

## M I N U T E S

### HAILSHAM & DISTRICT CHAMBER OF COMMERCE COMMITTEE MEETING

**HELD ON 7 APRIL 2016**

**AT THE BOSHIP LIONS FARM HOTEL, HELLINGLY, BN27 4AT**

1.	<b>Present:</b>	<b>Actions</b>
	<p>Anton Bree (AB)            Andrew Rannie (AR)            Colin Slaughter (CPS)            Clive Soper (CS)            Jarred O'Toole (JO'T)            Nick Collinson (NC)            Claire Baker (CB)            Peter Willson (PW)            Jacky Hinton (JH)            Mina O'Brien (MO'B)</p>	
2.	<p><b>Apologies for Absence:</b></p> <p>Petrina Mayson (PM)</p>	
3.	<p><b>Declarations of Interest</b></p> <p>None were declared.</p>	
4.	<p><b>Minutes of the previous meeting and matters arising</b></p> <p>The minutes of the previous meeting were approved with amendments previously made. There were no matters specifically arising from the minutes other than what was planned to be discussed.</p>	
5.	<p><b>Events</b></p> <p><u>BMW Joint event</u> - CPS brought forward the idea of a joint event with BMW in October which would include other Chambers of Commerce in the South East. CPS will update the Chamber on the progress/date of this joint event.</p> <p><u>Share the Knowledge</u> - the Committee discussed the idea further of a 'Share the Knowledge' event throughout the year which will enable members to attend sessions on various topics such as marketing, sales or computer skills. Members such as Emma Pearce, Helen Peckham, Rachel Stone and Mina O'Brien were put forward as possible session coaches. It was agreed to organise a further meeting to put together a programme of events.</p>	<p><b>CPS</b></p> <p><b>ALL</b></p>

Xmas 2016 – the Committee discussed holding their Xmas meal at Callendars restaurant again this year and would lobby members to see if they were in agreement.

CS/JH

6. **Membership Update**

JH has been nominated to stand as Membership Secretary at the forthcoming AGM. JH reported that the Chamber is due to send out the renewal forms to members as current membership runs out on the 1 May. The Committee discussed increasing the membership fee from £60.00 to £72.00 and all Committee Members agreed with this proposal and a vote was taken with an overall majority to increase the fee. JH agreed to make the relevant changes to the membership form and website to reflect the increase. JH/AR agreed to draft a letter to all members explaining the decision to increase the fee and highlight the new plans for the Chamber, i.e. new social media presence, share the knowledge plans and the WSP grant.

JH

JH/AR

Ross & Co agreed to remain the contact address for the Chamber and JH will co-ordinate collection of any post or cheques.

Three further new memberships have been approved in the previous month:

- Calibre Telecoms Ltd
- Epayroll UK Ltd
- Airtight Security Systems

7. **Treasurer's Update**

The Chamber's finances are healthy at the present time. AR confirmed that we can afford to support new member initiatives financially and support events being backed by Chamber e.g. Wealden Eye offer to members etc.

8. **PR, Marketing and Social Media**

AGM - A discussion was held in respect of the proposed timetable for the AGM and the subsequent meeting. It was confirmed that the AGM would be held at 6:30pm immediately prior to the talk by Stephen Lloyd, former MP for Eastbourne, which would start at 7:30pm. Items for the AGM Agenda were agreed to include: Chairman's Report, Annual Accounts, Election of Committee, Affiliation with Sussex Chamber and adoption of a new Constitution for the Hailsham Chamber.

Social Media – MO'B confirmed that the Chamber now has a new Facebook and Twitter account. JO'T agreed to be the back-up administrator for the accounts in the event of absence. MO'B said that the Chamber needs to encourage members to cross promote the sites between other businesses and to 'share' and 'like' events etc. MO'B

agreed to produce a briefing note for members who weren't familiar with using social media. The Committee agreed to fund a further £100 to Ditzzy Media to initiate further promotions. CB suggested that MO'B has a regular 10 minute slot at the Committee Meeting to present social media items.

**MO'B**

9. **General Committee Business**

It was confirmed that Petrina Mayson and Claire Baker would be standing as Chairperson and Vice Chairperson respectively at the AGM.

WSP Communities Fund Bid – AB confirmed that the Chamber has been awarded £5,600 from the WSP Bid to enable the Chamber to organise a “pop-up shop,” anticipated to be in Vicarage Fields, to try and help new start-up businesses get some exposure to the public and hopefully create an interesting attraction in the Town Centre that will encourage increased foot-fall. A New Supplier Form has to be submitted to Wealden before any monies can be released and AR agreed to submit the form. AB, AR and NC agreed to meet to discuss ideas for the pop up shop with a view to putting together a package.

**AR**

**AJ/AR/NC**

Hailsham Area Action Plan - CS report on the HAAP meeting which was held on the 29<sup>th</sup> March and said that the minutes were available on the Wealden website.

10. **Report from Sub-Committees**

10.1 **Traffic and Parking**

No further updates were received.

10.2 **Town Centre Improvements**

NC confirmed that the proposed roadworks in the High Street will be commencing during the summer months.

10.3 **Anti-Social Behaviour**

NC and CPS are attending a LAT meeting this evening and agreed to report back any issues at the next Committee meeting on the 5 May.

**Any Other Business**

No further business was raised.

**Date of the Next Meeting**

The next meeting to be held after the Chamber breakfast on 5<sup>th</sup> May 2016.