

LOUGHBOROUGH CHAMBER OF TRADE & COMMERCE

Minutes of Executive Committee meeting held on Monday 19th June 2006

In attendance

Adrian McInnes	President	William Davis
Vicki Brind	Secretary	Carillon Windows
Michael Smallman	Vice President	Del Rosa Developments Ltd
Rachel Hargrave		The Phoenix Partners
Gareth Bowen	Treasurer	HSBC
Robert White		R & J Antiques
Roy Jessop		Roy Jessop Marketing
Peter J Sharpe		Honorary Member
Darren Jones		Blueline Entertainment
Brian McInnes	Vice President	Astra Zeneca
David Pagett-Wright		Moss Solicitors
Ivor Lovesey		Market Traders Association
Paul Hull		PSH Telecom Limited
Stephen Foster		Rent A Washa
Philip Collin		Charnwood Funerals
Alex Reid		Mather Jamie
Stuart Simpson		Rainbow International
Alvin Bailiss		Zodiac Recruitment

AMcI welcomed all to the meeting and introduced guest speaker Jonathan Hale, Director of Regeneration, Charnwood Borough Council.

JH provided an update on the Loughborough Town Centre Draft Master Plan. He confirmed that there would be 3 meetings of the Town Team (28/6, 26/7, 30/8) and feedback was requested by the 31st August 2006. A Stakeholder Consultation will be held and also a Public Exhibition during July and August.

JH reported that proposed works for Devonshire Square, Wards End and Bedford Square would be completed by 2008/9 and the Inner Relief Road by 2009/11.

AMcI asked Jonathan Hale if CBC and WS Atkins would offer a Presentation on The Loughborough Town Centre Draft Master Plan to all members of the Chamber. This was agreed and details will be confirmed later this year.

1. Apologies for Absence

Jim Harkness, Cindy Locker, David Urwin, Karen Cunnington, Julian Waring, Martin Shannon, David Exley.

2. Minutes of last meeting and matters arising

The minutes of the last meeting 15/05/06 were accepted as a true record and there were no matters arising not covered elsewhere within these minutes.

3. Local business issues

Loughborough Parish Green Project

AMcI reported that works commenced on site today (Monday 19th June)! The extent of the works is dependent on the funding available from LSEP.

Expo Charnwood

The signing of the Leshan Culture and Trade Friendship Link will take place on Friday 23rd June 2006. AMcI will attend on behalf of the Chamber.

4. Correspondence

- * Stakeholder Consultation on the development of the Operational Programme for the East Midlands ERDF Competitiveness Programme 2007 to 2013.
- * Leicestershire Economic Partnership. Invitation to attend workshop.
- * Copy of Medium Term Core Strategy to 2009.
- * Development Service Delivery Forum. Improving delivery of planning and building control service. MS agreed to express interest and take this on board.
Action MS
- * Invitation to Town Team Workshop. (Town Team Members only).
- * Three Cities Sub Regional Strategy Seminar - Tuesday 13th June. AMcI attended.
- * Charnwood Racial Equality - Annual Report.

5. Sub Committees

1. Charnwood Community Safety Partnership

Alvin Bailiss spoke about the distribution of money for the Safety Partnership. It was suggested that Peter Hinton from CBC may be willing to give a talk to the committee. AB to approach.

2. CCTV

Alvin Bailiss: AB announced that last months meeting was cancelled and will be rescheduled at a later date.

3. Fairtrade Streeing Group

Martin Shannon: MS not present so no further update available.

4. Town Team

David Pagett-Wright: There are 3 workshops scheduled for the Town Team, on which we are well represented. These will take place on the 28th June, 26th July and 30th August.

5. Local Strategic Partnership (LSP)

Charnwood Together.

Adrian McInnes: AMcI was unable to attend the last meeting, however Brian McInnes attended. BMcI: NEMA have agreed to carry out a presentation to LSP. This meeting is planned for Wednesday 28th June. BMcI and DPW to attend.

Action BMcI & DPW

The economic benefit to surrounding towns and cities, Loughborough, Nottingham, Leicester and Derby will be significant and we need to ensure that Loughborough gets its fair share.

6. Loughborough Town Centre Partnership

Adrian McInnes/Darren Jones: DJ reported that they have followed closely the Melton and Ashby Partnerships and announced that we are already well on course.

The Loughborough Town Centre Partnership is now signed and has an interim board of members. AMcI has been elected Chairman of the Board.

AMcI stated that it was essential to carry out a Membership drive, approaching the towns larger companies along with our local retailers and small businesses in order to get them on board.

7. ICC (Independent Consultative Committee)

Phil Colin: PC reported that he had attended a presentation by Jean Paul, Professor of Flight Control who would review noise and pollution.

PC had also spoken with Neil Robinson of NEMA and he confirmed the management would be happy to carry out a presentation for Loughborough Chamber at a date to be arranged.

Action: PC

6. Membership

No new applications have been received although once again we have had potential members showing interest by attending a meeting to see exactly what it is we do!

Renewal application and membership fees are still coming in. Gareth Bowen to meet with AMcI to peruse the database and provide an up-to-date list of members, following this GB will issue reminder letters immediately, it was further decided that follow up calls may then be made.

AMcI then urged all members to approach any local business or retailers they dealt with and drive home the benefits of Chamber Membership!

7. Marketing

Chamber Website: The Chamber web-site sub-committee will arrange to meet to review the web-site and offer any new ideas/suggestions.

BMcI and Roy Jessop showed interest in developing the web-site along with AMcI and possibly the original members of the web-site committee.

Window Stickers: AB is continuing to research and cost a supplier for the car/shop window stickers with the Chamber name, logo and website address in order to help build awareness. AMcI also confirmed that he would look into this to obtain a costing and sample. **Action: AMcI**

Membership Certificates: The Membership Certificates are now being printed, and will be distributed to all members following payment of annual subscription fee. VB to ensure Paul Hull receives a copy of the updated database from Gareth Bowen (Treasurer) as soon as it is completed. **Action VB/GB/PH**

8. Treasurer's Report

Gareth Bowen was proposed by DPW (David Pagett-Wright) as Treasurer and seconded by AB (Alvin Bailis).

This was approved unanimously by the meeting.

Treasurer Gareth Bowen confirmed a healthy balance of £5145.00 to date. There are a number of outstanding invoices to be taken into account, mainly from Leicester Chamber. Subscriptions are continuing to arrive and reminders will be issued imminently.

It was noted that we may need to update the Mandate of Signatory. **Action GB/AMcI**

AMcI will compile a revised budget plan for 2006/7 along with Gareth Bowen who will transfer this onto a spreadsheet once we have updated the membership list for this year. **Action: AMcI/GB**

9. Events

Golf Day – Monday 4th September 2006

We have received an excellent response to this event and have only a few spaces remaining. For further information visit our website @ www.loughboroughchamber.co.uk or contact our Secretary on (01509) 218560.

LCTC Annual Cocktail Party - Wednesday 20th September 2006

AB reported that he had now booked and confirmed our booking with The Ramada (Loughborough) Hotel and in addition they had kindly offered to part-sponsor the event, for which we are very grateful.

We are however still on the look out for any additional sponsorship to help provide music/entertainment.

AMcI suggested to the Committee that we once again make our donation of £250.00 to the Mayor's appeal on the evening of the Annual Cocktail Party and this was voted unanimously by the committee. It was also agreed that the Market Traders Association would present their cheque at the same time.

The invitations are to be ordered and sent to all members/guests by end of July 2006.

Action: VB

Race Evening - Wednesday 11th October 2006

AB reported that Loughborough Chamber were to host a 'Video Race Evening' at the Ramada Hotel on the above date. The cost of this event is £10.00 per head and will consist of 7 races in total. The evening will commence at 7.30 p.m.

LCTC Annual Dinner & Dance - Saturday 18th November 2006

AB reported that he and MS had now booked and confirmed the Annual Dinner Dance at the Carillon Rooms, Masonic Hall, Ashby Square, Loughborough. The evening will commence at 7.30 p.m. with a champagne reception followed by a 5 course dinner and dancing to 'Step in Time' (Need to confirm the name of the band please)!!! The cost of the evening is £35.00 per head (Corporate tables of 10 @ £350.00).

Skittles Night: AB to arrange a 'Skittles Night' during January 2007 at The Three Crowns, Hathern. Further details to follow.

Action:AB

Houses of Parliament: AMcI reported that he had written to Andy Reed's office regarding a proposed visit to the Houses of Parliament. They have asked us for dates and an idea of numbers. AMcI to write back and suggest early spring next year and approximate number of 30 people. **Action AMcI**

An Audience with Andy Reed: AMcI confirmed that he had written to Andy Reed's office and was awaiting suggested dates from Andy Reed.

Presentation by WS Atkins: Following the launch of the Loughborough Town Master plan, the Chamber has invited WS Atkins/Charnwood Borough Council to provide a presentation open to all members of Loughborough Chamber of Trade & Commerce. Jonathan Hale of CBC has confirmed that they would be more than happy to do this. AMcI to confirm a date and write to all members. **Action: AMcI**

Forthcoming monthly Executive Committee Meetings

Monday 17 th July 2006	-	Ramada Hotel, Loughborough
Monday 21 st August 2006	-	Ramada Hotel, Loughborough
Monday 18 th September 2006	-	Ramada Hotel, Loughborough

10. Any other business

Following on once again from 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.

BMcI offered his apologies on this matter and confirmed that it was still in hand. **Action: BMcI**

Aims and Objectives: Brian McInnes confirmed he had drawn up some aims and objectives for the coming year 2006/2007 and had circulated these by email. It was decided to take this up in more detail at a subsequent meeting and will be added as an item on a future agenda probably after the Summer Holidays. **Action BMcI/AMcI**

David Pagett-Wright offered to carry out a presentation on 'Age Discrimination' which comes into force on the 1st October 2006. It was suggested that this presentation is offered to all members and a date is to be arranged. It was further suggested that we include details of the new 'Fire Legislation'. **Action: DPW**

DPW reported that Racial Equality had approached him to arrange a 'get together' meal with themselves and Loughborough Chamber. DPW to liase with VB over suitable dates during September/October. **Action DPW/VB**

11. Date of Next Meeting

Monday 17th July 2006 @ 6.00 p.m. - Ramada, Loughborough.