suggested that businesses going into the directory also be invited to become Chamber members. He also felt it should be broken down. JB felt that the first step should be a call for volunteers to do the leg work.</p> <p>The question of distribution was discussed further and JB suggested that further thought be given.</p>	Call for volunteers	JB
Promotional Christmas Film	<p>JB advised the Meeting of the history of Liskeard’s Christmas film last year and which had been ‘shared’ 21,000 times and succeeded in getting more people into the town. She proposed that Chamber look into this further. KR questioned the cost estimated at around £1,000.</p> <p>PU felt it was worth looking into as Chamber had the funds and it could capture people’s imagination. Agreed that JB will speak to Rebecca Stott and carry out further fact finding.</p>	Further consideration required Speak to Rebecca Stott	JB
Tour of Britain	<p>JB reported that it had been agreed that Fair Park would be the destination. A meeting was fixed for the following day between Cornwall Council and Bodmin Town Council in order to define their respective responsibilities.</p> <p>PU felt it important to get people involved during the week preceding. KR suggested getting a Tour of Britain related speaker to one of the Business Breakfast.</p>	Arrange Speaker?	JB
Bodmin Vision	<p>JB Reported that it had gone down well. Neil Pendleton was keen that everyone involved should fulfil their part of the bargain in building a stronger</p>		

	community; being a destination town etc. The 16 th September had been suggested for the first stakeholder meeting then every 4 th meeting after that.	Arrange Progress Report	JB
Riding & Heritage Day	AP believed that Riding & Heritage Day had been a great success and there had been a positive feel in the Town. It was noted there had been no stalls between Philip Johnsons Butchers and part way down Honey Street. PU suggested feeding that info back. JB mentioned the towns attractions were suggesting the Bodmin Carnival could fit into the same day to fill in the gap between the afternoon and evening activities.	Feedback to Riding & Heritage Day Organiser	JB
Bodmin College	A number of members responded to AP's invitation to take part in the Bodmin College students Business Enterprise presentation. JB and PB reported back on their experience which they both said was very positive. AP thanked the Chamber for getting involved. JB suggested we might like to consider inviting a couple of the winning teams to come to Chamber for some experience to practice their pitch. Members could then give some helpful constructive feedback the students could take away with them. AP thought that would be a good idea. All in all AP felt it had been an extremely positive experience.		
Bodmin Climate Action Group	JB informed Members that one meeting of the Bodmin Climate Action Network led by Mary Watkins had taken place and the next was fixed for Tuesday 23 rd July at 7 p.m. at the old Threshers shop. JB questioned what the business community itself could do in this regard.	Anyone Attend Meeting 23 rd July	
Let's Talk About.....	JB advised that PB, at the last Exec meeting had suggested a 15-minute slot at the end of each Chamber Meeting to discuss something topical. Anything from Brexit to transport. Food was suggested as the topic for 19 th August.		
AOB	<p>JB Proposed a letter to Hannah Irwin congratulating her and her Team for their excellent efforts in producing Heritage Weekend. A letter of Thanks will also be sent to Hannah Jeffery for the loan of Webbers' room for the last Chamber Meeting.</p> <p>In response to PU, JB confirmed that Chamber needed a paid resource as do the Bodmin Attractions. The first step was to create a job description. PU suggested advice might be forthcoming from Unlocking Potential. JB felt it could be useful for all the groups seeding finance, to get together in a position of strength.</p> <p>PT re upgrading the IT system as needed – confirmed the cost would be \$25 or \$50 (see 1. Membership Growth above).</p>	<p>Letter to Hannah Irwin</p> <p>Letter to Hannah Jeffery</p> <p>Arrange get-together with other interested groups</p> <p>Acquire software</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>PT</p>

The meeting closed at 7.50pm