

# Skipton Chamber of Trade & Commerce

AGM

## MINUTES OF MEETING

DATE: Wednesday 23<sup>rd</sup> May 2018

VENUE: The Rendezvous Hotel, Keighley Road, Skipton

TIME: 6.00 for 6.15 pm start



**PRESENT:** **Executive:** - Billy Moffat, Reid Moffat & Co Ltd – President/Treasurer, Dave Parker (Skipton Town Council), Amanda Casey (Rendezvous Hotel), Wendy Lawson - Coordinator

**Members:** Judy Probst (Skipton Town Council), Hazel Maxfield (C& H Brown) and Geraldine Thompson (Skipton BID), Simon Watkins (Airton Friends' Meeting/Airton Barn) and Bill Marwick (Skipton Speakers' Club)

**Non-members:** Mike Davies (Principle Healthcare/Trust) and Theresa Ingham (Trusted Companions)

**APOLOGIES:** Tracey Weston (Jelf Insurance Brokers Ltd), Matt Cornish (AKA PR), Martin Bradbury (Barclays Bank PLC), Tony Barrett (Skipton Town Councillor), Katie Davison (Bizzie Lizzie's), Roland Wohlraapp (Wohlraapp Morris Associates Ltd), Jane Ellison-Bates (Manifest Marketing) and Felicity Green (AWB Charlesworth Solicitors)

Meeting commenced at 18:18 hrs

### **WELCOME:**

Billy Moffat welcomed everyone to the Rendezvous Hotel and thanked Amanda for hosting and catering for this year's Annual General Meeting. Before progressing he asked all present to offer an introduction about themselves to all present.

### **ITEM 1: Minutes of the last AGM 2017**

The President asked for approval of the minutes of last AGM meeting on 24<sup>th</sup> May 2017 at The Rendezvous Hotel. They were proposed by Ivan le Roux and seconded by Amanda Casey .

### **ITEMS 2: Treasurer's Presentation:**

Billy presented handouts of the accounts to all present. He explained that there was a small surplus this year, which he was pleasantly surprised about – which added to the surplus from the previous year – resulting in a accumulated fund to carry forward of £9,439. Billy expressed his concern at a continuing fall in subscriptions – however, he did feel that it was being addressed with initiatives taking place. He also explained that the following year's accounts would look different as the Business Awards would not take place until April 2019 – which would fall outside the new financial year to be reported upon and asked members to bear that in mind.

### **ITEM 3: Adoption of Accounts 2017 to 2018:**

The accounts presented today were adopted by Geraldine Thompson and seconded by Ivan le Roux.

### **ITEM 4: Coordinator's Report and Membership Report:**

#### **Membership Report:**

At the end of 2017 - 2018 we had 71 members including 1 honorarium which totalled an income of £4,910.00

The current figures to date for the year 2018 - 2019 were as follows:

Confirmed members: 31 members

Fully and part paid: 31 members

Members to pay: 43 members

Prospective total for year

so far:

**74 members**

**If all 74 members renew will have a membership revenue of around: £5050.00**

**Current payments received for this year's membership: £1,878.00 plus £60 paid within 2017 – 2018 year**

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### **Coordinator's Report**

Invigorated by a successful inaugural business awards, the Chamber of Trade entered the 2017 – 2018 with a positive outlook. Bringing the production of the Town Guide 'in-house' had been successful in generating funds and the Business Awards had been brilliantly received, with wonderful feedback from all those who entered, sponsored and attended. However, membership had slipped and this meant that the core revenue to fund the position of Coordinator to manage the subscription element of membership had reduced. Therefore during the summer months we could only fund a day a week until Town Guide and Business Awards activities took place.

### **Skipton Town Guide:**

The plan had been to start circulating rates for the 2018 guide earlier in the year. In the previous year, although it had been successful to move the Guide 'in-house' the bulk of the workload took place at the same time of the year that the Skipton Business Awards workload started to increase.

However, the need to reduce to 'one-day' week during quieter periods meant that it was not possible to avoid the clash of demands. Plus, my personal life was less than calm, to put it mildly juggling running my own business, selling a house, moving house, going through a divorce and running to the aid of my father whose health was increasingly deteriorating was interesting. At this point I would like to thank my fellow exec members and the membership for being so understanding through one of the most demanding periods of my life; particularly in recent weeks following the loss of my father.

Thankfully, most advertisers were happy to repeat adverts within the Town Guide. However, because most people chose to publish full-page adverts – this decreased the amount of revenue being generated. The Guide this time covered its costs just – as there was a slight lift in the cost of paper and the costs of production increased by 5%.

Advertising bookings totalled **£6,010.00** and the cost of production was £6000.00.

This calls for a complete review of the guide moving forward and imperative that advertisers are approached earlier in the year for a more ideal January production and February start to circulation.

However, the demand for the guides from groups, outlets and visitors into the current year is extremely positive. The Guide continues to prove its popularity; only last week was I approached by a lady from Saltburn-by the-sea asking for Guides in advance of a coach trip she was organising in June. She first came to Skipton in 2016 and attended the Skipton Christmas Market. She took a guide away with her and by holding on to it, she had the contact number to ask for guides for her trip in which she is bringing a further 48 visitors to Skipton, most of them visiting for the first time. This is also a clear demonstration of the positive impact the events managed by Skipton Town Council and co-funded by Skipton BID have.

### **Skipton Business Awards**

The second Skipton Business Awards took place on Thursday 22<sup>nd</sup> March – without going into too much detail now; I'll cover it at the end of the meeting, the awards was met with praise and positive feedback yet again and considered a huge success. Thank you to everyone who has been involved in helping to make it a success and to providing a positive contribution to BD23 businesses which it needed to be.

### **Quarterly Sessions**

Monthly meetings proved unpopular – and we made a move to provide Quarterly sessions for members. Hosted by members with meeting spaces – they are an opportunity for our members to offer free advice in support of one another. Our newer members are keen to move forward with these opportunities.

Thank you

Wendy

**Wendy Lawson, Coordinator**

### **ITEM 5: Re. Election President:**

Billy Moffat thanked everyone for their support during his time as President of the Chamber of Trade, however, as mentioned at the 2017 he was struggling to be able to commit to duties as President, when he needed to give time to his business. After four years he resigned his position as President.

Ivan Le Roux had kindly offered to stand as President. He was proposed by Billy Moffat and seconded by Amanda Casey.

Proposed by Billy Moffat and 2<sup>nd</sup> Amanda Casey.

Ivan was welcomed to the chair by Billy and Wendy.

Ivan thanked Billy for his service to the Chamber of Trade during difficult times. Wendy welcomed Ivan as President and was most grateful for his willingness to step into the role; looking forward to working together with Ivan into the future.

### **ITEM 6: Re Election of Treasurer:**

Billy stated that he was happy to continue on as Treasurer unless another person was willing to be nominated. It was agreed that Billy Moffat of Reid Moffat Ltd continued his role of Treasurer for another year.

Proposed by Ivan le Roux and 2<sup>nd</sup> by Amanda Casey.

### **ITEM 7: Re Election of Executive Members:**

Exec members who had submitted apologies had expressed their willingness to stand as executive members again this year. They included Tracey Weston (Jelf Insurance Brokers Ltd), Felicity Green (AWB Charlesworth Solicitors), Matt Cornish (AKA PR) and Martin Bradbury (Barclays Bank Plc). Others present willing to continue were Hazel Maxfield (C&H Brown), Dave Parker (Skipton Town Council) and Amanda Casey (The Rendezvous Hotel).

Ivan thanked the executive members for their continuing contribution and support to the Chamber

### **ITEM 8: Election Of New Executive Members:**

Wendy had received a nomination for a new executive member; Tony Barrett had been voted in as Skipton Town Councillor and was the nominated Councillor taking over from Jonathan Kerr. Wendy gave a mention of thanks for Jonathan's contribution to the executive and presented Tony's apologies for not being able to attend the AGM.

Proposed by Dave Parker 2<sup>nd</sup> Billy Moffat

### **ITEM 9: Re Election of Auditors:**

Windle & Bowker to be re-elected to continue presenting the Chambers accounts.

Proposed by Billy Moffat and 2<sup>nd</sup> Amanda Casey.

Given unanimous approval by all members present.

**ITEM 10: Honorary:**

The President declined to take up any entitlement to an honorarium and suggested that no current exec would look to benefit from the organisation in this way.

**President's acceptance and thanks:**

Ivan thanked members for electing him to the role of President; he closed the formal part of the meeting and introduced Wendy's reflection of Skipton Business Awards 2018.

**SPEAKER: Wendy Lawson (Coordinator – Skipton Business Awards)**

**A reflection on the second Business Awards - 2018**

After a successful inaugural Business Awards we set out in our second year feeling a little extra pressure, as we were keen to match, if not surpass the experience of those first awards.

We were most grateful to sponsors for committing to supporting the initiative once more and by the time of launch all sponsorship pledges were secured; giving us a firm basis to forge ahead.

Thank you to all our sponsors of the 2018 awards:

To our Headline sponsor Skipton Building Society, our Winners' Champagne Sponsor, The Pentelow Practice, our table centres sponsor, AWB Charlesworth Solicitors and our Category sponsors, Aspire Magazine, Barclays Bank, Bizzie Lizzie's, Bluefin Insurance Services, High Corn Mill, The Mill Shop, The Rendezvous Hotel, The Shepherd Partnership, Skipton BID, Skipton Market, Spear Travels, Tyro Training and Windle & Bowker. In addition Skipton BID, provider of the Foundation funding which had allowed us to launch in the first place in 2016, were keen to embrace the event as a platform for their 'Best Bar None' initiative; which slotted well into the Awards presentation.

Yet again the Craven Herald proved to be a most supportive media partner – publishing all the press releases submitted to them and by closing date we had received plenty of entries to provide a shortlisting process for each of the 12 categories available to enter. Entries were slightly lower than in the previous year – however, there were a number of companies who were shortlisted in the previous year that didn't take part in the subsequent year; also an absence from previous winners, perhaps because they did not want to risk dropping from a winners' position, or perhaps because they felt that they wanted other companies to have the opportunity of winning. Therefore the working party group hope that they have managed to address that this year and have created an initiative to encourage members of the public/visitors to nominate their favourite business in each category. If you refer to a copy of Skipton Town Guide – on page 32 there is a page which highlights the opportunity of winning two nights' accommodation kindly donated by The Rendezvous Hotel; the Town Ambassadors are aware of the competition and are bringing it to the attention of visitors to encourage them to take part.

Duncan Lewis, our MC for the second year running, was an incredible support. As in the first year, he created his own script gleaned from the entries submitted to the awards. He creates that script with no prior knowledge of any winners and only finds out on the day of the awards, during rehearsals, who the winners are.

Bookings for the Presentation Night were well supported and yet again we reached capacity seating well ahead of the Awards' Night; this year we had to restrict companies to a maximum of one table, in order to give people a fairer chance of attending.

Feedback for this year's event was again a delight to receive – here are some examples of the messages sent:

*'I just wanted to thank you for a thoroughly enjoyable evening last night. Another very successful Business Awards event.'*

*'We appreciate all the hard work involved in putting together such an evening.'*  
 Sara Haggas, Hartleys Bedrooms'

'Hi Wendy

*Thank you for last week's event... you did such a fantastic job!*

*We'd really like to sponsor an award again next year...'*

Charlotte Evans, Shepherd Partnership'

*'Just wanted to say a big congratulations to you for all your hard work in organising the event, it suprassed last year's awards and that's saying something, the feedback on social media was outstanding! with lots of comments and likes!'*

Stephen Garnett'

Feedback from all attending, demonstrated a desire for the awards to continue and the date for the next awards has been set – it is **Thursday 25<sup>th</sup> April 2019, here at The Rendezvous Hotel.**

Once again we have received interest and offers of sponsorship and requests for tickets in advance.

We are taking expressions of interest again on the lead up to the launch of the 2019 awards and may well hold the 'ballot' voiced in previous years – i.e. an 'FA Cup' 'ping pong balls' style draw to match categories with sponsors.

The website is being updated. We appreciate that the 'self-managed' website which I work on solely, is a little clunky. Skipton Building Society have been very kindly offering complimentary time to develop a new swanky site and we will provide further details about the new site as soon as we can. It will have the same url: [www.skiptonbusinessawards.co.uk](http://www.skiptonbusinessawards.co.uk)

We would like to thank everyone for their involvement and support of the awards. It was a fantastic event and a brilliant opportunity to champion the businesses of Skipton and BD23 areas and celebrate what each company does best.

Thank you

Ivan thanked Wendy for her reflection and on behalf of the exec gave thanks for the time and work invested in bringing the awards about, with particular thanks to Wendy, Amanda and Felicity, whom he knew invested a lot of time and effort to bring about an event which was proving to be a great success.

## AOB

### **Discuss plans of collaboration with Skipton BID in 2018 - 2019**

Wendy started discussions by explaining how the BID had come about as a result of the exec members seeking information about the initiative and forming a BID group to put together a proposal for Skipton BID. In 2009 they were successful in securing the first five year term and in 2014 a second term was secured, albeit rather narrowly. Other BIDs came along, inspired by Skipton's success, though they set up a closer arrangement between their Chamber of Trade and BID. For instance, Otley BID members receive free membership of their Chamber of Trade and the Chamber of Trade receives a nominal amount for that group membership by the BID. This helps retain the value, experience and expertise of those involved in the Chamber for a long time and offers a complementary purpose for both organisations. Wendy explained that the exec felt that it would be good to introduce the same style of partnership into the new term of the BID – though that would depend on the BID being successful in securing a third term. Currently, it was proposed that all focus be given to championing the BID and working to secure that third term on the run up to votes being opened in November 2018.

There was a discussion between those present – but most thought that it was a positive idea and looked forward to



developments leading up to the following year.

19:00 Simon Watkins left the meeting

19:25 Bill Marwick left the meeting

**PRESIDENT:**

Ivan thanked everyone for attending and thanked the Rendezvous once more for their hospitality and closed the meeting.

The meeting closed at 19:40 hours