LOUGHBOROUGH CHAMBER OF TRADE & COMMERCE

Minutes of Executive Committee meeting held on Monday 24th April 2006

In attendance

Adrian McInnes	President	William Davis Ltd
Vicki Brind	Secretary	Carillon Windows
Philip Collin		Charnwood Funerals
Darren Jones		Blueline Group
Tony Simons		Market Traders Association
Alex Reid		Mather Jamie
Alvin Bailiss		Zodiac Recruitment
Brian McInnes		Astra Zeneca
Stephen Foster		Rent A Washa
Paul Hull		PSH Telecom Limited
David Pagett-Wright		Moss Solicitors
David Urwin		John German LLP
Michael Smallman		Del Rosa Developments Ltd

1. Apologies for Absence

Jim Harkness; David Exley; Dick Hornsby; Martin Palmer; Karen Cunnington; Roy Jessop; Ivor Lovesey; Martin Shannon; Lucy Hartshorn.

2. Minutes of last meeting and matters arising

The minutes of the last meeting were accepted as a true record, there were no matters arising not covered elsewhere within the minutes.

AMcI confirmed that he would write to the Party Leaders to invite them to attend either a monthly meeting of the Executive Committee or a separate meeting at their convenience.

Action: AMcI

3. Local business issues

Loughborough Parish Green Project

AMcI reported that the next stage of works had been tendered, but had unfortunately come back above the current budget. This is now currently under further review.

Grant of £90,000 from the LSEP have been confirmed and CBC have also confirmed a grant of £125,000.

The next meeting of the Parish Green Project is to take place on Wednesday 26th April 2006. AMcI is hoping to attend. **Action: AMcI**

Expo Charnwood
The programme of events is now formalised and hopes to be a showcase for the Borough of Charnwood and in particular for Loughborough itself.

2nd May – 9th May
Events held during this week will highlight different issue that may effect business; exporting and international opportunities, e-business and skills and tendering for public sector contracts, support for business start-up, work based training, opportunities in sports and culture (e.g. 2012 Olympics) and the launch of Charnwoods new business web-site.

On Thursday May 4th at The Ramada Hotel, founder members Loughborough Chamber of Trade & Commerce and Charnwood Borough Council will sign their Town Centre Partnership agreement along with COOL (Crime Out Of Loughborough), The Showmans Guild and The Market Traders Association. It is also hoped to launch the draft master plan for Loughborough Town Centre, prepared by WS Atkins on behalf of Charnwood Borough Council.

For a full itinerary of the week's event visit www.charnwoodbusiness.com

4. Correspondence

* Invoice from Leicestershire Chamber of Commerce for subscription for affiliate membership. VB to forward onto Martin Palmer (Treasurer).

* Invoice from Leicestershire Chamber of Commerce for membership subscription into Directory. VB to forward onto Martin Palmer (Treasurer)

* Invitation from the Mayor of Charnwood, Councillor Roger Wilson, to the end of Civic Year Reception on Tuesday 9th May 2006 @ Loughborough Town Hall.
  AMcI/VB to attend. **Action: AMcI/VB**

* Charnwood CVS newsletter.

* Letter/Invite RE: Leicestershire Local Transport Day. To Take place on Tuesday 6th June 2006 @ Leicester Tigers Rugby Football Ground. VB to forward onto Jim Harkness who represents the Chamber in this matter.
  Action: VB

5. Sub Committees

1. Charnwood Community Safety Partnership
   Phil Collin: Nothing to report

2. CCTV
   Alvin Bailiss: AB stated that he was unable to attend the last meeting, however he had received a copy of the minutes. He reported that Peter Hinton had now taken over as Emergency Response Co-ordinator and strongly wants to involve the Loughborough Chamber as he wants to go commercial. The Chamber will request a presentation in the near future.

3. Fairtrade Streeing Group
   Martin Shannon: Martin Shannon was not present at this months meeting so no update available.

4. Town Team
   There had been no meeting of the Town Team since our last update, however it was reported that the next action would be the launch of the draft Master plan of Loughborough Town Centre, prepared by WS Atkins on behalf of Charnwood Borough Council.
   The next meeting of the Town Team will be in approximately 6 weeks time.

5. Local Strategic Partnership (LSP)
   Charnwood Together.
   The LSP have not met since our last meeting, so no further update available. However an Agenda meeting has been arranged.

6. Local Town Centre Partnership
   AMcI reported that both he and Darren Jones attended the last meeting to discuss the basis of a partnership agreement. As previously mentioned a formal signing will take place on Thursday 4th May 2006 at 12.00 at The Ramada Hotel (Loughborough).

   There will be representation from various organisations in order to move forward with this newly formed partnership, which will focus on developing Loughborough town centre, as important item on the agenda will be to look at plans for Christmas 2006. It is hoped to achieve better communication for town centre retailers.

   Loughborough Chamber of Trade & Commerce has pledged £500.00 to the partnership along with a donation of £5000.00 from Charnwood Council.

7. ICC (Independent Consultative Committee)
   Phil Colin: It was announced that the next meeting regarding Nottingham East Midlands Airport (NEMA) would be held on Friday 28th April 2006.

NEMA has been selected for future expansion and it is hoped that this will increase passenger travel by almost double and also increase freight travel significantly.

AMcI and BMcI both recently attended a presentation at The Quality Friendly Hotel by the Managing Director of NEMA Penny Coates. It is thought that this will provide a major opportunity for local business.

6. Membership

VB announced that although no new applications had been received this month, we have had several enquiries with regards to membership and we still have application forms outstanding. VB to chase up.
Renewal invoices have now been issued and it was reported that membership fees were steadily coming in.

Action: VB

7. Marketing

Chamber Website: The Chamber website is updated regularly with details of forthcoming events and the minutes from our monthly Executive Committee meetings. Our revised database is in its final stages and details of this will also be added to our website shortly, providing valuable contact links for all our members.

Window Stickers: Following last months meeting, it was suggested that we consider providing car/shop window stickers with the Chamber name and logo and website address to all members to increase awareness. AB has agreed to look into this further and will provide an update at out next meeting.

Membership Certificates: The long awaited Membership Certificates are now being printed, and will be distributed to all members following payment of this years subscription fees. The Chamber would like to offer our thanks to Paul Hull of PSH Telecom for undertaking this on our behalf.

8. Treasurer's Report

Treasurer Martin Palmer was unable to attend, but confirmed that renewal invoices had now been issued to all members.

AMcI announced he would make amendment to the budget plan and hopefully provide a revised update at our next meeting. **Action: AMcI**

9. Events

Summer Ball: The President's Summer Ball is now booked! It will be held on Saturday 3rd June 2006 @ The Oaks, Charnwood Country Club, Loughborough. There will be a champagne drinks reception followed by a 3 course dinner with 'The Roosters' providing the entertainment for the evening, We hope to make this a great success and urge you all to attend.

Corporate tables of ten are available at £450.00 or individual places at £45.00 per head. These can be booked through our Secretary Vicki Brind who can be contacted either by email secretary@loughboroughchamber.co.uk or by telephone on (01509) 218560. Places are available on a first come, first serve basis, and all payments are due in by Monday 8th May 2006.

Wine lists will be made available shortly and circulated to all attending to enable you to pre-order.

It was put forward that The Chamber invites the Mayor & Mayoress, Mr & Mrs Jonathan Hale and Mr & Mrs Jonathan Walker as their guests as way of thanks for their continued support. AMcI to write and invite. **Action: AMcI**

Golf Day: Loughborough Chamber Golf Day will take place at Longcliffe Golf Club on Monday 4th September 2006. Places are limited and bookings must be confirmed by Wednesday 31st May 2006. For further details visit our website @ www.loughboroughchamber.co.uk or contact our Secretary on (01509) 218560.

Race Evening: AB reported that Loughborough Chamber were to host a 'Video Race Evening' at the Ramada Hotel, during October 2006. Further details to be advised. AB to speak with The Ramada re: availability and costs etc…

Annual Cocktail Party: VB reported that we were hoping to host this years 'Annual Cocktail Party' at The Ramada Hotel (Loughborough) on Wednesday 20th September 2006. Further details to be advised. VB to speak with The Ramada re: availability and costs etc… It was also suggested that we look for sponsorship towards the cost of this event, so anyone with any suggestions please speak up!! **Action: VB**

Houses of Parliament: Once again it was mentioned that a trip to the Houses of Parliament would be of interest. AMcI confirmed that he would take this up with Andy Reid. **Action: AMcI**

Presentation by WS Atkins: It was suggested that following the launch of the Loughborough Town Master plan, the Chamber invite WS Atkins to provide a presentation open to all members of Loughborough Chamber of Trade & Commerce. Further details to be advised. **Action: AMcI**

Forthcoming monthly Executive Committee Meetings

Monday 15th May 2006	-	Ramada Hotel, Loughborough
Monday 19th June 2006	-	Ramada Hotel, Loughborough
Monday 17th July 2006	-	Ramada Hotel, Loughborough
Monday 21st August 2006	-	Ramada Hotel, Loughborough
Monday 18th September 2006	-	Ramada Hotel, Loughborough

10. Any other business

Following a brief discussion at last months meeting, it was put to the committee for their thoughts on the Chamber sponsoring an annual award to recognise an individual for their service/contribution in local business, particularly in providing a benefit to Loughborough.

It was proposed that the criteria would need to be defined and a small group of members from the Executive Committee volunteered to collate responses and ideas on this matter. Brian McInnes; David Pagett-Wright; Alvin Bailiss; David Irwin.

Aims and Objectives: AMcI and Brian McInnes to look at our aims and objectives for coming year 2006/2007. BMcI to take on board certain issues during this current year as Vice President and AMcI to retain certain issues in a supporting role as his Presidency comes to an end early next year, to ensure a smooth transition!

Paul Hull reported that he had written to the Loughborough Echo on a personal basis to express his feelings about car parking and retail in general throughout Loughborough. He had also been in correspondence with his local Councillor Mike Jones. A reply from Jonathan Hale was also printed in the same edition of the Loughborough Echo.

Darren Jones raised the issue of events in the town over the Summer break and asked if the Chamber was in support of such initiatives. This was fully supported by the Committee.

11. Date of Next Meeting

Monday 15th May 2006 @ 6.00 p.m. - Ramada, Loughborough.