



## Minutes of Committee Meeting

Wednesday 5<sup>th</sup> June 2024 at 5.45pm in Quay House, Kingsbridge

### 1. Welcome & Apologies

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

### 2. Minutes & Actions

Minutes from 1<sup>st</sup> May 2024 approved.

#### Actions outstanding previously and ongoing

##### 1. Harbour Board

- Action: Re-invite Salcombe Harbour Master - *done, awaiting response* NC

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

- Action: Write to Cllr Gilbert re the economic impact of the flooding - *ongoing* JS
- Send JW a copy

##### 3. Donation Procedure

- Action: To create a Google form with simple format for people to apply - *ongoing* JS/JG
- Add procedural sentences to website Grants page, until Google form is available.  
Ongoing - SBa to upload on Grants Page

##### 4. Modbury Roadworks

- Action: Positive news story to be fed to Richard Harding, Gazette - *ongoing* KW

##### 5. Collaboration with KCC / Digital Careers Board

- Action: Reinvite Tina Graham - *done* JS

*A discussion ensued:*

##### 1. Project Ownership:

- SB clarified that the careers board project is a collaboration between KCC and the Chamber, not solely KCC's project.

##### 2. Content Preparation:

- Tina will want to see some content on the site before it is presented at the AGM.
- JS is tasked with finding some job listings to populate the site.

##### 3. Next Steps:

- SBa will attend a meeting on Friday to discuss the next steps.
- The project is ready to launch, pending the implementation of an administrative process.

4. **Employer Engagement:**
  - SB to promote the jobs board when meeting employers.
  - Provide the URL to any employer interested in advertising job opportunities on the board.
5. **Local Job Advertisement:**
  - GL mentioned a local shop specifically looking to hire a young person.
  - JW agreed to promote the Jobs Board on the traders' page.
6. **Promotional Materials:**
  - To create promotional materials to advertise the jobs board.
  - JS to collect a few job listings to populate the board initially and encourage committee members to direct employers to the URL.
7. **Email Management:**
  - SB to redirect the project-related email to himself.
  - JS to follow up with Tina.
  - New email - [work@kingsbridge-salcombe-chamber.co.uk](mailto:work@kingsbridge-salcombe-chamber.co.uk)

By following these steps, we can ensure the successful launch and promotion of the careers board, aligning with the collaborative goals of KCC and the Chamber.

**Summary of actions:**

- JS to speak to Tina about the AGM theme.
  - JS to find and upload initial job listings on the site.
  - SBa to attend the next steps meeting on Friday.
  - SB to promote the jobs board URL to employers.
  - JW to post about the local job opportunity on the traders' page.
  - SB to redirect the project email to himself.
  - JS to create and distribute promotional materials for the jobs board.
6. **Insurance** - To ensure the Chamber's insurance policy explicitly covers the erection of bunting across our 3 towns to avoid future complications. JG
  7. **SH Arts Festival** - Agreed to gather more details and decide on potential lobbying in early June - *see ML's SHDC report below* JS
  8. **PASD** - Invite Cllr Birch to attend committee to discuss the benefits of Freeport - *done* NC  
Cllr Birch and Chris Shears to come to next meeting KW  
JS suggests KW invite members to listen in on Freeports
  9. **CEP** - To encourage participation in the Salcombe CEP surveys. All
  10. **AGM** - Confirm Tina Graham's availability and brief her - *done* NC/JS
  11. **Donations** - JG to follow up with Wind Project & Axel Tramps to clarify our funding JG  
JG criteria and what we would be getting in return.  
JG to follow up with JW about Kingsbridge Egg Hunt re feedback
  12. **Dartmouth Chamber** - To initiate comms with DC by sharing current events JS  
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 - *ML*

SHDC is less active in the run up to the General Election.

**1. Community Economic Plan**

ML attended Salcombe's CEP meeting earlier in the evening and reported:

- 195 survey responses received, with more men participating than women. Only 14 businesses have completed the survey.
- ML will continue to push fortnightly for survey completions and promote on social media. He will also raise the option for paper surveys to Laura Eames.
- Intention to emphasise the comment map to build enthusiasm.
- Need to work on getting more business responses.

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- Need to leverage local events like Fair Week to promote the survey and encourage participation.
  - Use pop-up signs at the AGM and other local events to raise awareness.
  - Develop strategies to involve local youth in the survey process.
  - Coordinate with SB to get KCC involved.

## **2. South Hams Arts Festival 2025**

The festival is in its conceptual phase. Early meetings have been held, and the organisers are keen to gather input before moving forward. A meeting is planned for early September or October to flesh out details and decide on the festival's viability based on feedback and funding availability

### **a. Event Planning and Collaboration:**

- Cllr Birch provided an update at our Crabshell event.
- JW attended a meeting with Mayors and Clerks from surrounding towns, which emphasised the importance of inter-town communication and collaboration.
- **NDP Circus** plans to meet with town representatives in September, with an emphasis on organising the event.
- The festival's success hinges on securing adequate funding. NDP Circus is tasked with organising the event, but if funding falls short, the district council may cancel it.
- SHDC's goal is to encourage towns to generate ideas for a collective event that can take place in multiple towns, aiming to foster community engagement and tourism.
- There is a suggestion to invite NDP Circus to a Chamber meeting to discuss collaboration opportunities.

### **b. Concerns and Considerations:**

- Current footfall projections are based on an August event, while discussions are ongoing about potentially holding the event in June. Accurate projections for June are needed for better planning.
- ML raised issues about the extensive work required to organise the event and the potential dilution of existing events (event "overlap"). The proposed June date may not be optimal as it doesn't coincide with school holidays, limiting family attendance - consideration of changing the event date if necessary to avoid conflict with existing events.
- Emphasised the need for strategic lobbying to ensure the event is well-planned and does not conflict with current activities.
- Vital to ensure that the festival isn't centralised but rather shaped by the needs and preferences of each town. Suggestion to raise awareness and gather feedback through polls or surveys among members, leveraging community input to shape the event.

### **c. Committee opinions:**

- Support for early engagement: It is crucial to start lobbying early to shape the festival effectively. Waiting too long could lead to rushed decisions and suboptimal outcomes.
- Ensure festival aligns with community needs; that it supports and promotes local businesses throughout the year.
- Ensure the festival complements existing events and fills any gaps in the local event calendar.
- Ensure that the funding is used efficiently, and the roles and responsibilities are clear.
- Highlight the potential benefits to local businesses and the community by promoting coordinated scheduling.
- Membership Growth: Use the festival as an opportunity to grow Chamber membership and increase community engagement.
- Concerns: There are concerns about spending money on an organising company (NDP Circus) without clear deliverables and accountability, and the risk of organising an event that doesn't align with the local community's needs or overlaps with other significant events.

### **d. Conclusion:**

- Committee is supportive of the South Hams Arts Festival, recognising its potential to bring significant benefits to the local community. However, it emphasises the need for careful planning, adequate funding, and genuine community involvement to ensure its success. Immediate steps include drafting a supportive letter, engaging with local communities, and leveraging the Chamber's resources to promote the festival.

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## **Actions #1-7**

### **#1 Invitation to NDP Circus:**

- Draft and send an invitation to NDP Circus to join the Chamber meeting.

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- NC and JS to collaborate on the draft, potentially involving CG.
- #2 Consider collaboration** through business club or other initiatives.
- #3 Event Planning and Coordination:**
- Develop an events map and gather a comprehensive overview of area events, identifying gaps and opportunities for new events.
- #4 Footfall Projections:**
- Request updated footfall projections specific to a June event to inform better planning and decision-making.
- #5 Community Involvement:**
- Conduct a poll or survey among members to gather ideas and raise awareness about the proposed event, ensuring broad community involvement.
- #6 Lobbying Efforts:**
- Focus on securing funding and ensuring a well-thought-out event plan.
  - Evaluate the need for a date change based on current event saturation.
- # 7 Ongoing Discussion:**
- Continue discussion on potential lobbying in the next meeting.
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**Town: Salcombe | Kingsbridge | Modbury**

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**Salcombe Town Council (STC)**

*Apologies from MG*

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

- Recent success of the Food and Music Festival was noted; Fair Week is the next major event.
- Traders noted a challenging Spring with low footfall, but a positive half-term.

**1. 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.
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**Action #8:** JW to inform them about the jobs portal.

**JW**

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**Modbury Parish Council (MPC)**

*Apologies from SW*

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**4. Business Clubs | AGM**

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**AGM**

**1. Speakers for AGM**

Emphasis on employing people with the right skills.

Potential speakers:

- Dan Bly, Salcombe Dairy - Dan Bly
- National Trust
- RNLI
- Leisure Centre (short of swimming teachers - local employers)
- Riverford
- Mitch Tonks - Rockfish

**2. AGM Theme**

"South Sands with bells and whistles on."

Focus on working collaboratively with the school.

Bringing light-heartedness to the AGM.

JS to brief Tina Graham on the theme for the AGM.

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### 3. New Branding

JS mentioned that new branding materials will be circulated to the committee for approval. At the AGM, the collaboration can be announced, and branded support materials will be distributed.

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### 4. Treasurer's update

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JG reported that £3.5k has been transferred into the interest account.

JG reported on his proposed new criteria and process for donations, as follows:

#### 1. Objective Criteria for Donations

- A new scoring system is being proposed to objectively evaluate donation requests.
- The criteria include factors such as the benefit to the chamber, its members, and the broader community.
- The aim is to ensure funds are allocated in a way that provides direct benefits to the chamber and its members rather than purely charitable causes that do not align with the chamber's mission.

#### 2. Example of Criteria Application

- An example was run using the Dingy Sailing Wind Project, which was determined not to directly benefit the chamber or its members despite being a worthy cause.
- This contrasts with other funded activities, like Christmas events, which have clear benefits to members and the local economy.

#### 3. Review and Recommendations

- There was agreement on refining the scoring mechanism and considering whether the funds are needed, other sources of funding, and the potential for mutual benefit.
- The process involves proposing donations, evaluating them with the criteria, and then making decisions based on the scores and discussion.

#### 4. IGNITE Fund

- The IGNITE Fund, aimed at providing small grants to young entrepreneurs, was highlighted as a successful initiative.
- There was discussion on reactivating and promoting this fund, emphasising the need for applicants and engagement from young business owners. JG confirmed that the Chamber can afford to allocate funds towards IGNITE.
- It was therefore agreed to relaunch and put it on the website (handled by SB & AR).
- Place an advert for IGNITE on the Jobs Board.
- AR raised the idea of mentoring.
- Phased approach:
  - i. Relaunch in June.
  - ii. Look to developing IGNITE.

#### 5. Publishing Criteria

- It was suggested that the new donation criteria should be published for transparency and to encourage appropriate applications.
  - This could help manage expectations and attract relevant proposals that align with the chamber's objectives.
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#### Actions #8-10

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|-----|--------------------------------------------------------------|----|
| #8  | Refine the scoring criteria for donations.                   | JG |
| #9  | Promote the Ignite Fund and possibly allocate budget for it. |    |
| #10 | Publish the donation criteria for transparency.              |    |
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Report dated 30 April 2024

#### Financial Statements

##### 1. Account Balances

|                           |             |
|---------------------------|-------------|
| Current Account balance   | £12,790.87  |
| (Modbury funds)           | (£5,090.13) |
| (Kingsbridge Traders)     | (£2,573.00) |
| Current Account Net Total | £5,127.74   |
| Deposit Account           | £6,729.76   |

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**Total Balance** £11,857.50 (March balance = £11,900.79)

Monthly Income/Expenditure Statement - as previously circulated.

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**6. Ongoing Projects**

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**Chamber Rebrand**

**Field of Light**

- *All plans are proceeding.*

**Harbour Board**

- ML to update at the next meeting.
- Discussion on changing dynamics and short stays.

**Impactful Info Panels project**

- Subject to grant funding from SHDC - JS has submitted application and will chase up.

**Collaboration with KCC / Digital Careers Board**

- *Covered above*
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**7. SHDC's Economic Plans for Kingsbridge / Salcombe**

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*Covered above*

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**8. AOB**

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**i. Harbour Board**

There was a brief discussion about gathering and sharing data on the economic impact of the harbour on the local area, reflecting changes in visitor patterns and economic benefits.

**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*

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**Date of next meeting:** Wednesday 7<sup>th</sup> August 2024

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