

**Annual General Meeting Minutes – 07.02.17**

▪ **Attendees:**

1. Heidi Marshall (President PCOTC & Dodd&Co Accountants)
2. Patricia Benson (Secretary PCOTC & APB Bookkeeping Services)
3. Claire Maxwell (Scott Duff & Co Solicitors)
4. Cheryl Christian (Scott Duff & Co Solicitors)
5. Chris Strutt (Fielden Marshall Glover Strutt)
6. Grahame Latus (Enterprise Answers)
7. Richard Utting (PCOTC)
8. Fiona Askins (PBS)
9. Karen Harvey (Acorn Guest House & Vice President PCOTC)
10. Rob Winder (Burnett Solicitors)
11. Steven Connelly (M&Co)
12. David Whipp (Starfruits)
13. Nigel Peacock (Eden FM)
14. John Clasper (Eden Housing Ass)
15. Lisa Culling (Barclays)
16. Peter Hilton (Cumbria Mailing Service)
17. Chris Staniewski (Manning Elliott)
18. John Symons (JS Engineering Design)
19. Rob (Autamata)
20. Dawn Hurton (Autamata)

▪ **Apologies:**

1. Glenn Clifford-Perkins (AW Accountants)
2. Elizabeth Allison (The Lion Gallery and Unicorn)
3. Ian Sharman (Cartmell Shepherd Solicitors)
4. Ian Coulthard (CEF)
5. Paula Breen (Stricklandgate Dental Practice)
6. Executive of the council (Eden District Council)
7. Mandy Hitch (Penrith Show Secretary)
8. Susan Coffey (Eden Carers)
9. Gary Atkinson (JT Atkinson)
10. Linda (James Fresh Fruit and Vegetables)
11. Justin Ray (Justin Ray Limited)
12. Diana and John Yerkes (EHLS)
13. Charles Graves (3G Financial)
14. Michelle (M C Ferguson (Interiors) Ltd)
15. Samantha Gargett (Elton Finance)
16. Annie Mawson (Annie Mawson's Sunbeams Music Trust)

- **Welcome**

- Introductions

- Top Table – Heidi Marshall (President), Karen Harvey (Vice President) and Patricia Benson (Secretary)

- Speakers – Dawn and Rob (Autamata)

- Attendees – See Above

- Apologies – See Above

- **Year Ending 31/12/15**

- 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 2015/16 AGM that took place on Tuesday 2nd February 2016. All happy and sign off proposed by Richard Utting and seconded by Fiona Askins.

- **President's Speech**

Good evening everyone and thank you all for coming along. I can't believe it's a year since the last AGM, it really has flown by.

The Chamber Exec took the decision to increase the secretary hours this year, on a temporary basis, in an attempt to improve the administration and the communication of the Chamber generally, which I hope you will agree has been worthwhile and made a big difference. Yesterday I circulated a survey around the members which I would be very grateful if you could complete so that we can tailor our plan for 2017 around what our members actually want.

Due to the increased secretary hours, we decided to organise the annual dinner ourselves (thank you very much to Patricia Benson for all her hard work). All in all I think it was a very successful night and the feedback we received afterwards was really positive.

Along with our usual monthly meetings we also organised the Winter Festival in the lead up to Christmas. Again, we decided to go it alone, with Patricia organising the brochure and the elves. This was a more difficult challenge than the dinner due to lack of funding and sponsorship, however, we think the end result turned out OK and we have learnt a lot for the coming year. I must take the time to sincerely thank Penrith Business Improvement District as without their support we would not have been able to afford to go ahead with the brochure.

We have had a significant increase in membership, thanks to Richard Utting our business liaison officer. He does get paid commission for this role but I know that he regularly goes above and beyond what is required, particularly with his work on the industrial estates. I know the members up there have been very grateful for The Chambers support with some of the issues they are facing so a huge thank you to Richard for facilitating this.

Whilst I'm on with the thank you's I would also like to thank the whole Executive committee for their contribution to the Chamber. They all give up their time voluntarily and their enthusiasm and passion for our town really does make the meetings worthwhile.

One of my proudest achievements as president is successfully securing grants worth nearly £15,000 to spend on improving our town. The plan with the "pots of money" scheme is to allocate the funds out between different areas

and empower the ambassadors to make contact with businesses in their areas to see how they would like to spend the money. Fiona, who heads up the ambassadors, has organised a meeting on 22nd February with all other ambassadors to discuss the details and role this scheme out. With some successful results and a little more time the exec believe that we may be able to match fund and keep growing our pots of money....

I feel that the last 12 months have been a complete whirl wind whilst I find my feet and get used to the presidents role. I've spent a lot of time making contacts and working out the dynamics of the towns various organisations and only just feel like I am in a position to really drive the Chamber forward. For this reason I would be willing (and dare I say even keen) to be considered for a second year of presidency when we come to the elections. My final thank you goes to you the members because without you we really would be nothing!

#### ■ **Treasurers Report (Including Accounts Review)**

Good evening everyone. The annual financial statements are prepared to 31 December 2016 and have been approved by the Executive Committee and independently verified by Helen Little of Saint & Co. Apologies that I cannot be there with you tonight to present them in person but I have written some notes to help everyone understand the financial position of Penrith Chamber of Trade.

The Chambers activities can be split into three and a split of the results by activity is given on Page 4. The Profit and loss account on Page 2 gives the overall result for the year which is a loss of £2,748 and I will talk you through these results.

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 45% or £2,769. We have paid introductory commissions of £1,405 in the year to achieve this, but it is important for the Chamber to grow and involve more businesses in Penrith. 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 2017.

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 other significant cost is that of Chamber Secretary. This time last year 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 and in ticket sales and sponsorships generated a similar amount of income to the previous year. Costs were able to be reduced by £1,104 compared to the previous year which meant a profit of £1,865 was made on this event.

Unfortunately the Winter festival made a loss of £1,747 this year. Income was reduced by over £5,000. This was because a main sponsor was not secured and the previous year benefitted from an additional two major sponsors. Once again the cost of printing the brochure was covered by a grant from Penrith BID. Cost of sales is much less than last year as we did not use an external marketing consultant this year, the organising instead being done by the Chamber Secretary.

The balance sheet on Page 3 shows that net assets at 31 December 2016 were £5,925. The Executive have a policy to keep minimum funds of £5,000 for the purposes of working capital. The reduction in reserves in the year mainly arises from the one of costs of developing the website and introductory commissions and without these we would have made a profit.

We are budgeting to make a profit next year. Despite the reduction in reserves these still remain above the minimum target level and therefore I am pleased to say that the Chamber of Trade is in a healthy financial state.

▪ **Year Ending 31/12/17**

- 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 Rob Winder and seconded by Steven Connelly
  
- Elections:
  - President – Heidi Marshall proposed by Fiona Askins and seconded by Rob Winder
  - Vice President – Karen Harvey proposed by Richard Utting and seconded by Cheryl Christian
  - Treasurer – Glenn Clifford Perkins Karen Harvey proposed by Cheryl Christian and seconded by Chris Strutt
  - Members Liaison Officer – Richard Utting proposed by Heidi Marshall and seconded by Rob Winder
  - Accounts Review – Helen Little at Saint & Co proposed by Lisa Culling and seconded by Cheryl Christian
  - Executive Committee – Elizabeth Allison proposed by Heidi Marshall and seconded by Richard Utting
  - Executive Committee – Fiona Askins proposed by Rob Winder and seconded by Karen Harvey
  - Executive Committee – Nick Harvey is stepping down from the executive committee due to the increased commitments made by Karen as Vice President, however he is welcome to attend the Committee meetings by invite from an executive committee member as stated in the amended constitution.
  - New Executive Committee members – Rob Winder proposed by John Clasper and seconded by Fiona Askins
  - The Executive Committee felt that the committee would benefit from having at least one more retail member on the board and a member from Gilwilly. No volunteers at meeting but agreed to send invite to all members to see if anyone is interested.
  
- Amendments to the constitution: Heidi ran through all suggested changes and all attendees were happy with changes proposed by Richard Utting and seconded by Chris Strutt

▪ **AOB**

- Events: A full list of events was supplied to attendees, summarised below

Date	Event	Location
Tuesday 7th February	AGM	North Lakes Hotel & Spa
Tuesday 7th March	General Business Meeting	Dodd & Co
Tuesday 4th April	B2B Event	Annie Mawson's Sunbeams Music Trust
Tuesday 2nd May	General Business Meeting	Penrith Rugby Club
Friday 9th June	Annual Dinner and	North Lakes Hotel & Spa
Tuesday 4th July	B2B Event	Greggs (TBC)
Tuesday 1st August	B2B Event	Brougham Hall
Tuesday 5th September	General Business Meeting	Handelsbanken
Tuesday 3rd October	B2B Event	Blakemores Wholesalers (TBC)
Tuesday 6th November	General Business Meeting	TBC
December	NO EVENTS	
January	NO EVENTS	
Tuesday 6th February 2018	AGM	TBC

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

- Stars of Business: Taking place on Friday 9th June at North Lakes Hotel & Spa. A main sponsor has already been sourced but awards need sponsors. More details can be gained from the Chamber secretary.
  - Winter Festival: As mentioned in treasurer's report there was lack of sponsorship in 2016 and without BID funding the printing and the Chamber covering the admin costs it would not have gone ahead. Looking for support for 2017 brochure, more details can be obtained from our secretary.
  - BID: The AGM is taking place on March 22nd at Foundry 34 and we are encouraging as many Chamber members to attend and support.
  - Cumbria in Bloom: David Whipp spoke on behalf of Penrith Town Council. Due to doing so well in 2016 Penrith has been entered into two categories being judged in June and August. A large part of years flowers in Penrith last year was due to a group of volunteer gardeners, unfortunately they have made commitments to support the flowers at the train station this year, so more support will be needed. The chamber will be sending out details of how you can support.
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- Thanks & Goodbye: Confirmed that no one had anything else to comment prior to moving to speaker
  - Speaker - Dawn and Rob from Autamata show chased there

[www.penrithchamberoftrade.org.uk](http://www.penrithchamberoftrade.org.uk)

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