

## NORFOLK CHAMBERS OF COMMERCE AND INDUSTRY

### MINUTES OF THE 123<sup>rd</sup> ANNUAL GENERAL MEETING HELD AT THE OPEN, 20 BANK PLAIN, NORWICH WEDNESDAY THE 02 OCTOBER 2019

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**PRESENT:** Ms Nova Fairbank    Company Secretary  
              Mr David Armstrong    Treasurer  
              Mr Paul McCarthy        Vice President

Together with representatives of member firms who signed the register.

#### **NOTICE OF MEETING**

Mr McCarthy announced he will be acting on behalf of the President - Ms Fiona Ryder, due to her illness and he read the Notice convening the meeting.

#### **MINUTES**

The minutes of the 122<sup>nd</sup> Annual General Meeting held on Tuesday 02 October 2018 having been circulated were signed as a true record upon the proposal by Huw Sayer from Business Writers and Seconded by Glen Webster from Barclays.

#### **ANNUAL REPORT, BALANCE SHEET AND ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2019**

Mr Armstrong provided an overview of accounts for the year. The accounts had been audited by Larking Gowen and previously approved by the Board.

Mr Armstrong stated it has been a year of investment in culture and structure change. Investments in staff restructure, the development of new IT, along with a new office layout, incorporating a members area, all of which is essential in delivering the best service for our members.

Going forward there will be more investments and new services to improve and benefit our members needs. Next year see a small loss as we continue our investment programme.

The accounts were Proposed by Rachel Blackburn from US2U and Seconded by Neil Orford from Lovewell Blake.

#### **TO RATIFY THE CHANGE OF THE COMPANY'S NAME TO 'NORFOLK CHAMBERS OF COMMERCE' AS PER THE SPECIAL RESOLUTION APPROVED BY THE BOARD ON 21 AUGUST 2019.**

The Special Resolution was Proposed by Huw Sayer from Business Writers and Seconded by Alex Wisemen from Indigo Swann.

#### **TO APPROVE A SPECIAL RESOLUTION TO UPDATE THE COMPANY'S MEMORANDUM AND ARTICLES OF ASSOCIATION:**

THAT the draft articles of the association produced to the meeting and, for the purposes of identification, duly dated with today's date be adopted as articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association.

Ms Fairbank noted the key updates to the memorandum and articles of association:

- Amendment of the company's name to 'Norfolk Chambers of Commerce'

The change in name was Proposed by Michael Baldwin from the Bank House Hotel and Seconded by James Groves from Indigo Swann.

### **APPOINTMENT OF AUDITORS TO THE CHAMBER**

Mr Armstrong thanked Larking Gowen for their work over the last year and proposed the re-appointment of Larking Gowen as auditors for 1 year

The appointment was Proposed by Huw Sayer from Business Writers and Seconded by Glen Webster from Barclays.

### **ELECTION OF HONORARY OFFICERS**

In March 2019, Simon Watson of Lovewell Blake stepped down as Honorary Treasurer and Board Director David Armstrong of Flagship Group agreed to take on this position.

The appointment was Proposed by Huw Sayer from Business Writers and Seconded by Neil Orford from Lovewell Blake.

### **CO-OPTED MEMBERS OF THE BOARD**

Ms Fairbank advised that there have been the following changes to the Board:

A resignation has been received from:

- Simon Watson – Lovewell Blake

Ms Fairbank to thank Simon for his contribution to the Chambers Board as Honorary Treasurer and Board Member.

There have been no other changes to the Board.

### **REPORT THE ELECTION OF THE AREA COUNCIL MEMBERS**

Ms Fairbank advised that there was little movement within the area councils.

Great Yarmouth Chambers Council

- Martin Vincent – St James Place – Resigned

Norwich Chambers Council

- Mark Ellaway – Bigfork – Resigned

West Norfolk Chambers Council

- Mark Juniper – Ring Associates

### **ELECTION OF VICE PRESIDENTS**

Ms Fairbank advised that Paul McCarthy and Lynsey Sweales were elected as Vice Presidents, for a minimum of two years at the 2018 AGM and will, therefore, serve another year in post.

### **ELECTION OF PRESIDENT**

Ms Fairbank advised that Fiona Ryder was elected as President, for a minimum of two years at the 2018 AGM and will, therefore, serve another year in post.

### **PRESIDENTIAL ADDRESS**

Mr McCarthy delivered Fiona Ryder's speech

Norfolk Chambers of Commerce – 2019/2020 AGM President's Address.

Fiona Ryder is unwell and sends her apologies today. She has asked Vice President, Paul McCarthy to read a short address on her behalf.

Twelve months ago, when I addressed the AGM, we were facing the prospect of an imminent Brexit and a year of certain change. Well it's certainly been an eventful year! We have still not settled the Brexit question and we really don't seem much closer to a resolution on this complex issue.

In my lifetime I have never seen such turmoil in the corridors of government. I have no idea where we will be in another twelve months' time. Will we have left without a deal? Or will there have been a last-minute resolution or a further extension?

Whatever the outcome, I do know that as a Chamber we are in a better position to support Norfolk businesses through the Brexit process and continuing political turmoil than we have ever been. Chris, Nova, Philippa and the rest of the Chamber team have continued the transformation of the Chamber this year and have made excellent progress. We are investing into new technology, creating a digital platform to support our members and their businesses. Investing in our people and changing the culture of the company to be more diverse and open. And we are investing in new events, training and services so we can be more relevant and useful to our members.

There is a new energy about the Chamber. We are listening to what members want from the Chamber and we are responding to it.

As President I have reintroduced a variation of the 1896 Club. Now rebranded as The President's Club we meet several times a year to discuss issues and exchange ideas. Ian Rand, CEO of Barclays Business UK, addressed our first President's Club in May, sharing his experience as Barclays Diversity Champion. And Minnie Moll, CEO of Jarrolds, Retail explored how to drive cultural change in business.

Our ever successful B2B event is moving to Norfolk Showground and 2019 promises to be an exceptional year and next year we 're planning a new innovation day, in association with the UEA, to help signpost how we can encourage Innovation across the county ; something which will be essential in a pre or post Brexit era!

I would like to say a very big thank you to the team at the Chamber, in particular Nova, Philippa and Julie. In addition, I would like to thank my fellow Board members who are always there to provide support, especially David Armstrong who stepped in as Treasurer following Simon Watson's resignation earlier this year, and our Vice Presidents, Paul and Lynsey for their continued support.

Lastly, I would like to thank Chris for his continued hard work and dedication and to our excellent member businesses for their continued support.

## **ANY OTHER BUSINESS**

No other matters of business were noted.

Ms Fairbank thanked the President, Honorary Treasurer, Board, Councils, CEO and the Norfolk Chambers staff for their work over the last year and gave thanks to the membership. There being no further business, the meeting was formally closed at 10.15am.