**Minutes of the Otley Chamber of Trade AGM held 20th March 2018 at 6pm at A Casa Di Alessi, Otley**

Present: Katie Burnett (President) Courtyard Planters/OiB

 Keeley Kear (Vice President) Dorris Dent Estates

Sam Pinder (Jnr. V President) The Real Food Shop

David Eadon (Treasurer) BFE Brays

Tom Hatley (Membership Secretary) Christopher Little & Co.

Carole Drake (Secretary)

Bob Brook Otley Pub Club

Shane Dickinson Shake

Peter Heald Lund of Otley

Oliver Landen Newstead & Walker Solicitors

Rachel Michael

Ryan Overton HCS LLp

Liz Pinder The Real Food Shop

Simon Raybould Print Crew/Crambrig

Stephanie Stead Stead & Co

Abbie Stringwell Aura Jewellery

Chris Thornton Aura Jewellery

Malcome Walker Walker & Broadbent

Tim Wilkinson Dowgill House

**A.G.M.**

**1. Welcome**

 The Chair welcome all present and thanked them from coming.

**2. Minutes of the last AGM and matter arising**

 The minutes of the last AGM meeting were confirmed a being a true record.

**3. Presentation of Accounts by Ryan Spence (standing in for Penny Fardell)**

 **GENERAL FUND**

 **REVENEW ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017**

 **2017 2016**

 Subscriptions 5303 4495

 Bank Interest 6 21

 Otley Calendar Surplus - -

 5309 4516

 Room Hire 60 -

 Secretary’s Honorarium 396 396

 Printing Bulletin 1900 2120

 Website 1127 1566

 Donations 18 -

 WiFi 1121 242

 Awards/AGM 48 675

 Promotion/Miscellaneous 497 684

 Loyalty Scheme - 100

 Cycle Race 25 50

 Postage &Advertising 95 108

 5287 5941

 Surplus/(Deficit) for the year transferred to Reserves £ 22 £(1425)

 *(full spreadsheet on file)*

**4. President’s Closing Report**

This time last year at the Black Horse we held our 2017 AGM and I took on the role as Otley Chamber President. Everyone’s been asking me how’s it been over the year? I know this doesn’t sound very positive but it hasn’t been as bad as I thought. I have enjoyed the year, I have met a lot of people and found out a lot of interesting things about how the town works - which has been quite interesting. I just want to use my closing report to highlight that I have been supported by the Executive Committee, a small group that do, and there is a few changing happening within the group. We have two people that are leaving David Eadon and Tom Hatley. Thank you both very much for all the work you have done over the years, you will be missed and again thank you very much. Finally, as President you end up sending numerous emails to one person in particular and that person is Carole who appears to answer emails very quickly and she makes sure the email’s get passed round – thank you very much Carole.

**5. Retirement of Officers**

Officially this year David Eadon (Treasurer) has spent the year passing his official duties over to Penny Mares (who is currently away in New Zealand) but is actually taking over as Treasurer. On the Executive Team two people are leaving one is David Eadon and I would like to thank him for his wit and wisdom and he will be missed. Tom Hatley is also leaving and he has given a lot of oomph and has modernised us and made out lives a lot easier. Tom is dedicating his time to more parenting and working with the Otley BID.

**6. Election and confirmation of Officers**

KB passed on the Chains of Office and Gavel to Keeley Kear who will be the next President and Sam Pinder will who be Vice President - but the Junior Vice Presidency chair is vacant. Katie Burnett will take over the role as Membership Secretary, and Penny Mares role will be as (Treasurer), and we will still have Tim, Alan & Rhona. We would like more people on the executive team so if any member would like to give a hand please get in touch.

**7. President’s Opening Address**

My name is Keeley and I launched my business in Orchard Gate in April 2016. I was encourage to attend the Otley Chamber of Trade by Trevor Backhouse in January 2016. Even though the only other member I knew was Trevor, I was made welcome and immediately decided I had made the right decision. I joined the Chamber and after a few months made the decision to put my name forward for the position of Jn. Vice President. Time has passed very quickly and I hear I am starting my year as President. Although a bold Step to follow on from Katie, I will do my best to support the Chamber members and the Chamber’s own Executive. Whilst my experience since from joining the Chamber is a positive one, I did feel initially isolated as a new business owner in the town and this is where my passion will remain because since joining the Chamber as a new business was probably one of the best decisions that I made.

 Joining the chamber has helped me become more established and made me feel part of the community and for that I am very thankful to the OCT members & businesses owners in the town that have supported me. They have all been genuinely encouraging and very supportive.

Therefore during my year as President my goal is to encourage new members, help support new and existing businesses, and help strengthen the foundation of the Otley Chamber of Trade. I look forward to working alongside Otley BID, OTC,OTP and the Executive Committee who has been incredibly supportive.

So over the next 10 months I will be offering a “Presidents Hot Seat Q&A” session which will feature in the Bulletin each month. This will provide an effective platform to encourage businesses in the town to flourish.

I will be looking to interview two business owners in the town, per month. If you would like to meet with me and participate and showcase your business I would be very pleased to hear from you.

The Chamber also has a vacancy for a Jnr. Vice President as Sam Pinder will be stepping up to Vice President, so I will be heading round the town to recruit a junior. Another couple of things I wanted to put across is that I support Rhona Smith, she is fabulous, she meets & greets new businesses, so I am going to tag along and support her a little bit more. The other passion of mine is the late night opening which we trialled last year and this is something we need to expand on together and come up with a plan.

**8. Date and time of next AGM – Tuesday 19th March 2019**

**Business Meeting**

**9. Minutes of last business meeting and matters arising**

 The minutes of the last meeting were confirmed as being a true record. There were no matters arising.

**10. Launch of Buy in Otley website - presentation by Katie Burnett**

“Some work the Chamber does, is working in partnership with the OTC, OTP, BID which form the (Town Co-ordination Group).

We all get together every couple of months to say what we are doing and make sure there is no duplication and see how we can help each other. Last year the focus of the group was on Tourism; we had new branding for the Visit Otley website and the Town Council’s website so there is now, cohesive branding across. This is definitely a piece of work that has been successful and hopefully your business will have seen a bit more coach tours coming into town. The group have been working very hard at getting more coaches into town and as a result Steph Lee & Ray Georgeson are going down to the Coach Awards in Birmingham as Otley is one of 7 towns nominated as a Coach Friendly Town. I was staggered when I heard the number of coaches that came into town. The other thing that staggered me was the number of people in town that run cafes (you think how can they all survive)? We had a big discussion at one of the co-ordination meetings “how do you know when the present strategy is working?” A cleverer person than me said, you know it working by the number of café’ there are in the town. So this is a marker of the success of the town’s tourism strategy. The final bit of the picture is when you go onto the Visit Otley or Otley Town Council websites, it links through to other areas of the town. Business to business (plumbers, builders, joiners etc) that was ok but what was missing there was not a platform for shoppers in or out of Otley to know what businesses there are in the town. But now there is a friendly, easy website for that, which the Otley Town Council has paid for.” Katie gave a brief demonstration by going into the Visit Otley Website and showing all the links.

“Next year the Town Co-ordination Group will be focussing on Digital Otley. Service Industries, more houses we need to make sure we have decent internet access.”

**11. Christmas trees – plans for 2018 - KK**

It was decided that the Christmas trees were not value for money and the scheme was not working as it should have been. We are now looking for a more joint up plan. Individual businesses could put their own trees up as the brackets are still in place. We would like to refresh the Central Tree in the Market Place, and encourage individual business to put up white lights around the town and this might be a better use of the money.

**12. Sponsorship for Economic Bulletin**

 £60 to sponsor the Bulletin, but if anyone wants to partner up with a business they could pay £30 each.

 You also have the opportunity to sponsor a month in the year and we can sign you up for any month you want.

 Email Tim on : wilkinson\_tim@sky.com

**13. Otley Show Marquee**

19th May 2018 is Otley Show and there are still a two or tree spots available. We have a marquee that allows Otley Businesses to use as their Business Showcase. COT organise it and BID pay for the marquee. If you are a BID levy payers or a member of the Chamber of Trade, the only cost is £10 towards admin. Each business brings its own table and you can set up the day before.

**14. Members issues**

14.1 (PH) Ashfield Development Application in but it looks pretty awful and no current business on the Ashfield site have been approached regarding re-location.

Let’s see what happens!

14.2 (PH) Land at Pool Road (not far from the Garnett’s Development) looking to build 50 light industrial units at 100 sq. ft. or just under (which doesn’t qualify for business rates). Application has gone in BID,OTP and OTC to support application.

**15. Any other business**

15.1 (SR) Tour de Yorkshire. Feedback from a recent meeting: 2.2 mill people attend on the roadside, 9.7 mill people watch live TV and all the TV footage is available to us. They do a lot of field and river art (competition) – so if anyone has a field and has a whopping bike or something else that is striking– then go for it! 27th April is Yellow Yorkshire Day (Yorkshire Air Ambulance colours) and what they would like to see is all the shops dressed up, bunting & competitions and just make the place as colourful a buzzing as possible to the run up to the race. They also have this scheme which is to donate a bike (every child should have access to a bike). If you want to keep up to-date with everything there is an email link on the website. letourdeyorkshsire.com – just enter your email address on the online box provided and they will keep you updated.

 Tour de Yorkshire. Otley Town Council will be borrowing the Chamber’s flags and they will be putting them up this year on the TdY route not all around the town.

15.2 (BB) Chippendale 300.

 Thomas Chippendale 300 celebration. Thomas Chippendale was born in Otley, but up to 100 years ago everyone thought he came from Gloucester. The 300 anniversary of his birth is being celebrated all over the country and there will be exhibitions of furniture in number of stately homes. There is an exhibition is Leeds at the Museum - but much too expensive for Otley to get any furniture but what we have offered to the Chippendale 300 Society is the more personal quirky events that these stately homes will not be able to provide. So in the month of June there is a number of things happening in Otley. There is a Chippendale Birthday Party at the Stew & Oyster on Sat June 2nd, with 18th century quiz, 18th century singing and specially brewed Chippend’Ale.

 The only positive thing we know about Chippendale was that he was baptised in Otley on the 5th June. On the 5th June there will be a celebratory concert in All Saints Parish Church from 19.30-21.30 with 18th century music and local bands playing and the Chippend’Ale will also be sold. Patisserie Viennoise is producing round solid chocolate bars with an in-print of a Chippendale chair and these will be on sale.

 There will be coach tours arriving throughout the year. On the 5th April an American Coach Party will be landing at the church at 10.30am. I spoke to Dudley Parker who is tour guide and he and I will meet the American party and see how much time thy have got and show them the sights of Otley.

 The Otley Carnival is in the middle of June and obviously the OTC will be dressing up in 18th Cent., costume and will be transported on a float to go round the carnival.

 Also available is a printed Chippendale 300 events programme and a walking map dedicated to Otley’s most famous son.

15.3 Bunting – if anyone needs a supply for the Your de Yorkshire see details below.

 The bunting is made of polycotton and cotton tape, in the official Tour de Yorkshire colours. It is made locally in Otley. The material the bunting is made from is durable, good for indoor and outdoor use, reusable & recyclable.

 See price list below (we are used to handling large orders).

 1-20 meters £1.30/m

 21-50 meters £1.15/m

 51-75 meters £1.00/m

 100 meters+ £0.95/m

 Please contact Rachel Michael direct on : 0771 7607301 or at rachelmichael79@gmail.com

**16. Date and time of next meeting**

 Tuesday 22nd May 2018 5.30pm for 6pm start at the Falcon Social Club on Westgate, Otley