



**Minutes of the Otley Chamber of Trade Business Meeting held 19th January 2016
at 6.30pm at the Black Horse Pub, Otley**

Present:	Tom Hatley	Christopher Little & Co (President & Membership Sec.)
	Carole Drake	(Secretary)
	Trevor Backhouse	Patisserie Viennoise
	Bob Brook	Otley Pub Club
	David Dunphy	Newstead & Walker
	BJ Fowler	Art Works
	Peter Heald	Lund of Otley
	Keely Kear	Doris Dent Estates
	Randal Metzger	Otley Town Partnership
	Rachel Michael	The Cottage Arts & Crafts
	Sam & Liz Pinder	Real Food Shop
	Sharon Ruggiero	British Heart Foundation
	Mandy Thackray	British Heart Foundation
	Tim Wilkinson	Dowgill House
	Tom Winder	Cranberry

Apologies: All the received apologies were read out at the meeting but not recorded in the minutes.

1. Introduction, previous minutes and matters arising

The Chair, Tom Hadley, welcomed all in attendance and said this would be his last Business Meeting as Chair as Craig Mason would be taking over in March 2016.

All introductions were done and the minutes of the last meeting were confirmed as being a true record.

2. Guest Speaker(s)

2.1 David Dunphy from Newstead & Walker Solicitors: *on The importance of making Wills and Lasting Power of Attorney when you own your own business.*

‘Whether you are a sole trader, a director or a shareholder with voting rights it is important to consider who would deal with your business affairs should you become incapacitated or unable to do so.’

‘A Business Lasting Power of attorney is a form of insurance which provides a trusted individual (your Attorney) with the authority to keep your business running, sign contracts, buy and sell property and access your bank accounts.’

‘If you are a sole trader and become incapacitated and do not have an attorney appointed, it would not be possible for family members to enter business contracts or access business

bank accounts without a valid Power of Attorney. This can often have a detrimental effect on business and lead to the inability to order stocks or pay suppliers which could lead to the winding up of your business.'

'LPA's are easy to put in place and have a positive effect on the continuity of your business. LPA's only come in to force once needed and are not just limited to the loss of mental capacity; they can also be used during temporary periods when you do not have the capacity, for example, a period of illness.'

'The key when appointing an Attorney to deal with business property and affairs is to appoint someone that you not only trust but is familiar with your business and has the ability to stand in your shoes and carry out your role.'

'If you have not made a Lasting Power of Attorney and you are unfortunate enough to lose mental capacity either as a result of illness or accident it will be necessary for an application to be made to the Court of Protection for the appointment of someone to look after your financial and if necessary, your welfare affairs.'

'This is a cumbersome process attracting Court fees which means it is more expensive than having a Lasting Power of Attorney in place. The Court will usually appoint the person applying on your behalf (this can be a family member, a friend or professional) to be your Deputy and this person will take control of your affairs subject to the overall supervision of the Court of Protection.'

'If the Deputy wishes to sell your house or deal with your investment an application to the Court, involving additional fees, will have to be made for the Court's permission before the Deputy can proceed. In addition the Deputy must submit an annual account to the court detailing all financial transactions carried out on your behalf during the year.'

If any member of the Otley Chamber would like further help or assistance please contact the team at Newstead & Walker david.dunphy@newsteadwalker.co.uk Gillian.purvis@newsteadwalker.co.uk. Telephone number for either 01943 461414

- 2.2 Bob Brook from the Otley Pub Club talking about an event to be held 1-3 July 2015. Re-enactment of the battle of Marston Moor (Civil War).

The Hairy Bikers' programmes featuring the Black Bull has been postponed until the early spring. But, plans for a summer event in Otley are underway, with an English Civil War Society 'skirmish', along with a living history exhibition being the outcome they are working towards. A couple of hundred people in 17th century costumes will be in town on the anniversary of the eve of the battle of Marston Moor.

The Otley Pub Club have to source a suitable battlefield site, along with adequate space for everyone to camp, plus a suitable area for a living history exhibition – all within easy reach

of each other and the town centre. Lastly they have to raise a few thousand pounds of sponsorship – all within the next few weeks/months.

IMMEDIATE ACTIONS:

- Camping (free) for 150-200 campers to be found.
- Battle Ground to be found
- An area for a Living History Exhibit to be located
- Looking for sponsorship

If any Otley Chamber Members can help to bring this together by suggesting a location(s) for any of the bullet points above or with sponsorship, please contact Bob Brook of the Otley Pub Club.

3. Chamber Executive updates:

- i. Presidents Report – Otley Business Awards – Tom Hatley
- i.i Nomination forms are available and have been distributed to members. All you have to do to nominate one or more businesses that fall into any of the 12 categories.

The Business Awards 2016 will take place at The Courthouse on 18th March 2016 for the 2nd Otley Business Awards presentation night where 12 awards will be presented.

Guest speaker and award presenter will be Jamie Peacock (*distinguished career playing for Bradford Bulls, Leeds Rhinos and rose to captain England and Great Britain*).

Other speakers will be:

- Pensions Regulator
- A representative from Leeds Economic Development
- Update from Otley Marketing Team on how they are promoting Otley

There will be free food from 6-7pm, then Jamie Peacock's motivation speech (*Jamie is not only a sportsman he also wears a business hat*)!

This will be followed by the awards (panel consists of local residents and mystery shoppers) and they will pick the winners from the list of nominees.

- i.ii Footfall Counters /Otley Christmas Tree Festival
(shows data by the hour/day)
Up the last year we could only guess the numbers, but 5 thousand people visited the Christmas Tree Festival and would most likely go around the town before or after looking/purchasing at the shops.
- i.iii Otley Marketing Team
Visit Otley Website are putting together a new calendar. When it goes live anyone can click into the website and find out what is happening in Otley (by month). An email will go out when it goes live.

Photos of the town which will be constantly kept updated can be shared by all from an online box and will form a database. This would then become a 'Central Bank for Advertising.

- i.iv Otley Charity Calendar 2016 – still getting money in and around 2-3k profit going to the local charities. Thanks to Mel Metcalf for organizing this.
- ii. Vice Presidents Report – Otley Show Marquee – Craig Mason (in absentia) Tom Hatley gave the brief report
Do members vote to do it again, as it was a Great Day in 2015 and it is a good platform to promote Businesses? We are trying to book the same spot (May 2016) with 20 places (will rotate businesses stalls if necessary). **ACTION - To be put on the agenda of the Chamber Exec for February.**
- iii. Charity Calendar Final Numbers – Alan Sowden (in absentia)
No report on final number for this meeting.
- iv. Loyalty Card – Katie Burnett (in absentia)
No update for this meeting.
- v. Planning – Peter Heald
 - Ashfield Development is very close to being sold.
 - Otley Weir (hole in weir) keeping a watching brief.
 - Garnett's – development underway
 - Former One Stop Shop. A planning application has been submitted for 4 flats and nursery

4. Member's Forum – what various organisations (OTC/OCT/BID/OTP) have accomplished to promote Otley during Nov-Jan onwards

- #BuyinOtley. You can now use #BuyinOtley in your facebook and Twitter marketing
- Victorian Fayre reported an increase in attendance of just under 20k in December 2015 event.
- Otley Christmas Tree Festival's attendance was 5k.
- Free parking in the (LCC Car Parks) on Mon 30th Nov from 3pm (Christmas Lights Switch On), Wed 9 Dec from 3pm (opening of the Christmas Tree Fest) and Sat 5th, 12th and 19th Dec for all the day.
- Stray FM – Otley Chamber, underwritten by Otley BID, arranged a 'talk up' between 3rd & 11th Dec.
- Noggin Football Counters 53% were counted through mobile phone but now are counted looking at the demographics which gives us some clearer benchmarking. This is another reason BID has invested in this as it is benefiting the town and the figures go in the Otley Bulletin each month.

5. Date and time of the next meeting

15th March Otley Chamber's A.G.M. – Black Horse Pub – 6.30pm