

Sutton Chamber of Commerce Ltd

AGM Meeting Minutes

Date of meeting: 7th October 2009 9.30am
Location: Holiday Inn Sutton
Purpose of meeting: Chamber AGM

Attending from the Executive: Paul Cawthorne, David Duncan, Geoff Matthews, Anthea Lashley-Small, Michael de Lemos, Laurence Lowne, Graham Willins, Chris Jones, Natalie Ions (Administrator)

Apologies received from: Mary Edwards, Ross Feeney, Peter Hunter

Chair: Paul Cawthorne

Welcome: Tom Brake, Colin Hall Further apologies received from: Paul Martin, Peter Pledger

Minutes from 2008

Minutes from the previous AGM will be placed on the website. These have been circulated to the Directors and Executive team. Both Tony Matthews and Theo Theodoris stated they would like to read them before agreeing they are correct.

Matters Arising

Processes.

The Chair stated that report of events will go on the website. They can also be emailed if requested.

Chairman's Report

Chamber consists of 6 Directors included in the team of 12 executive members. The work achieved by the chamber is on a voluntary basis. Natalie Ions has joined the chamber during the year as our administrator.

The Chair extended our thanks to:

Geoff Matthews - appointed this year as our honorary treasurer

Neil Hughes – Honorary Solicitor

Reed Business Information - for providing office space for the Chamber for the past 3 years

Theo Theodoris - for his managing of the various events

Chris Beynon – St Raphael's Hospice

Marie Palmer - Carshalton College

Business Link – for sponsoring various events

Laurence Lowne – for managing of the VIP Breakfasts, these are very popular and will continue.

Michael De Lemos – for managing the Smart Biz event

South London Business – for their magazine and general support and advice from Ross Feeney

Graham Willins – has been seconded from Sutton Council to the Chamber and is helping to arrange funding to increase the Chambers events and membership. The Chamber welcomes the support of Sutton Council.

The Chair is pleased to report that the Chamber has strong team to take us into 2010

There have not been as many events run this year due to the Chamber involvement with LAGBI, this had an impact on the Chamber as a great deal of time and effort was put in from June – December 2008.

David Duncan is leading on Business Districts within the Borough and is currently talking to Worcester Park and Stonecot Hill businesses.

The Chamber is looking for more sponsorship to go along side those we already have - Sutton Council, South London Business, Business Link.

The Chamber is involved with the Executive Plus Programme for those Sutton professionals currently unemployed, There have been three workshops with sixty attendees, thirty of which are now back in employment. The workshops deal with stress counseling, help with modern CV's and interview techniques. These workshops are run in partnership with the Citizens Advice Bureau, Job Centre Plus and Sutton Council.

The Chambers aim for 2010 is to grow membership, to support local businesses and to develop an inward investment and export framework.

Treasurer Report

Geoff Matthews became a Director in January 2009.

The Chambers draft accounts have not yet been fully approved. There have been a lot of changes over the previous year.

We are a non profitable organization any monies held will be used for further events. The Chamber is also currently in discussions with Sutton Council for more funding to run additional events.

Theo Therodoris claimed to have the previous year's accounts and questioned why the chamber had made less money than the previous year. Geoff responded that last year there were different circumstances then how things are now. Smarter Travel funding had increased our turnover by over £12000.00.

Geoff has reviewed outstanding membership invoices from last year with speculative companies no longer existing so has had to write these debts off this year. There was also a lot of activity in 2007 – 08 with Smarter Travel Sutton however this was not repeated in 2008 – 09. Michael De Lemos raised a point that he expected to see last year's accounts to make a comparison. Therefore to propose and second the accounts and minutes from the previous AGM cannot happen as they have not been seen by the Chamber Executive Team or Directors. The previous year's account were prepared by Brooks & Co and signed by Paul Cawthorne. Geoff has been liaising with the previous accountants as there are issues surrounding how monies were catagorised, for example grants and memberships should be split and shown separately. Processes are now in place for future accounts and minutes to be available.

Theo Therodoris questioned a £2k payment given to Paul Cawthorne by Smarter Travel Sutton and felt that if Paul was paid then he should have also been paid. The £2k should have been shared equally. Michael De Lemos also agreed with this point. It was explained that Paul was paid for a package he delivered on behalf of Smarter Travel Sutton by himself and not on behalf of the Chamber. Geoff Matthews stated he would review how things were done and preparer a new payment structure. David Duncan stated that no payments would be received for any event if the chamber was employed as a production manager for example. Theo Therodoris stated he had no problem if members are paid or not paid however it should be the same rule for everyone.

Michael De Lemos stated that copies of the accounts and minutes should have been handed out at the AGM not just assume everyone had received by email. Several copies were handed to those who asked for them.

Nominations to the Executive

No nominations had been received.

The proposal was that the current Executive Team continue

Proposed by: Paul Cawthorne

Seconded by: David Duncan

Michael De Lemos offered his resignation as Director of the Board due to the accounts. He is not happy to put his name to them, he is still happy to continue as part of the Executive Team.

Constitution

Laurence Lowne stated the Constitution was adopted by the Chamber for the LAGBI in August 2008 and that the Executive Team had reviewed this again this year.

The Chamber Board recommended three revisions/additions to the Constitution to reflect items that have arisen since adoption last year.

1) New Addition of Appendix A - The 7 Principles of Public Life

2) Chamber Board, Executive Team and Honorary Positions

The Team shall have power to co-opt new Team Members within the numbers stated in Section 'a' if it thinks necessary. The Team may also agree to pay honorariums or expenses to anyone undertaking Chamber business or formally employ parties to undertake work on behalf of the Chamber for an agreed remuneration.

Revision

The Team shall have power to co-opt new Team Members within the numbers stated in Section 'a' if it thinks necessary. A co-optee would be expected to have demonstrated a commitment to the Chamber preceding co-option of at least six months membership, except where it is a specialist position such as Honorary Solicitor or Honorary Treasurer. The Team may also agree to pay honorariums or expenses to anyone undertaking Chamber business or formally employ parties to undertake work on behalf of the Chamber for an agreed remuneration.

3) Notices of Motion

Every member in good standing may submit a notice of motion in writing to the Chamber Secretary not less than twenty one (21) days prior to a general meeting of the Chamber, which motion shall be placed on the agenda for this meeting. For an Extraordinary General Meeting (EGM), the motion must be submitted twenty eight (28) days prior and be accompanied by not less than 20 other members signatures, unless such an EGM has been called by the Executive Team, where a simple majority vote in favour and is minuted accordingly.

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These three motions were voted upon separately

1) New Addition of Appendix A - The 7 Principles of Public Life

Proposed by: Laurence Lowne

Seconded by: David Duncan

2) Chamber Board, Executive Team and Honorary Positions

Proposed by: Laurence Lowne

Seconded by: Anthea Lashley-Small

3) Notices of Motion

Proposed by: Laurence Lowne

Seconded by: Brian Hammond

All motions were voted in favour by those present

Any Other Business

Theo Theodoris thought that the VIP breakfast was a bad reflection on the Chamber today, there was a potential new member that wanted to network but the speaker over ran so that person left and was unable to network. David Duncan stated that the speaker was given the 40 minutes plus additional time for questions and answers. Chris Jones recommended reducing the speaker time and have more time allocated to networking, Laurence Lowne stated he did reduce the speakers time from 60 minutes to the 40 minutes. Michael De Lemos stated that the person arrived late and that there is opportunity to network prior to the speaker. The person in question was met by Natalie Ions and Laurence Lowne who explained the process of the breakfast.

Chris Beynon would like to recommend a replacement person before the next VIP breakfast as he is leaving St Raphael's Hospice.

Michael De Lemos pointed out the fact that a new Chair of the Board had not been selected. Laurence Lowne stated the Executive Team will vote upon this.

Theo Theodoris questioned what was happening with the Chamber Website, what are the board members doing for the chamber members as the website doesn't seem to be moving forward. He stated that things are obviously happening however the members are not made aware. Chris Beynon suggested there should be an opportunity for members to give feedback to the executive team.

There being no other business meeting closed at 10.30am