

**Notes** of a general Members Meeting held on 2<sup>nd</sup> February 2016 at the Burnside Hotel, Kendal Road, Bowness on Windermere commencing at 6pm.

#### **Members Present**

Chris & Maureen Dodd (Hill of Oaks)	Bill Johnson (Hon. Member)
Adrian Faulkner (AGF Business Services Ltd)	Caroline Kaye (Cedar Manor Hotel)
Erica Hargreaves- Wood (Erica's Hair Salon)	Richard Rogers (Old Pump House)

#### **Guests**

Gail Escolme (Speaker)	Cllr. Leith Hallatsch (Mayor)
Sue Fixter (Pitlochry in Lakeland)	Cllr. John Saunders (WTC)
5 members from the Windermere & Bowness Civic Society	

#### **Capita**

John Bath	Jayne Garbutt
Rosie Cockcroft	Shamus Giles

#### **Apologies**

All Seasons Guest House	
Liz & Tony Blaney (Fairfield Guest House)	Sue & Peter Jackson (Heart of the Lakes)
Eve Blatchley (Hon. Member)	Jonathon Kaye (Cedar Manor)
Barry Butler (Butler Thompson Assoc)	La Galerie D'art (Jill Crisp & Mr. Tonnet)
David Carter (David Carter Chemists)	Paul Liddell (Lakelovers)
Clayton Butchers	Ian Seddon (HSBC)
Cinderella Me	Espeshelley 4 You
Tim Farron (MP)	Adam Slater (Booths Supermarket)
Simon Everett (Past Chair)	Tim Swaine (NatWest Bank)
Enid Goldthorpe (Welcome Guide)	The world of Beatrix Potter Attraction

#### **Guest**

Claire Maclaine (Capita)

In the absence Barry Butler, Cllr. Leith Hallatsch took the chair and welcomed the assembled members, guests and guest speakers.

Gail Escolme began the evening with her presentation on 'Handling Disciplinary and Grievance Cases – including Investigation.' The areas covered as an employer were:

- Familiarise yourself with your own Disciplinary/Grievance Procedure emphasising that EVERY employer should have ONE! No matter how small the company is.
- Investigate – can the matter be dealt with informally? Should the employee be suspended, with pay, pending investigation
- Misconduct or Capability
- Who should investigate and how!
- Investigatory Meeting
- Proceeding to a Formal Disciplinary Meeting and the 'Letter'
- The Disciplinary Meeting - beginning, middle and end
- Dealing with disruptive behaviour



- Postponement of the Meeting
- Appeal Meeting
- Grievance Matters

All the above bullet points are dealt with in greater detail in the presentation notes at [http://www.wbcoft.org.uk/speaker\\_presentations.htm](http://www.wbcoft.org.uk/speaker_presentations.htm) (Handling Grievance Procedures). There followed a Q&A session.

The Chair thanked Gail for her attendance and looked forward to her next presentation in March.

The team from Capita gave a presentation on the proposed Phase 4 Project for Bowness Bay and the Glebe. The whole presentation (30 pages) can be seen at [http://www.wbcoft.org.uk/speaker\\_presentations.htm](http://www.wbcoft.org.uk/speaker_presentations.htm) (Bowness Bay and the Glebe – Site Analysis). There followed a lengthy Q&A session regarding matters of interest, concern etc,

The Chair thanked the team for their attendance and hoped that they had been given some ‘food for thought.’

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The business part of the meeting followed:

**Police**

No report received.

**Minutes**

The Minutes of the meeting held on Tuesday, 5<sup>th</sup> January 2016 were approved as being correct and with no matters arising.

**Correspondence**

The Secretary reported that he had received copies of;

1. the feed back from the Business Task Force Meeting held on the 29<sup>th</sup> January 2016
2. Lakes Line Community Rail Partnership – Steering Group Minutes. At this juncture the Secretary asked if anyone would like to represent the Chamber at the forthcoming meeting on the 10<sup>th</sup> March at the Castle Street Centre, Kendal.

These reports are going to be made available on the Chamber’s website.

**Reports**

No reports received from the Chamber’s representatives.

**AOB**

No report received.

Cllr. Hallatsch closed the meeting at 8:09pm.

**Adrian G Faulkner – Secretary - Windermere & Bowness Chamber of Trade  
DMS., FCMI., CLP**