

Knaresborough Chamber of Trade and Commerce
Minutes of committee meeting Wednesday 7th September 2016
Venue - The Oak Room, Commercial Hotel, Knaresborough.

Present -

Tracey Kingston White (TKW), Steve Teggin (ST), Gareth Chapman (GC), Melissa Monsey (MM), Neil Leonard (NL), James Monaghan (JM), Anj and Tim Riggs (AR & TR), Alison Matthews (AM), Charlotte Gale (CG), Chris Richardson (CR), Mayor Bill Rigby, Shan Oakes.

Apologies Phil Kilner.

ST - Chair- welcome to the meeting.

ST expressed condolences for Maurice Bardon's unexpected death and expressed on behalf of all Chamber how much he would be missed. Maurice was a member of Chamber for many years and President for 6 years and was a very active member of Chamber, Spring Fayre and Xmas Market committees. A card will be sent on behalf of Chamber to his family and ST will make a comment for the Knaresborough Post. To date the day of the funeral is unknown pending a possible post mortem. It will probably be held in Thirsk with a possible memorial in Knaresborough. NL will send flowers or a donation to the family's choice of charity on behalf of Chamber.

1. Mayor Bill Rigby -

He has been considering how to celebrate his Mayoral year which is a common arrangement by many cities and towns. Funding is available for Mayoral celebrations and he has organised an event - "Knaresborough's Place In The World"

This will take place at King James' School, Knaresborough, on Sept 17th 2016.

There will be a keynote speech by Prof Andrew Gouldson (Lecturer in Environmental Policy at Leeds University) on his insights into the future shape of cities and towns.

This will be followed by a workshop session / structured discussions. Finishing with lunch.

All are welcome, Mayor Rigby would like representatives from all sections of society and committees to attend and spark dialogue on Knaresborough's future planning - including infrastructure, pollution, empty shops, economic and social aspects. The results will help bring together ideas for the Knaresborough Development Plan.

Registration for the is required for catering purposes. £5 charge per group or £3 per individual.

Adverts have been posted on social media and posters available.

Chamber can have a table top display or advert board if they wish.

AJ and GC will attend. Due to Saturday date many retailers will be at work.

Mayor Rigby will ensure chamber receives a meeting report.

Thanks to Mayor Rigby for his talk.

2. Treasures update.

NL- Last few hanging basket payments outstanding inc Carriages, Tattoo wild style, Bojangles, Steele solicitors, The Orange Grove.

The Town maps need the updated Chamber logo. Lucy has invoiced the traders herself for the town map advert payments. She receives 50% of the profit and Steve (husband) receives £100 for the artwork.

Discussion of costings / payments - it was decided that whilst Lucy is probably overpaid since a number of the adverts are repeat business, the art work is underpaid, so total amount acceptable.

This will be looked at again next year.

HSBC Knaresborough branch is closing shortly - NL is happy to travel to Harrogate branch for any in branch transactions on behalf of Chamber, the Post Office is also available for paying in cheques.

3. Membership update- MM

MM and ST are soon to visit all centrally located retailers.

GC has redone the membership pack.

PK is still in the process of sorting out an online membership form and payment/ standing order page.

The Conservative club and The Ticket Office cafe are keen to join Chamber.

Viv from Dance studio has expressed concerns at not being able to find Chamber committee contact details. (TKW apologised to her - and explained that the website is being updated and Chamber are without a secretary at present).

JM proposed that we should revise (increase) membership fees for larger businesses and that we need to actively encourage larger businesses to join e.g. those on the Retail Park. Instead of increasing fees we could ask for donations.

JM will email MM with any potential new larger business contact details.

5. Committee update-

Still without a secretary. MM offered to take up this post until a permanent secretary found and will deal with any correspondence etc .TKW will continue to take the minutes.

TR suggested we contact Chamber members who have office / secretarial availability - MM will send out an appropriate email.

6. Window and web stickers and Printer- GC.

The new Chamber logo sticker is now available for retailers windows and websites.

GC has obtained a free large colour laser printer from Vital Technology(which has just relocated to Wetherby from Manse Lane) . At present the printer resides in his office , in the future he hopes this may be located at the Knaresborough Library (GC is a member of the Friends of Knaresborough Library). All committee were happy with this proposal and a letter of thanks is to be sent to Vital Technologies.

Printzone need an up to date logo for any Chamber printing - the recent BBQ tickets had the old logo.

7. Christmas Trees and Lights working group -

ST - Maurice used to source the trees, and ST ,Maurice and the window cleaner used to put the trees and lights up.

Problem with heavy trees in high winds and stumps need reshaping, electric cables can be difficult to fit - although all shops should have kept the correct cables for their premises (if they still work). ST will need more help this year .

He has looked into solar powered lights and artificial trees - but so far no suitable alternative sourced and now running out of time .

It was decided to keep with real trees and existing lights this year and look into alternatives early in 2017.

TR will check where Maurice used to buy the trees from - Chambers on Thistle Hill.

It was discussed that we could out source the tree erection /sizing/ checking lights for a fee. Acorn put up the councils lights but use large cherry pickers. ST and MM will make enquiries. TR stressed that anyone putting up the trees should have proper ladder training and insurance - if this is outsourced it should be their (sub contractor's) responsibility that they have this.

NL thinks we should reduce the cost of trees to members from £25 to ? - it will depend on the new costs .

Christmas Market-

CG attended the last meeting and gave a brief overview - minutes of this not yet available but ST has a copy.

There is an early payment discount available , also 25% off for Chamber members stalls.

MM will email members the details.

Farmers Market- JM

revamped market to be held on Saturdays now hopefully will maximise attendance — 1st one on 17/09/16.

Chamber has a stall and will sell the Chamber fabric shopping bags .Any Chamber members can put promotional leaflets on the stall at no cost. CG has greetings cards for the stall.

Discussion of Knaresborough murder/ history books -TKW has not seen them for some time but it would be a good idea to sell these - Geoff may know of their whereabouts - TKW to investigate.

Hi Vis Chamber vests are at the Lavender Tea Rooms.

ST is sourcing a Chamber board with the new logo which could be used on the stall - he is hoping that the 'map' printers will do this free of charge.

(Geoff had a box of books which he gave to NL for the stall. The remaining boxes were stored by Peter Plews - ST may contact Peter for these).

Spring Fayre -GC.

GC attended the recent meeting and took minutes but not yet available for Chamber use yet.He is unable to attend the next meeting and we need a member who can attend the meetings on a regular basis .AM and AR agreed to attend the next meeting - Tues Sept 27th- venue to be confirmed.

9.-Pop up Business cafe-

GC has been involved with this -Karen Booth of www.businessinspiredgrowth.com wants to set up a one day business event which is an informal drop in event bringing together local experts who can answer questions on a range of business topics. - also in Pateley Bridge, Skipton, Northallerton, Thirsk.

Free event but limited time of about 20 mins pp on first come first served basis.

Potential venue and date - Cross Keys Nov 14th or 15th - all to be confirmed by GC and TR.

We will need to publicise this social media,emails,leaflets etc.

10- Social Media-

TR has linked in the Slack and twitter accounts.

Members can send info to Knaresborough Chamber to put on twitter -@knaresboroughchamber of trade.

Web address knaresboroughchamber.org

All Chambers correspondance/posters/leaflets etc should carry the twitter/facebook/web address.

We still need the updated membership details on the website PK had other commitments lately but will sort soon.

The Knaresborough official business site was originally set up by Pat Corner Walker but this is not exclusively for Chamber members now,MM has some control over the site. we could do with a closed group Facebook page/site.

We are still having problems sending emails to all members - GC list fails to send .

11. future Socials-

AM,AR - next social may be the Xmas Dance in January (but it may be possible to organise something before Xmas - arrangements to be discussed after the BBQ).

Meeting closed .

(At the next meeting we need to agree the minutes and then publish for all members)