



Minutes of Committee Meeting

Wednesday 1st October 2025 at 5.45pm in Quay House, Kingsbridge

1. Welcome & Apologies

The Chair opened the meeting and welcomed attendees.

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

2. Minutes & Actions

- Previous minutes from September were approved as accurate.
- Ongoing administrative and event planning actions progressing well.
- Updates noted on CEP collaboration, Business Club preparation, and refreshed marketing materials.
- See **South Hams Chamber - Consolidated Action Tracker** (p.4)

3. Round table reports from Associate and Committee Members

Members shared updates on local business and community matters:

a) Salcombe

- JE confirmed that preparations for the **Salcombe Live Festival** were complete, with 30 artists performing across eight venues. SB reported a strong summer trading period and good visitor numbers.
- The town is now focused on Christmas planning, with free parking agreed for **2nd** and **13th December**, alongside a **'Spot the Elf'** trail and shop window competition.
- SB added that recruitment continues for a **Town Ranger** and part-time administrator to support local operations.
- She also shared that MP Caroline Voaden had indicated limited tourism funding would reach Salcombe, as the town is already considered at capacity. Members noted this feedback and agreed it underlined the need to focus on quality, not quantity, of visitors.

b) Kingsbridge

- SBa reported that the **fourth Kingsbridge Creative Network** meeting took place with around 70 attendees from the creative and business community. The network is building useful links between independents, artists, and local services, and there is scope for collaboration with the Chamber on shared marketing and business development.
- SM noted that the **Kingsbridge Fringe Festival** was very well received, with strong footfall and good participation from local venues. Several businesses reported increased trade over the weekend, and there was support to repeat the event next year.
- Members thanked the organisers and discussed opportunities for the Chamber to help amplify promotion ahead of the next edition.

c) Modbury

- SW reported that the **Modbury Music Series** had been a great success, bringing visitors into the town and supporting local trade.

- She confirmed roadworks were now completed and additional flood prevention measures are planned for 2026.
- Committee discussed how lessons from Modbury's event organisation could be shared with other towns.

d) **Community Events Across Towns**

- SD led a short discussion on the positive impact of summer events across the South Hams.
- Members agreed these create valuable community and commercial benefits and highlighted the importance of coordination to avoid date clashes.
- It was suggested that the Chamber's events calendar could include town-led events alongside Chamber ones to support joint promotion.

e) **Community Economic Plans**

SD updated members on CEP progress and praised the level of collaboration between towns.

- **Kingsbridge:** Suzi Garrod reported that the group is focusing on supporting apprenticeships and young people into employment. Work is underway to design a local business survey to explore how employers can take on apprentices and access support.
- **Salcombe:** SB noted that JT was attending the CEP meeting that evening, which was focusing on the sustainability of employment and possible BID-style business collaboration funding.
- **Regional:** SD commented that Salcombe has completed its survey and identified priority projects, while Kingsbridge remains in early planning stages. Other towns such as Ivybridge and Totnes are progressing at varied speeds.

4. **Membership Report**

- SBa confirmed there were **133 active members**.
- He explained issues from the **transition between GoCardless and Stripe**, with some renewals not automatically syncing.
- Around **15 members were reactivated** manually in the system after review.
- **Directory corrections** were made - removing departed members and reinstating current ones.
- **IWH Group** joined as a **new member** following a delayed application.
- **Automated emails** now include:
 - o Welcome and benefits information for new members.
 - o Pre-renewal reminders (two weeks before payment).
 - o Failed payment notifications three days after a missed charge.
- SBa confirmed the new emails use improved wording and formatting, and the system sends confirmations directly to member inboxes.

5. **Business Clubs**

SD confirmed plans for upcoming Chamber events.

November Event

- A **Post-Budget Breakfast** will take place on **Thursday 27th November**, at the **Winking Prawn**.
- Planning is underway for a **Chamber Christmas Party**, with **South Sands** and **Thurlestone** being explored as potential venues.
- Members noted the value of these informal gatherings for member networking and engagement.
- **2026 events** include the **Business Club** on **26th February** and the **AGM** in **June**.

6. **Marketing Opportunities**

- KW provided an update on current marketing activity, supported by SBa. New **branding materials** (posters, stickers, and business cards) are being finalised, with stickers redesigned to allow reuse without expiry dates.
- The Chamber placed a **full-page advert in the Salcombe Live Festival brochure**, coordinated via a committee WhatsApp discussion. KW plans to follow up with businesses who sponsored the event but are no longer Chamber members.
- KW and SBa are developing **guest invitation vouchers** with QR codes to attract non-members to Chamber events. The group discussed boosting online engagement, particularly in Salcombe, where social media reach remains low.

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- Members also suggested spotlighting community stories, including **Rachel Booton's Team GB paddleboarding** success and the **Forces Breakfast Clubs**.
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7. AOB

- a) SM advised that **Kingsbridge Town Council have taken down their bunting**; if any community groups would like it, it's 'up for grabs'!
 - b) Members agreed the Chamber should continue to support and promote cultural and creative events through its social channels.
 - c) SD gave a brief update on the proposed **Devon Unitary Authority**,
 - She noted that while no formal proposals had yet been published, talks continue between Devon County Council and district leaders about potential structural changes.
 - SD assured members that local representation and business engagement remain priorities, with further updates expected in November.
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The next meeting will be held on:

Wednesday 5th November 2025

South Hams Chamber - Consolidated Action Tracker

#	Action	Notes / Details	Status	Owner
1.	Conduct admin review of lapsed members over past 3 years	Ongoing membership check	Ongoing	NC
2.	Continue promoting Treasurer vacancy	Still open – circulate again	Ongoing	All
3.	Develop structured guest invitation (QR code, voucher)	KW / SBa to mock up and present	Ongoing	KW / SBa
4.	Refresh marketing materials (business cards, posters, stickers)	Support rebrand; simple strapline tbc – e.g. ‘Empowering Business’ / “Connect. Grow. Support.”	In progress	KW
5.	<i>Prepare constitution updates for AGM 2026</i>	<i>Add to November Agenda</i>		<i>SD</i>
6.	Increase digital outreach in Salcombe	Low social media engagement; push newsletter & Facebook		KW
7.	Deliver Gazette feature & media for 75 th anniversary celebration	Still to be planned – carry forward	Pending	SD
8.	Transfer members from GoCardless to Stripe		Ongoing	NC / KW / SBa
9.	Explore promotion opportunities linked to South Hams Way / walking trails (social media etc.) Partner stickers	Link with local businesses along route	Ongoing	SD / KW
10.	Publish Chamber newsletter	September	Pending	KW / NC
11.	Survey about parking permits		Pending	SD