

1. Apologies

Dee McDowell **DM**

John Ingram **JI**

Attendees

Keith Williams **KW**

Pauline Neal **PN**

Linda Shaw **LS**

Gordon Gout **GG**

Rhys Heavens **RH**

Brian Pearce **BP**

Jo Chopin **JC**

Mark Chopin **MC**

Simon James **SJ**

Mike Franchi **MF**

Angela George **AG**

Christine Jaffa **CJ**

Jacqui Shaw **JS**

2. Matters arising

Welcome and introductions

Pauline Neal welcomed as the new Chamber secretary taking over from Joe Cloutman.

The huge contribution that Joe made to the Chamber was recognised by all in attendance.

RH was thanked for providing the venue and refreshments.

Question raised about wellbeing and return of DM, response that her return was hoped and expected for sometime after the new year

3. Executive Roles and Responsibilities

MF led the discussion, having previously produced and shared a document highlighting proposals for the Chamber Executive Roles and Responsibilities.

Key points

What roles did the Chamber need to undertake.

Operational Roles

There are 8 functional roles

- Chairman/ Vice Chairman
- Secretary
- Membership
- Expenditure
- Media/ Website
- PR/Marketing

- Sunday Markets
- Saturday Arts and Craft Markets

Representative Roles

The Committee discussed the areas the chamber needs to represent and agreed the roles should be allocated according to skills, interests and experience.

- Tourism
- Industry
- Town Centres
- Planning and regeneration
- Government
- Fisheries/ Harbour
- Events

JS wanted to be clear that the number of people on the executive would not be decreased and was assured that this would not be the case.

Roles and Responsibilities

The committee agreed the roles to be covered by executive members.

Tourism –GG assisted by RH

Events/ Social – KH supported as needed by LS

Website/ media -MF

PR /Marketing –AG

Secretary and Social media –PN

Harbour Arts and Craft Market – CJ /JI

Sunday Market- Jo assisted by KW

Membership /Treasury- JS

Parking / logistics KW assisted by GG / SJ

BERAG- representation SJ /AG

Hospitality – RH

Hoteliers- currently this role is undertaken by Eddie Bence. It was agreed that this executive role needs to become more proactive within the chamber. Due to other commitments Eddie has not been present at any recent Chamber Executive meetings. KW agreed to meet with EB to discuss the role and if Eddie is unable to fulfil the role and attend Executive meetings then we may seek to reallocate this role.

Action: KW to meet with EB

Engineering/Industry – this is currently vacant. RW suggested he approaches Shaun Hubbard to discuss it with him.

Action: RH

Tourism - discussion centred on the future role of Torbay tourism and Brixham's role will be dependent on the outcome of the meeting between Carolyn Custeron department, council and the Mayor.

Recruitment – it was agreed that all members should play an active role in member recruitment. JS suggested that each member be encouraged to bring along a guest to the each General meeting.

Retailers- KW / JI

4. Riviera Fringe Festival

This festival of music and comedy is being organised by Torbay Council and Trevor George Entertainments. Website: www.rivierafringe.co.uk

MF suggested that Brixham may want to be included in this event 5-12th July 2014.

It was agreed that Brixham should be involved, actively promote and participate.

5. AOB

PN- Remembrance Sunday Wreath ordered. KH volunteered to attend on behalf of the BCCI.

KW- Chamber Christmas party- It was agreed to hold a party night at The Old Market House 5th December with live music and buffet for a maximum of 65 people this would be a joint event with Brixham Means Business members. **Action: Menu to be created by RH**

Action- PN to promote with Brixham Means Business

Agreed that the publicity is via the chamber website Members to book and pay via the Chamber and Brixham Means Business website **Action: MF**

AGM 20TH November 2013 – All members to be contacted and invited to attend and to bring along a non- member **Action MF**

6. Date and Time Next Executive Meeting

Tuesday 14TH January 2014 1800 hrs Bay Coffee - **Action PN to request refreshments.**

NB -Any Other Business - items to be sent to PN at least 48hrs prior to the Executive meeting.