

FCOC Executive Committee Meeting.
Tuesday 1st November 2016

Welcome: Andy Bryant(AB), Ben Pulford(BP), David Staddon(DS), George Phillips(GP), James Edgar(JE), Phil Fletcher(PF), Stuart Fleetham(SF), Terry Cordery(TCo), Tom Clarke(TCl), Tony brown (TB),

Apologies: None

Matters arising from last minutes

Following general feedback from the board the chamber will continue to trade in the next year. TCo has asked that we have our objectives in mind and start quantifying the chamber based on objectives and whether they have been met so we can truly value the chambers worth.

Presidents Report

JE advised that re the market, we are still awaiting an update from the RBS solicitors.

The mayor's Christmas draw are welcoming raffle prize donations, with proceeds going to the Barrington.

Master planners seeing all businesses on the 14th November at 17:45 - 18:15 and public address on the 17th November

Treasurers report

Balance is £2,996.35; Town Fund £453.60; True Balance £2542.75

Outgoings; £421.00 donation to Fletcher Foundation and Barrington from Race night; £19 for Poppy wreath; £9.60 Xerocad for laminates for Race Night

Received; £652.00 for race night tickets from various attendees and profits from the night.

Debtors; None

Membership report

Claire Arnold has expressed interest in being part of the chamber; TB advised that we should invite her along as guest pending possible developments in the new year.

Correspondence and feedback

Benefits for members questioned by TCo earlier in the meeting

Website also commented on, image needs to be revamped and needs regular updates with an up to date events list and links etc.

Skittles night

PF looking for solid numbers he can organise the lanes and money collection. TB has requested that we email the numbers over to him to track the numbers. Confirmation requested in the next 5 days. This event has now been cancelled due to lack of numbers.

Christmas Lights Switch On

SF and BP confirmed the below:

Stalls

So far there are 10+ confirmed stalls on the day plus the amusements people with their rides and roast chestnuts etc. The Fire Engine will be attending later in the day.

We have craft items, tombola's, coconut shy, hog roast, the mulled wine and mince pies to name a few.

SMT will be operating a Small Christmas Market too, unsure on size.

I am still waiting to hear back from 5 other people who had stalls last year.

Do any of you know anyone who may be interested in doing something / having a stall, please get them to contact me.

Entertainment

Some of this is still a grey area at the moment, Ben and I are looking at it. I am waiting to hear back from Andy about the things I have asked him in an email yesterday.

What is confirmed is;

Studio One will be doing Carols in Tesco Foyer – Time TBC

Gugge 2000 are confirmed in the same time slot as last year. The Mayor will be there too for lights on.

Santa will either be in a Grotto (shed) or in the Barrington – Location TBC. The man who did it last year has agreed to do it again.

Safety & Security

Ben is trying to get hold of Tom to confirm that Barriers are definitely confirmed for this year and also to see if we have the use of a shed for Santa.

Risk Assessment has been completed and is attached for reference.

Ben is also due to be contacting David (Higos) to confirm insurance is all OK and in place.

Promotion, Printing & Programs

Ben is working on the program at the moment and this will be going to print on Monday. They will then be distributed like usual with some being placed at some Shops / The Library / Barrington etc. I will be printing the raffle tickets and will have them ready for our meeting on 1st Nov. We need to proactively sell these tickets in the run up to the event and then on the day as usual.

I will also be printing the posters and correx signs ready for that meeting too. Volunteers will be needed to help put these up on the planters and on lamp posts etc. Need to focus on West Parley / Glenmoor Road Area a bit more too as feedback last year said some people didn't know it was even on.

Sponsorship / Donations

As you all know, Tesco have kindly agreed to donate the Mince Pies again for the FCOC stall. I have spoken to Sue @ Sainsbury's who deals with donations for community / charity events etc. She has said they will do something, but not confirmed exactly what yet.

As per last year, I am looking for sponsors for the 3 raffle prizes. Sponsorship is £100 per prize. Would anyone on the committee want to sponsor them or know of anyone who would. I was thinking on asking Kiteleys, but I didn't know exactly what sponsorship they had already done for us this year.

Once Ben has confirmed with David RE the insurance, I am hoping that this will be FOC like before in exchange for advertising.

Volunteering On The Day

We will need people to help setup and pack away the FCOC stall as well as helping to man the stall throughout the day.

Setting up will be from 8:30am – 12 Noon approx.

From Noon to 3:30pm The stall needs to be manned by at least 2 people

From 3:30pm to 5:30pm The stall needs to be manned by as many people as possible – this is our busiest time

Clearing away, tidying up etc. will be from 5:30pm. Need all hands on deck to ensure it doesn't take too long.

We also need someone if Tesco's Foyer telling people about the event and Santa. etc and selling Raffle Tickets

George was asking Rotary last night if any of his crew would be able to help. Haven't heard back from him yet.

Also just waiting for Tom to 100% confirm that Santa's Elves will be able to attend too.

Updates to the report from SF and BP above:

Tarot reading cancelled,

Transport of the grotto needs to be arranged - TCo to find out if the council can lend a flatbed for transport.

Tesco donated mince pies, sue from Sainsbury's will donate but what will be donated is undecided.

Volunteers being gathered via the chamber and the Barrington to help run the event

Barriers momentarily delayed – TCl to chase up and arrange

AB to sort DJ, singers and entertainment etc during the day

Upcoming AGM

AGM structure as per the agenda:

- 1: Welcome.
- 2: Audited Accounts (BBS Accountants).
- 3: Current committee officially dissolved.
- 4: Votes & proposals for the 2016/17 executive committee.

5: Constitution amendments: Proposal for meetings to be changed from monthly to every other month, quarterly or other agreed idea. Committee members missing 3 meetings in a row with genuine reason and informing us should not have to step down as work commitments come first. Committee expansion.

6: Official charities: Fletcher foundation, Barrington Centre.

7: Proposed solicitors: Kiteley's Solicitors.

8: Current Executive Positions: Strongly consider if you have time to commit to the chamber.

All nominations to go to DS latest a week before the AGM

SF suggested instead of emailing the chamber members following the AGM that we also post the members. SF also recommended that we get more executive members on board in order to spread the load. TB expressed concern about having too many heads round the table and the impact this would have on the decision making process which at times can already be quite lengthy.

TCl suggested that a president have a maximum of 2 terms, i.e. if they want to run a 2nd term can put them forward but cannot do this for the 2nd year to allow for a fresh president.

TB proposed that Claire Arnold may make a good membership secretary.

Website App

TCl has prepped a draft version of what could be a new website via vista print. The website is easier to edit, update and run than the current word press website and also links to the APP. TCl recommended we set up a 'furlong' approach i.e. having shop offers etc. on the website to help advertise local businesses.

TCl to set up; linked in and pinterest log ins and continue development of the website ready for next meeting.

DCCI events

15th November 8.00, Networking Skills course

6th December 17.30, Meet the Chamber, The Cumberland Hotel.

13th December 8.00, Business Breakfast, The Cliff

9th December 10.00, DCCI AGM, Village Urban Resort

9th December 12.00 Christmas Networking Lunch, Village Urban Resort.

AOB

AB advised that we may have missed a good exposure opportunity for the poppy appeal, as if it were not for the chamber negotiating with Tesco and RBS events on penny's walk would otherwise not be going ahead.

DS to confirm date of the chamber Christmas event pending availability from the board

