



## Minutes of Committee Meeting

Wednesday 3<sup>rd</sup> July 2024 at 5.45pm in Quay House, Kingsbridge

### 1. Welcome & Apologies

Present:	James Spencer John Gardner Scot Baston Nicola Coulson Alex Robertson Cllr Julia Wingate Sarah Burnett Dawn Blundell Cllr Sarah Wyatt	Chair   Pebbles Group Treasurer Vice-Chair, Kingsbridge   Cornerstone Photography Secretary Committee Member, IT Workhouse Associate Committee Member, Kingsbr. Town Council, Mayor Associate Committee Member, KCC   Salcombe Info Centre Associate Committee Member, Kingsbridge Info Centre Associate Committee Member, Modbury Parish Council
Apologies:	Kim Willis Jane Tyler Catherine Gillen Cllr Mark Long  Cllr Sam Dennis Cllr Mark Goodey	Committee Member, Marketing Manager Committee Member, The Winking Prawn Group Committee Member, The Brownston Gallery Associate Committee Member, SHDC (esp. Planning) & Salcombe Harbour Committee Associate Committee Member, SHDC Associate Committee Member, Salc. Town Council, Mayor
Absent:	Cllr Rufus Gilbert Cllr Jasper Evans	Associate Committee Member, Devon County Council Associate Committee Member, Salc. Town Council

### 2. Minutes & Actions

Minutes from June 2024 approved.

#### Actions outstanding previously and ongoing

##### 1. Harbour Board

Re-invite Salcombe Harbour Master to talk about how harbour can bring more benefits to local businesses. Also, to invite him to our November Business Club. NC

- *Update: SW agreed to contact - NC to email SW with previous comms*

##### 2. SWW / Kingsbridge flood impact

Write to Cllr Gilbert re the economic impact of the flooding - *ongoing* JS

##### 3. Donation Procedure

JG to refine his donation scoring mechanism. *Ongoing* JS/JG

Google Forms Data Collection: SBa explained that a standard website form that could easily route submissions to an email address might be preferable. *Ongoing* SB

KW to promote updates once it's live. KW

##### 4. Modbury Roadworks

Positive news story to be fed to Richard Harding, Gazette, as part of the AGM update. *Ongoing* KW

A discussion ensued about engaging with local media, particularly the Kingsbridge & Salcombe Gazette ("Gazette"), to ensure coverage of our activities.

- Local News and Credibility: There's a concern about the declining reach of traditional local newspapers like the Gazette. However, the newspaper is still seen as a credible source of local news, and we will continue using it while exploring other avenues for reaching the community.
- Engagement with Media: In previous years, a media representative was directly involved with the Chamber, which facilitated better coverage. There was a suggestion to maintain or re-establish such relationships to ensure consistent and accurate media representation.
- Overall, the focus is on increased visibility by regularly providing the Gazette (and other online and broadcast media outlets, eg. Spotlight), with updates and newsworthy content - leveraging media relationships to promote the Chamber's activities and objectives.

*Further action: If committee know of an upcoming event, to email Richard Harding at the Gazette richard.harding@southhams-today.co.uk*

## 5. Insurance

JG

To ensure the Chamber's insurance policy explicitly covers the erection of bunting across our 3 towns to avoid future complications.

- *Update: JG had an email from Wessex Insurance and will look at this soon, when he's reviewing the Chamber's annual renewal - ongoing*

## 6. SH Arts Festival - Agreed to gather more details

- *Update: JW meeting representatives from SH Arts Festival on Friday 5<sup>th</sup> July (at their invitation), so will find out more the festival. JW to update by email if there's anything to report.*

A discussion ensued about an 'events map' or calendar to analyse the timing and distribution of events across the local area (Kingsbridge, Salcombe, Modbury, etc.) to identify gaps and opportunities and determine whether we should be lobbying to change the dates of South Hams Arts Festival.

Key discussion points included:

- Identifying Gaps and Opportunities:**  
The original idea behind the "events map" was to identify gaps and opportunities to help the Chamber and its members plan new events or initiatives to fill in any gaps and better serve the community.  
We are interested in the economy-boosting events, like Tunes in the Sands, which will increase visitor numbers. This would not simply be a repository of every local event.
- Leveraging Existing Resources:**  
It was acknowledged that the TICs and some individual businesses already maintain their own "what's on" calendars or lists of events, eg. Visit Devon, southhams.com, Gazette. JG suggested that we email members to encourage them to share information about their own events and activities with the TICs, to collate more comprehensive events calendars.
- Aligning with South Hams Chamber Branding:**  
It was agreed that maintaining a comprehensive events calendar would require ongoing effort and resources, which we do not have. However, we recognised that an events calendar or "map" could be a valuable project to help establish the South Hams Chamber brand and its role in the broader community. However, we need to ensure any such initiative was well-resourced and aligned with the Chamber's strategic goals and capabilities.
- Overall, the committee saw merit in the idea of creating a centralised events calendar or "map," but wants to further explore the most practical and sustainable approach, considering the available resources and the potential benefits to the Chamber's members and the local community.**  
To be discussed further at September meeting.

It was also agreed that Committee had no strong feelings about the proposed June 2025 date of the festival.

*Further action: Make Festival Update one of the main headers on September's agenda*

## 7. PASD

NC

Invite Cllr Birch to attend committee to discuss the benefits of Freeport - *done (Cllr Birch and Chris Shears accepted invite to attend a future meeting)*

*Further action: Committee agreed that they would first like to have information on paper to understand relevance - NC to follow up with Sam Dennis.*

## 8. Donations

JG to follow up with Wind Project & Axel Tramps to clarify our funding JG criteria and what we would be getting in return

*Update:* (i) JG Wind Project did not meet donation criteria, so will no longer be receiving funding. (ii) Axel Tramps did meet the criteria and has received £200 towards Kingsbridge Classic Rallies. (iii) JW reported that the Kingsbridge Egg Hunt was a great success, and they would like to repeat it next Easter.

## 9. Dartmouth Chamber

To initiate comms with DC by sharing current events happening locally - *ongoing*

---

### 3. Council reports

---

**District & County: South Hams District Council | Devon County Council**

Devon County Council - *apologies from RG*

South Hams District Council - *apologies from ML | SD*

---

**Town: Salcombe | Kingsbridge | Modbury**

---

**Salcombe Town Council (STC) - *apologies from MG***

---

**Kingsbridge Town Council (KTC) - JW**

- Recently held **Kingsbridge Nature Festival** (20<sup>th</sup>-22<sup>nd</sup> June), a 3-day celebration of the local environment, hosted by various indoor and outdoor venues.
  - **Proposed Jobs Fair:** JW reported that KTC are considering holding an employment fair in Kingsbridge next year. Business Information Point successfully organised its first employment fair in Okehampton, attracting 20 businesses and numerous job seekers. The event led to several successful recruitments. Due to its success, SHDC has requested a similar fair in the South Hams, with Kingsbridge as a potential location. They are flexible on timing and location *and would like to discuss this with the Chamber.*
  - JW reported that footfall is up, and the high street is more buoyant than it has been. An increase in foreign tourists (particularly Germans) was also noted.
- 

**Action #1:** JW to inform Business Information Point about the jobs portal.

**JW**

---

**Modbury Parish Council (MPC) - SW**

- **Modbury Nature Fest** in the pipeline for July - a day of fun, recreational, creative and educational activities for all the family, to celebrate local nature and biodiversity. This was not widely advertised as Modbury can't accommodate big numbers.
  - Likely holding a **Modbury's Marvellous Makeover** meeting in September; SW invited us to send a representative to talk about the benefits of Chamber membership and network with the traders. JG volunteered, depending on the date.
- 

**Action #2:** To confirm date of Makeover meeting and Chamber attendee

**SW**

---

### 4. Chamber Events

---

#### AGM

Key feedback on the AGM:

#### 1. Venue

- Returning to Bartons for the AGM was generally well-received, although there were some logistical challenges, such as the bar not being ready when the attendees arrived and the need to pay for additional hire kit, like tables, chairs, plates, glassware etc.
- A venue more accustomed to hosting events might have allowed us to focus more on the content rather than the logistics.

#### 2. Decline in attendance

- We noted a decline in attendance at the AGM compared to the previous year, with around 15-20 fewer people. This was attributed to the AGM being scheduled too close to the previous month's BC at The Crabshell, which may have impacted attendance.

#### 3. Scheduling Considerations

- Committee agreed that events should be spaced out more to avoid overlapping and maintain the excitement and interest of members.
- The committee also considered maintaining a schedule of 4 events plus the AGM over the next 12 months, with the potential for additional "breakfast club" style events in between.

#### 4. South Hams Chamber Branding and Expansion

- 
- The committee recognised the need to consider the implications of the South Hams Chamber brand expansion and geographic reach when planning future events and venues.
  - It was agreed to dedicate a significant portion of September's meeting to discussing the brand and logo concepts, as well as what it means in practice to be the South Hams Chamber.
- 

**Action #3:** To add AGM venue discussion to January's agenda

NC

---

### **Business Club ("BC")**

1. Venue for September Business Club
  - Planned for the last Thursday in September (26<sup>th</sup>) at Salcombe Gin, possibly followed by supper at new venue, Primo Pizzeria, on Island Street.
2. Potential Collaboration
  - JS suggested that the new venue owner, Yaw Djang, seems keen to work with the Chamber and is interested in staffing issues.
  - JS agreed to call in and enquire about hosting the event, and to discuss further collaboration.
3. Pricing and Cost-Effective Approach
  - It was agreed to keep the pricing for the BC event at a cost-effective level, like the Crabshell event (£20 for pizza and chips).
4. Promoting the Jobs Board
  - The committee agreed that the BC event would be a good opportunity to also promote the Jobs Board initiative that the Chamber is working on with KCC.
  - There was a discussion about whether the Jobs Board should be members-only or open to all businesses; consensus was that keeping it open to all businesses, rather than members-only, would be more in line with the collaborative spirit of the project and allow for greater participation and success.
5. Future Business Club Venues:
  - The committee noted that the November BC will be at the Salcombe Harbour Hotel, although the focus for the next year's events may shift towards Kingsbridge and Modbury.

JG confirmed that the May Business Club made a profit of £12.41, but hasn't yet tallied up number of people who paid, against the Crabshell's invoice.

---

## **5. Treasurer's update**

---

### **IGNITE Fund**

1. Current Ignite Fund Budget
  - JG confirmed that the current Ignite Fund budget is around £850 remaining for the year after some previous expenditures.
  - Whilst it was acknowledged that the available funds may not be substantial in comparison to our previous grant cycle, it as a starting point to build a more comprehensive support programme.
2. Expanding the Ignite Fund Scope
  - Committee recognised value in expanding the Ignite Fund beyond just providing financial grants to startups and young businesses.
  - They discussed the idea of incorporating a mentoring component, where experienced business owners from the Chamber's membership could provide guidance and support to Ignite Fund recipients.
  - Committee recognised the wealth of business expertise and experience within the Chamber's membership that could be tapped into for a mentoring programme. The idea of creating a pool of "business mentors" from the Chamber members was discussed to provide guidance and support to Ignite Fund recipients.
  - JW pointed out that mentoring does not have to be limited to just young entrepreneurs or startups. There is potential for experienced business owners, even in different industries, to mentor each other, such as a shop owner providing guidance on window dressing to another member. The mentoring could also extend to topics like how to retire or sell a business, not just starting one.

- The possibility of creating a "Dragons Den" style event was discussed, where startups could pitch their ideas and potentially receive mentoring and business development support from Chamber members.
3. Collaboration with Kingsbridge Community College (KCC)
    - It was suggested that the mentoring programme could be linked to the Jobs Board initiative that the Chamber is working on with KCC, creating a natural progression for young people and startups.
  4. Resource and Time Constraints
    - Committee acknowledged that providing comprehensive mentoring support could be time-consuming and resource-intensive.
    - They discussed the need to find the right balance and framework to make the mentoring component sustainable and manageable for the Chamber's volunteers and staff.

Next Steps:

Overall, the committee were keen to evolve the Ignite Fund to provide more than just financial support, with a focus on mentorship, business development, and creating a more holistic "circle of support" for startups, young entrepreneurs, and even experienced business owners within the local community.

It was agreed to further explore the mentoring programme concept, including how to best leverage the Chamber's membership, collaborate with KCC, and potentially tie it to the Jobs Board initiative.

**2025 Subscription increase**

To be added to October's agenda.

JG suggested 1<sup>st</sup> Jan 2025 as changeover date as the main chunk of memberships come in January.

<b>Action #4:</b> Add IGNITE to September's agenda	NC
<b>Action #5:</b> Add 2025 Subs increase to October's agenda	NC

Report dated 31 May 2024

**Financial Statements**

1. Account Balances

Current Account balance	£12,433.66	
(Modbury funds)	(£4,466.98)	
(Kingsbridge Traders)	(£2,573.00)	
Current Account Net Total	£5,393.68	
Deposit Account	£6,754.02	
<b>Total Balance</b>	<b>£12,147.70</b>	(April balance = £12,790.87)

Monthly Income/Expenditure Statement - as previously circulated.

**Donations**

Date	Beneficiary	Amount
24 March	KCC Jobs Board	£200.00
29 March	KB Easter Egg Hunt	£204.00
12 May	KB Classic Rallies	£200.00

**6. Ongoing Projects**

**1. Chamber Rebrand**

- *Ongoing*

Questions raised about the geographical reach of the SH Chamber.

**Actions:** It was agreed to dedicate time at September's meeting to flesh out what it means in practice to be the SH Chamber, and to review logos from Kim.

**2. Field of Light**

This event very much aligns with our strategic goals, but we have questions:

*i. Marketing & Logistics*

Who is leading the marketing and logistics for the event? Is it an individual or a group? If it's a group, do they need support?

---

ii. **Event Dates and Impact**

What are the confirmed dates for the event? Is there an expected impact on the region, especially in terms of visitor influx? Is there a predicted timeline for peak activity?

iii. **Coordination with Local Events**

What are the live dates for key activities, especially opening | closing ceremonies?

iv. **Merchandising**

Is there a plan for selling light bulbs and any additional event-related merchandise? Who is coordinating sales?

v. **Community Engagement and Communication:**

How is information about the event being shared with key stakeholders, including holiday home visitors and residents who may not be aware of the event?

Is there a need for generic social media or promotional material to be distributed, and when should this be available?

**Actions:**

- Need to gather more information as soon as possible. Suggested we set up a virtual call with key individuals involved in the event planning to clarify roles and responsibilities.
- There is a desire to promote the event and maximise its impact on the community by working collaboratively with local chambers, such as the Dartmouth Chamber, to share information and strengthen relationships.

**3. Collaboration with KCC / Digital Careers Board**

- *Completed, but to be reviewed in 3 months with metrics from SBa*
  - *Need to market board to members once KCC admin is on board*
- 

**Action #6-10**

#6:	Chamber rebrand/offering - to discuss at September's meeting & review logo	All
#7:	Field of Light - information gathering	SB
#8:	Field of Light - Liaise with Dartmouth Chamber	tbc
#9:	KCC Jobs Board - add review to November's agenda	NC
#10:	KCC Jobs Board - notify members, as above	KW

---

**8. AOB**

---

i. **Harbour Board**

*See Actions above*

ML to update at the next meeting.

ii. **Donations and Subscriptions** - *covered above.*

iii. **To review Chamber offering** - *ongoing*

iv. **To review the frequency and timeliness of updates in our news section** - *ongoing*

v. **Membership | Administrative Support**

Recruitment of a secretary/assistant to support the South Hams Chamber's expansion was discussed, emphasising the need for someone task-oriented and proficient in database management.

Approximately 2-4 hours of income per week - suggestions invited - *ongoing*

---

**Date of next meeting:** Wednesday 18<sup>th</sup> September 2024

---