**Minutes of the Otley Chamber A.G.M. Meeting held Tuesday 21st March 2016**

 **at 6.30pm at the Black Horse Pub, Otley**

**Present:**

 Tom Hatley Christopher Little & Co (President & Membership Secretary)

 Craig Mason Greenholme Mills Carpets

 David Eadon DFE Brays (Treasurer)

 Carole Drake (Secretary

 Trevor Backhouse Patisserie Viennoise

 Pauline Coultas Sweet Treats

 Mark Fenton Hollings Crowe Storr & Co

 Jo Greaves Wharfedale Embroidery

 Peter Heald Lund of Otley/ OTP/ Otley BID

 Gavin Hoban Lead Technologies (Otley)

 Keeley Kear Doris Dent Estates

 Steph Lee Otley BID/ OTP/ VF

 Simon Raybould Print Crew/ Cambrig

 Leonie Sharp Friends of Otley Lido

 Rhona Smith Otley Carnival

 Abbie Stringwell Aura Jewellery

 Chris Thornton Aura Jewellery

 Martin & Carla Waite Love 4 Bags Boutique

 Tim Wilkinson Dowgill House

**1. Welcome**

 The Chair welcomed all in attendance

**2. Minutes of the last meeting and matters arising**

The minute of the 2015 AGM were confirmed as being a true record. There were no matters arising from the 2015 AGM.

**3. Presentation of Accounts (David Eadon)**

 2015 2014

 Surplus (Deficit) for the year transferred £ ( 733) £ (2741)

 To reserves

 Balance brought forward 4463 7204

 Surplus (Deficit) for the year (733) (2741)

 £3730 £4463

 Full revenue account for the year ended 31 December 2015 on file.

**4. President’s Closing Report (Tom Hatley)**

“Looking back at my notes from the AGM on 24th March 2015, we set out, as a Chamber of Trade, to build on established Chamber projects and the reputation we had built on over the years, such as:

* New logo – Simon Raybould
* Otley Loyalty Card – Katie Burnett has worked hard on this and we are now past a 1000 members
* Good Service & Best Café Awards (which Trevor has paid a big part in). We branched out in 2015 and held the first Otley Business Awards, then again this year with the second awards
* Otley Cycle Race sponsorship – Tim Wilkinson
* Continue to improve the bulletin thanks to Tim Wilkinson and Simon Raybould in the background tinkering with photos etc. (This year’s Bulletin includes the BID page, footfall data, and we now have 12 street reps)
* Improved the website – with a local company called Centurius taking over
* Twitter and Facebook accounts (with Tim, Alan & Craig taking care of). Raise the profile of the Chamber and encourage a more active membership
* First Otley business awards at Otley Show and intend to repeat this year
* First Shop Local marque
* 180 Xmas Trees up (with financial support from Otey BID and the Chamber administrating the process)
* Xmas Tree Festival – thank to Tim and Helen
* Look to improve marketing of the town together with other parties
* The Chamber has paid for 2 new litter bins for the town
* A defibrillator the Chamber has paid for (and Peter Jackson trying to get more defibrillators around the town)
* Otley Carnival the Chamber were involved and hope to be involved again this year in raising funds
* Otley Calendar (Chamber got involved in helping raise funds for 3 Charities and wrote cheques for 3K each)
* Second Business Awards
* Engaged with the business community and included the

Presentation x 3 cheques (money raised from the Otley Clendar) for £1,000 each to Otley Action for Older People, Martin House and Otley Lions.”

“All this would not have been possible without the hard work of some brilliant people.

 Tim Wilkinson

 Alan Sowden

 David Eadon

 Craig Mason

 Mel Metcalf

 Simon Raybould

 Stephanie Lee – BID support

 Peter Heald

 Centurius

Carole Drake our secretary and the understanding/support of the families of Chamber members who come to meetings and get involved in other ways.

 Finally, a thank you to all the venues that have hosted us over the last year and

 the business community for their encouragement.”

**5. Election and Confirmation of Officers**

 **President: Craig Mason**

**President elect: Katie Burnett**

**Jnr President: TBA**

**Treasurer: David Eadon**

**Secretary: Carole Drake**

The Otley Chamber would welcome any member who expresses an interest in joining the Chamber’s Executive committee, and also expresses an interest in being the Junior Vice President – please have a work with Craig or any of Executive Team.

Just before TH officially passed over the proceedings to CM he make two presentations. First to Peter Heald thanking him for all his hard work and involvement over the years and second to Carole Drake for her secretarial role.

*All members & guests present gave (cheers & applause) for all the work Tom had done over the last year as President.*

**6. President’s Opening Address**

Craig Mason’s opening address:

 “I got dropped in at the deep end two years ago when I was asked to join the Otley Chamber of Trade. The reason for ‘bending my arm’ was because I was not frightened of saying what I felt (gobby). The people that know me, know I say what I mean - If I have something to say, I say it!”

“In my year as President I want to get round all the businesses - because one thing I have noticed, as a business community we don’t talk to one another. I have a carpet shop and if we don’t get a sale we send them to Lund’s and keep it local. We must keep using and recommending local people/businesses to back up what we have done this year. This year I am backing what we have already done I am not setting myself any massive goals.”

“There are more people coming to the Chamber meetings and getting involved. We need you to talk to us if you have a problem/idea.”

**7. Date and time of Next AGM**

Tuesday 21st March 2017

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**Business Meeting**

8. **Minutes of the last Business Meeting and matters arising**

The minute of the last Business Meeting were confirmed as being a true record and any matters arising were discussed within this meeting’s agenda.

**9. Chamber of Trade Volunteer posts to fill**

i. Marketing rep – to represent the Chamber of Trade with regard to marketing Otley

ii. Hands on deck for – Otley Carnival and Otley Show

Otley is the cycling capital of Yorkshire and Otley Carnival are trying to raise a few quid for the cycle event. Sign up £50 sponsors list on the website/brochure, also sponsor’s names will be read out on the day of the race.

**10. Otley Business Awards Debrief**

This took place on Friday 18th March at the Otley Courthouse and was a great success.

Members were thanked for attending and the Otley Courthouse was praised for doing a fantastic job and it is hoped this continues and members will continue to support it.

**11. Friends of Otley Lido update – Leona Sharp**

They addressed the Otley Chamber a couple of months ago and came along this evening to give an update.

At the moment the former Swimming Pool (Lido) is an eyesore and not very attractive and is a poor reflection on Otley.

 This is flood zone and what better to put on a flood zone than on outdoor swimming pool.

 FOOLS launched the scheme Ist January 2016 and now have an agreement with LCC.

They have 10 committee members with a lot of experience and as a collective group they are passionate.

The agreement with LCC is a 12 months exclusivity agreement that allows them to help, support and development their Business Plan. The pool has to be heated and operate 12 months of the year to make it viable. This will cost 50K per year and at the moment they are looking at sustainable energy.

Progress to date:

* Formally launch their Exclusivity Agreement publically
* Attracted 35,000 views through social media at their launch; new members signed up (73) and executive committee members (10)
* Established their media vehicles (Facebook, Twitter, Website)
* Established relations with the press including the Wharfedale, BBC Look North, Calendar and Stray FM, each of whom featured press coverage.
* Entered into an agreement with Zeppo Creatives for branding and communications
* Purchased domain name for new website pending from Zeppo Creatives
* Conducted a Communications Strategy Workshop and identified their communications strategy
* Determined their Vision, Mission and Values (this will be revisited through the 12 months)
* Established their programme management structure in line with Prince2Principles

Identified and agreed their Programme Management Phase plan.

* Identified funding streams – small scale to multi million pound funders.
* Submitted bid to NISA funding
* Preparing to engage professional consultants to support the feasibility study.
* Preparing the IT (invitation to tender) with 5 architects.
* Agreed a Go No GO milestone following the feasibility study a community consultation. **Effectively if either the feasibility study or the community consultation does not support the project then they will advise that they wish to terminate the exclusivity agreement as the project will not be viable.**
* Entered into an agreement with Dataphiles for hosting their IT requirements
* Registered their Community Interest Company ‘Friends of Otley Lido Community interest Company’ (registered at Companies House (100008956)
* Agreed Exclusivity Agreement with Leeds City council (posted 03.03.16)
* Continue to conduct regular fortnightly project management meetings

**Imminent & Pending**

* OTC meeting 21st March 2016 at which we will update the Otley Town Councillors of their progress
* Full public meeting
* Address the Otley Chamber of Commerce
* Meet with the Otley BID

**12. TdY**

Saturday 30th April 2016 coming through the centre of Otley. The facebook page in linked to the Chamber website and it will show start times of the races (see listed below) and the road closures. Get in touch with us and we will answer your questions.

* All the car parks will be closed in the centre.
* 8.15am the Women’s Race starts
* 2.20pm the Men’s Race starts

There will be ‘Busk Stops’ (music/street theatre throughout the day), large screen in the Market Place as well as TV screening of the races at Otley Courthouse, Otley Parish Church and Otley Rugby Club. There will also be all day events that include a Family Play Area on Garnett’s Field.

**13. Correspondence**

 There was no correspondence to be discussed.

**14. Members Issues**

Ashfield site. It was reported that there was another arson attack over the weekend and asking people to keep a lookout.

**15. Date and time of next meeting**

 Tuesday 17th Mat 2016 at the Black Horse