

# Minutes of Committee Meeting

Wednesday 4<sup>th</sup> June 2025 at 5.45pm in Quay House, Kingsbridge



## 1. Welcome & Apologies

Present:	Cllr Sam Dennis James Spencer Scot Baston Nicola Coulson Jane Tyler Kim Willis Adam Taylor Cllr Jasper Evans Mark Goodey	Chair   Associate Committee Member, SHDC Outgoing Chair   Pebbles Group Vice-Chair, Kingsbridge   Cornerstone Photography Secretary Committee Member, The Winking Prawn Group Committee Member, Marketing Manager Committee Member, Taylored Games Associate Committee Member, Salc. Town Council, Mayor The Winking Prawn Group
Apologies:	Cllr Steve Mammatt Cllr Julia Wingate Alex Robertson Dawn Blundell Cllr Sarah Wyatt Sarah Burnett Cllr Mark Long	Associate Committee Member, Kingsbr. Town Council Associate Committee Member, Kingsbr. Town Council, Mayor Committee Member, IT Workhouse Associate Committee Member, Kingsbridge Info Centre Associate Committee Member, Modbury Parish Council Associate Committee Member, KCC   Salcombe Info Centre Associate Committee Member, SHDC (esp. Planning) & Salcombe Harbour Committee

- SD opened the meeting and welcomed attendees.
- A short “re-introduction” exercise took place, during which members briefly outlined their business interests and any voluntary or community roles they hold.
- This will be repeated at a future meeting when more of the committee is present, helping to identify overlaps, contacts, and resources.

## 2. Minutes & Actions

- June minutes accepted as accurate.
- Actions from the last meeting were discussed, with some noted as complete and others (including website changes and membership reviews) carried forward.

### Actions outstanding previously and ongoing

1	Conduct admin review of lapsed members over past 3 years		Ongoing	NC
2	Finalise and launch new website (copy, transition page)	Launched mid-June	Complete	SBa
3	Continue promoting Treasurer vacancy	Personal outreach encouraged	Ongoing	All
4	Draft and distribute messaging about Chamber value and roles for press and newsletter	Targeting Gazette and Chamber update in Q3	Ongoing	
5	Plan post-donation initiatives (e.g. business support funds)	To be discussed at a future meeting	Ongoing	
6	Reassess Chamber scope and objectives post-AGM (within 6 months)	Includes evaluating expanded South Hams reach	Ongoing	
7	Finalise mission statement and share with members	To be added to website and included in member comms	Ongoing	
8	Develop structured guest invitation (QR code, voucher)	KW   SBa to mock up and present	Ongoing	KW SBa
9	Refresh marketing materials (business cards, posters, stickers)	To support rebrand and used in public spaces	In progress	KW
10	Improve registration process at events (desk support, payment flow)	AGM praised as good example	Ongoing	NC

11	Promote membership benefits via website and comms	KW to lead with support from comms group	Ongoing	KW
12	Confirm £200 donation to Devon Young Fishers (Jemma Jewkes), cc KW for PR		Complete	
13	Consider donation to Kingsbridge & District Light Railway (KDLR)	Add to August agenda	Ongoing	

### 3. Handover from James Spencer to Samantha Dennis

- JS formally stepped down as Chair, with SD now confirmed in the role.
- The committee thanked JS for his leadership during a pivotal period, including the rebranding to South Hams Chamber and renewed engagement with members.
- SD brings continuity as a long-standing committee member and will focus on strengthening relationships with local authorities, improving membership systems, and supporting business growth across the district.
- She thanked JS for his support and confirmed he will remain involved.

### 4. Round table reports from Associate and Committee Members

#### a) South Hams District Council (SD)

- SD reported productive conversations with SHDC's Director of Place, Chris Brook, and new Head of Assets, Matthew Hill.
- The Chamber is seeking a stronger relationship with the SHDC Economy Team, particularly around commercial property provision in Salcombe and district-wide business support.

#### b) Salcombe | Park & Ride (JE)

- A smaller, more efficient vehicle is in use this season, but usage remains low.
- A detailed usage survey has been commissioned with support from SHDC.
- Signage continues to be a key concern, and a clearer explanation of the seasonal service and integration with the 164 service is needed.
- Joint procurement with Dartmouth for 2026 is being explored.

#### c) Salcombe | Community Economic Plan

- Progressing. Options being explored for micro business units at Cliff House Gardens and Whitestrand.

#### d) Salcombe | Visitor Experience (JT/JS)

- Concerns were raised around the inconsistent signage for the Park and Ride in Salcombe.
- Tourists expect the service year-round and often cannot find timetable information.
- Suggestions included working with SHDC and local partners to improve visibility and communication with visitors.

#### e) Salcombe | Principal Residency

- The principal residence policy for new builds in Salcombe has drawn national attention. The Chamber's support for a balanced narrative was noted.

#### f) Kingsbridge | Community Economic Plan (AT)

- AT attended the first meeting and encouraged Chamber participation.
- NC will coordinate attendance if AT is unavailable.
- A desire was expressed for the Chamber to support making South Hams projects "bid ready" for funding rounds.

#### g) Instagram | Social Media Reach (KW)

- The Chamber Instagram account now has over 100 followers.
- Kingsbridge is the most engaged location, followed by Plymouth, Ivybridge, and Totnes.
- Salcombe is notably absent, suggesting a need for targeted marketing or member outreach in that area.

#### h) Modbury

- No representative present. The committee noted Modbury is not covered by a CEP and doesn't have an Information Centre. Future engagement opportunities may be explored.

### Actions

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| 14. | Monitor Park & Ride survey results and support SHDC signage improvements.                            | JE       |
| 15. | Chamber to maintain a balanced message in response to national coverage of Salcombe planning policy. |          |
| 16. | Ensure Chamber representation at future CEP meetings (NC or SD to attend if AT is unavailable).      | AT / NC  |
| 17. | Increase digital outreach in Salcombe based on low social media engagement.                          | KW       |
| 18. | Consider strategies to re-engage Modbury with Chamber activities and CEP initiatives.                | SW / All |

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## 5. Treasurer's Report

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### a) Financial Statements

Report dated 30 May 2025

Account Balances

Current Account balance	£15,014.03	
(Modbury funds)	(£4,331.25)	
(Kingsbridge Traders)	(£2,573.00)	
Current Account Net Total	£8,109.78	
Deposit Account	£6,850.12	
<b>Total Balance</b>	<b>£14,959.90</b>	(April balance = £15,139.40)

Monthly Income/Expenditure Statement – as previously circulated.

### b) Role Vacant

- Committee was reminded that a new Treasurer is still needed.
- JG estimated the time commitment as approx. two hours per month, plus a weekend around the AGM.
- Members were encouraged to actively consider and approach suitable contacts.

### c) Insurance:

- Renewal approved. Policy cost increased by £5; no objections were raised.

### d) Bank Signatories:

- SD and SB now have access. JG to be removed post-insurance. Chamber's banking address to be updated to reflect new contact point.

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### Actions

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| 19. | Continue recruitment efforts; consider personal invitations. | All |
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## 6. Membership Report

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### a) Current Membership

- The Chamber currently has 128 active members

### b) Subscription Transition

- Standing order payers will be transitioned to Stripe first.
- GoCardless users will follow.
- Members will receive an automatic email near their renewal date and phoned if no action is taken.
- Goal: avoid double payments and centralise data.

### c) New Website

- Now live. Members encouraged to log in, update directory listings, access receipts and features (inc. event listings, job boards, training materials, and documents).

### d) Associate Member Status

- Approved for regular attendees representing public or partner bodies.
    - Entitled to member-rate event access and a profile on the "About the Committee" page.
    - Not listed in the business directory unless they hold full membership.
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## 7. Business Clubs

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### a) AGM at Velarde Gallery:

- Positive feedback on venue, atmosphere, and networking focus.
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- Members valued introductions and informal discussion over formal speakers.
- The team noted increased participation from those who hadn't attended before.
- A well-organised welcome desk allowed committee members to greet new attendees and introduce them to others, making first timers feel comfortable.

**b) Future Events:**

- Upcoming venues and dates to be confirmed and the events calendar updated.
- Committee agreed to revisit loyal member venues first before exploring new options.
- A promotional push will be made to increase member awareness and encourage new business engagement.
- SD highlighted the value of helping attendees connect to generate future business - some members have already gained major clients from past meetings.
- The Chamber will continue to vary formats, including venues and pricing, to engage a broader mix of businesses.

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**Actions**

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| 20. | Confirm Business Club dates and secure venues, prioritising existing member venues. | NC     |
| 21. | Maintain informal networking-first approach and improved event set-up.              | NC/All |

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**8. AOB**

**a) Changes to the constitution**

- Planned for the September meeting.
- Proposed changes include updating the name to reflect South Hams Chamber and clarifying voting rights (especially for associate and dual-role members).

**b) Celebrating our 75<sup>th</sup> Birthday**

- The Chamber originated in 1949, making this its 75th year.
- The Gazette will publish a feature; SD is collecting archive material and will explore creating a list of past chairs and officers.
- Celebratory branding and posters will be produced and displayed on unused town noticeboards.

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**Actions**

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| 22. | Prepare constitution updates for discussion and vote at September meeting.      | SD     |
| 23. | Deliver Gazette feature and supporting media for 75th anniversary celebration.  | SD     |
| 24. | Distribute promotional materials across South Hams in windows and noticeboards. | KW/All |

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**Date of next meeting:** Wednesday 6<sup>th</sup> August 2025

*Note: Shorter agenda focused on event planning, marketing, and membership strategy.*

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