

Annual General Meeting Minutes – 06.02.18

▪ **Attendees:**

1. Heidi Marshall (President PCOTC & Dodd&Co Accountants)
2. Patricia Benson (Secretary PCOTC & APB Bookkeeping Services)
3. Stephen Hill (T J Services (Penrith) Ltd)
4. Lisa Culling (Barclays)
5. Ian Sharman (Cartmell Shepherd)
6. Chris Strutt (Fielden Marshall Glover Strutt)
7. Graham Caruthers (Roundthorn Country House)
8. Adrian Wilkes-Green (Wilkes Green & Hill)
9. Amanda Vollans (Wilkes Green & Hill)
10. Fiona Askins (PBS & Vice President PCOTC)
11. Alan Reading (J&J Graham)
12. Donna Vinsome (Hunter Hall School)
13. Joanne Airey (Hunter Hall School)
14. Peter Hilton (Cumbria Mailing Services)
15. Stephen Macaulay (Manning Elliott & EC PCOTC)
16. Chris Staniowsk (Manning Elliott)
17. Joe Webb (PFK & EC PCOTC)
18. Richard Utting (PCOTC)
19. Glenn Clifford-Perkins (AW & EC PCOTC)
20. Emma Scantlebury (Hideout Café)
21. John Dawes (George Hotel)

▪ **Apologies:**

1. Richard Eldridge & Elaine Burlingham (The Red Townhouse B&B)
2. Chris Bray (Eden Valley Hospice & Jigsaw)
3. Rob Winder (Burnett Solicitors)

▪ **Welcome:**

- Introductions Top Table:
 - Heidi Marshall, President PCOTC & Dodd & Co Accountants
 - Patricia Benson, Secretary PCOTC & APB Bookkeeping Services
 - Glenn Clifford Perkins, PCOTC Treasurer & AW Accountants

- Attendees – See Above

- Apologies – See Above

- **Year Ending 31/12/16:**

Minutes Sign Off: Confirmed that the minutes from last year's minutes (which are included on the member's section of the Chamber website) are a true and fair review of the 2016/17 AGM that took place on Tuesday 7th February 2017. All happy and sign off proposed by Heidi Marshall and seconded by Glenn Clifford-Perkins.

- **President's Speech:**

Good evening everyone and thank you for coming along to the 2018 Chamber AGM.

This last year has been a busy and successful one for the Chamber. We have continued with the increase in secretary hours, which has meant that communication has significantly improved and the role of the president is now a less onerous one. The Friday update emails for example have proved to be very popular. I would like to thank Patricia for all of her hard work over the last two years and I am delighted that she is going to be continuing in the roll.

The pots of money is being spent a little slower than we first anticipated but we have done a couple of successful projects now and we hope that the upcoming publicity around these will encourage a few more areas to come forward with requests.

Along with our usual monthly meetings and the Christmas in Penrith Brochure this year we have also taken over the organising of the Food and Farming festival and Penrith goes Orange from the Penrith Partnership. A big thank you to Richard Utting and Alan Reading for giving up their time to volunteer and help with the organising of these events.

Thank you also to the whole of the Chamber executive committee for not only giving up their time to help with the work that the Chamber does but for making the meetings genuinely fun and a pleasure to be part of.

I have spent 2 years in the presidents roll now and whilst I have thoroughly enjoyed it and met lots of new people I do strongly believe that every good committee needs regular rotation in order to keep the enthusiasm and momentum going. I will therefore be standing down as president when we come to the election of officers but I am delighted that Stephen McCauley has put himself up for election this year. Steve is relatively new to the executive committee but has been an excellent addition to the team bringing new skills to the table and I am very confident that I will be handing over to the right person to drive the Chamber forward.

I would like to thank the membership for making me feel so welcome in the presidents roll over the last two years and I trust you will give Steve the same support that you have shown me.

- **Treasurers Report (Including Accounts Review):**

Good evening everyone. The annual financial statements are prepared to 31 December 2017 and have been approved by the Executive Committee and independently verified by Saint & Co. I will give you a brief summary of the accounts and the Chamber activities and will start on Page 2, profit and loss account.

The overall result for the year which is a profit of £2,049 and I will talk you through these results. In

previous years the Chamber undertook 3 main activities but in 2017 there are 7 main activities, which has lead to total income being more than double. A breakdown of results by activity is given on Page 4.

The Chamber collects members subscriptions in order to operate. The Executive is delighted that we have encouraged new members to join for the year which has increased subscription income by 27% or £2,422. This was following an increase of £2,769 in 2016. We have paid introductory commissions of £1,109 in the year to achieve this. There are currently 149 members, up from 128 in 2016.

The Executive is not proposing any changes to subscription rates this year and we hope to retain all existing members and further increase membership in 2018.

Subscriptions largely cover the administrative expenses of the Chamber. In 2016 there was a one-off cost of developing the website of £1,800. The only significant cost is that of Chamber Secretary. For 2017 it was decided to have more regular hours for the secretary role, in order to develop services for members, increase membership, and be more effective in our operations and this has worked well in the year.

The Stars of Business Awards was once again a successful night. Ticket sales and sponsorships were less than the previous year although a profit of £1,243 was generated.

The Christmas in Penrith Brochure made a profit this year after making a loss in the previous year. The amount of adverts was increased. Once again the cost of printing the brochure was covered by a grant from Penrith BID. The organising of the Brochure is done by the Chamber Secretary.

The Food and Farming Festival was new this year. This made a profit of £930, but this is ringfenced to be carried forward to next year.

Penrith Goes Orange made a small loss of £61.

The Fashion Show and Week raised £1,939. This money has been rounded up to £2000 which has been donated to the Alzheimers Society.

The Ambassadors have received grant monies in the year. This money is ringfenced and unspent moneys of £280 are carried forward into the next year.

The balance sheet on Page 3 shows that net assets at 31 December 2017 increased to £7,974. The Executive have a policy to keep minimum funds of £5,000 for the purposes of working capital. Therefore I am pleased to say that the Chamber of Trade is in a healthy financial state.

➤ Questions:

- Does the insurance increase include the cost to cover the additional events that the Chamber oversee??
- Yes, this is to cover the events and difference is funded by the events budget

- How did Penrith Goes Orange make a small loss of £61??
- It's the funding to date. The events committee was awaiting confirmation of funding from BID and PTC which they have now received, so the event will defiantly go ahead and budget not to make a loss. No creditor was included for these amounts as it was an unknown amount for the grant and confirmation was received after accounts were completed.

▪ **Year Ending 31/12/18:**

➤ Subscription Rates:

As mentioned in the treasurers report it has been suggested by the Executive committee to keep the member's subscription at the current rate if agreed at AGM, proposed by Glenn Clifford Perkins and seconded by Fiona Askins

➤ Elections:

- President – Stephen Macaulay proposed by Richard Utting and seconded by Joseph Webb
- Vice President – Joseph Webb proposed by Heidi Marshall and seconded by Fiona Askins
- Treasurer – Glenn Clifford Perkins proposed by Lisa Culling and seconded by Alan Reading
- Members Liaison Officer – Richard Utting **
- Accounts Review – Saint & Co **
- Executive Committee – Alan Reading, Elizabeth Allinson, Fiona Askins, Richard Lancaster, Heidi Marshall and Rob Winder **

** Proposed by Heidi Marshall and seconded by Chris Staniowsk

- Executive Committee – Non at this time
- New Executive Committee members – Non at this time

▪ **Chamber Charity of the Year:**

The following six Charities have been nominated to become Chamber Charity of the year:

- Annie Mawson's Sunbeams Music Trust
- Eden Carers
- Hospice at Home Carlisle & North Lakeland
- Jigsaw Cumbria's Children Hospice
- Penrith & Eden NSPCC
- The Fire Fighters Charity

Members of the Chamber will be asked to vote (once) on who they wish the Chamber to support as their charity of the year for 2018/19. Attendees can hand there vote in this evening to the Chamber secretary.

▪ **Christmas in Penrith Window Dressing Winners Awards:**

The 2017 Window Dressing competition had some very high standard windows and again made the judges decision hard, but the following winners were announced in December 2017 and trophies being presented this evening to:

Retail: 1st Maggie's Bakery – Unable to attend presentation

Non-Retail: 1st Wilkes Green and Hill - Amanda Vollans accepted the shield

Special 'Christmas Window Dressing Support': The George Hotel - John Dawes accepted the shield

▪ **AOB**

➤ **Monthly Meeting Agenda:**

A full list of meetings/events was supplied to attendees and is summarised below:

| Date | Event | Location |
|---------------------------|-------------------------------------|---------------------------------|
| Tuesday 6th March | B2B/General Business Meeting | G&S |
| Tuesday 3rd April | B2B/General Business Meeting | Lonsdales Alhambra Cinema |
| Tuesday 1st May | B2B/General Business Meeting | ** Available |
| Friday 5th June | B2B/General Business Meeting | Penrith Cricket Club |
| Tuesday 7th July | Annual Dinner and Stars of Business | Rounthorn Country Hotel |
| Tuesday 7th August | B2B/General Business Meeting | Burnetts Solicitors |
| Tuesday 4th September | B2B/General Business Meeting | Manning Elliott / Genesis Homes |
| Tuesday 9th October | B2B/General Business Meeting | Arnisons Clothing |
| Tuesday 6th November | B2B/General Business Meeting | Brunswick Yard |
| December | To be Confirmed | |
| January | NO EVENTS | |
| Tuesday 1st February 2019 | AGM | TBC |

*Please note that all meeting/event venues are subject to change

Availability to host a B2B is available for Tuesday 1st May, if anyone would like to host it please speak to the Chamber secretary.

➤ **Stars of Business:**

Taking place on Saturday 7th July at The Roundthorn Country House. A main sponsor has already been sourced but other sponsorship is available, please speak to the Chamber secretary for more details. Details of awards and voting will be announced in due course.

➤ **Christmas in Penrith:**

Planning is already underway for 2018 brochure (Funding dependent), if you are interest more details can be obtained from our secretary.

➤ **BID:**

After the revote gained a Yes vote at the end of 2017 the BID has set a plan of changes to take place from the new start of March 2018. It is to form a limited company and has had a good uptake from people wanting to join the board.

➤ **Penrith Goes Orange:**

The PGO event is taking place on Saturday 17th March this year. There are a few stalls still available but are going fast, if you wish to have one or be involved any other way please email info@edenfoodfestival.org

➤ **Comments:**

Alan Reading commented on how Penrith is improving with so many opportunities for Business and events taking place. The room agreed, and Fiona Askins commented on how the groups in Penrith are working better together to achieve the development of Penrith.

➤ **Our Host – The George Hotel:**

The George Hotel was built in 1579 and has 35 bedrooms, Regency meeting room and Ballroom. They are constantly changing to meet the needs of its customers for example having live music in the bar on a Saturday night, murder mystery nights etc.

The George prides itself on supporting Penrith for example the effort the hotel puts into its Christmas decorations, while also working with other local hotels.

Events take place regular, rooms are available, food is served daily and so much more. Details can be found at www.lakedistricthotels.net/georgehotel

▪ **Thanks & Goodbye**

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