

**2018
Business
Membership
Fee***
**12 Months
from only £50**
**read T&Cs*
Join Today!!



Lymington and District Chamber of Commerce & Industry

Membership Information

2018

Representing the local business community.

The LDCCI is the voice for local businesses, facilitating networking, collaboration and connection by members within the Chamber, and with the wider business community through affiliation with the Hampshire Chamber of Commerce.



Registered address: Heppenstalls, 75 High Street, Lymington. SO41 9 YY

E: chamber@lymington.biz | **W:** www.lymington.biz

Registered in England & Wales | Company Registration Number 4921955



**Lymington and District Chamber
of Commerce & Industry**

Correspondence should be directed to:
Peter Leyland- Jones, LDCCI Membership
c/o Heppenstalls 75 High Street, Lymington. SO41 9 YY

E-mail : chamber@lymington.biz

Welcome to Lymington and District Chamber of Commerce & Industry
and thank you for your interest in the Chamber.

- The Chamber is an association of businesses in the area with the common aim of supporting each other and representing combined interests in the community as a whole.
- Members of Chamber represent businesses of all sizes and sectors operating throughout the New Forest area and beyond
- The Chamber is strong, active and modern, with a non-political lobbying voice on behalf of its Members on issues that affect the local business community and its target of sustainable economic growth
- Members build relationships through social events, regular networking events, and training courses helping businesses to grow and prosper
- Member-to-Member discounts and preferential rates from fellow Members save money and build your local supplier network along the way!
- Lymington and District Chamber of Commerce & Industry is an independent association of Member businesses and organisations, governed by a Board comprised of local business people

Proud to be a growing Chamber and happy to welcome new members

If you would like to find out more about the Chamber

Visit: www.lymington.biz
E-mail: chamber@lymington.biz

Registered address: Heppenstalls, 75 High Street, Lymington. SO41 9 YY
E: chamber@lymington.biz | **W:** www.lymington.biz



Contents

| | |
|---|------|
| Membership Benefits | 3 |
| Networking, Social Events and information surrounding relevant events | 3 |
| Breakfast Meeting Dates..... | 4 |
| Business Development – Hampshire Chamber of Commerce | 4 |
| Chamber Website – www.lymington.biz | 5 |
| “Member to Member” Special Offers | 5 |
| Representing Members’ Views | 6 |
| Communication and Promotion..... | 7 |
| Newsletters and Social Media..... | 7 |
| External Media | 7 |
| Board Members | 8 |
| Roles in the L.D.C.C.I.Board..... | 9/10 |
| Membership Fees 2017 | 11 |
| Terms and Conditions of Membership to Lymington and District Chamber of Commerce & Industry | 11 |
| Membership Application Form | 12 |



Membership Benefits

Networking, Social Events and information surrounding relevant events

The Chamber organises various networking and social events whilst also gathering relevant information of surrounding area events, to give its members the opportunity to meet other business people in a relaxed and friendly atmosphere. Information about Chamber events is regularly publicised to Members.

The Chamber is exploring links to training providers to provide access to training information that may be relevant to your business.

- Business breakfasts are usually held on the third Thursday each month except December at a variety of venues.
- Other social events and business seminars are organised for Members during the year.
- Talks on a wide selection of topical issues by invited speakers are regularly organised.

Events are aimed at providing members with up to date, enlightening and interesting information in a sociable networking environment. All events provide members with opportunities to make contacts with people from a variety of business backgrounds.

From sole owner enterprises to senior figures in the district's larger businesses and organisations, membership of the Chamber is an excellent means of developing business relationships and securing contacts that could lead to business growth opportunities.

Information about meetings and events is circulated to Members by e-mail. Details are also published on the Chamber's web site www.lymington.biz.



Breakfast Meeting Dates

Chamber's breakfast meetings are extremely popular and a great way to start the day, network and meet new associates. Attendance continues to grow, and early booking is recommended as spaces are sometimes limited.

Breakfast Meetings 2018

Thursday 18th January
Thursday 15th March
Thursday 17th May – **AGM**
Thursday 19th July
Thursday 20th September
Thursday 15th November

Thursday 15th February
Thursday 19th April
Thursday 21st June
Thursday 16th August
Thursday 18th October
No meeting in December

- Breakfast Meetings open at 7.15am for a 7.30am start, and finish by 9am.
- The price to attend a breakfast meeting is £10 per head as a member & £15 for non members, unless otherwise specified.
- Usual choice for breakfast is Full English or Vegetarian – individual choices must be specified at time of booking.
- Reservation and payment must be made in advance either on-line or by post with cheque.

It is not possible to attend without prior reservation and payment.

Business Development – Hampshire Chamber of Commerce



The Chamber is affiliated to the Hampshire Chamber of Commerce, which is a Chamber fully accredited with the British Chambers of Commerce. Through this affiliation we offer our members the benefits of membership to such a large Organisation. You automatically become a member of the Hampshire Chamber when you join the Lymington Chamber at no extra cost to you.

Some of the benefits are listed below;

- Access to 2 FREE Pure Networking events a year for LDCCI members.
- Attendance at other Hampshire Chamber events is available at member or affiliate member preferential pricing. Events include informative briefings, corporate entertainment, high profile business speakers and general networking.
- LDCCI members will have access to the other 1,800 Hampshire Chamber members
- LDCCI members will receive Hampshire Chamber Business News Magazine which is published 10 times a year and will also be included on our email updates.
- LDCCI members will receive a basic listing in the Hampshire Chamber Annual Business Directory.
- LDCCI members will be able to contribute to the Hampshire Chamber Quarterly Economic Survey –this is used by the bank of England Monetary Policy Committee when deliberating interest rates
- Hampshire Chamber will support LDCCI with any representational issues via their experienced team and nationally where applicable through their links with the British Chambers of Commerce Policy team.



Chamber Website – www.lymington.biz

Chamber's interactive web site is professionally designed and managed to ensure up to date information is easily accessible at any time and enables members to input their own details and offers.

Chamber recognises the importance of an effective on-line presence to maximise commercial opportunities for its members. The web site is managed to optimise search engine performance for its members. Members can change any of their details at any time by logging in to the website.

- All Members' business description and contact details are listed and Members can choose what is seen publicly
- All Members can create a free link to their own website
- All Members can include their own logo against their listing
- Chamber's web site acts as a business directory and drives traffic to Members' web sites
- The web site is linked with Facebook
- It's a great source for up to date membership information and news
- On-line booking and payment facility for meetings and social events
- On-line membership application and membership fee payment
- A good source for a range of local community and business information

“Member to Member” Special Offers

All Chamber Members are encouraged to interact and do business with each other by providing “Member to Member Special Offers”

It's an easy way to raise awareness of your brand and business!!

- Special Offers are published on Chamber's web site
- New offers can be highlighted in Chamber's regular e-Newsletter to all Members
- Members can easily update and amend their offers online at any time
- No offer is too small *but the bigger the offer you can make, the better!!!*
- Special “Member to Member Offers” encourage Members to do business with each other

To get your special offer to fellow Chamber Members, simply log in to the website and fill in the details on your Profile – *it's as easy as that!*



Representing Members' Views

Chamber recognises the importance of presenting members' interests and concerns to policymakers at local, regional and national level.

- As a member of Chamber you will benefit by being part of a recognised and effective non-political lobbying group that is able to highlight and represent issues affecting interests within the district's business community.
- Chamber is consulted by local authorities and other organisations about local planning issues that may affect the business community as well as the wider environment.
- Advance warning and notifications of proposed road closures and other events affecting the local environment is circulated, usually by e-mail, to keep Members up to date.
- Representatives of Chamber meet regularly with the district's elected officials, local authorities, service providers and decision makers.
- Statistical reports from Government local towns initiatives to employment data are provided to Chamber by local government authorities, thus ensuring the Chamber has an informed approach to issues affecting the local business community.

It is an important function of Chamber to play an active role in representing the views of its Members within the district through lobbying and influencing the agendas of decision-makers.



Communication and Promotion

Newsletters and Social Media

The newsletter is the primary means of communication for Chamber activities and for the dissemination of information of interest to members, and is emailed to all members quarterly.

We have a Facebook page that can be found at <https://www.facebook.com/LymingtonChamber/> and encourage all our Members who are on Facebook to not only Like our page from their Personal account but also from your Business page if you have one. We would also like to encourage you to share any events or local information that may be useful to our fellow Facebook community.



Members have the opportunity to promote their activities, special offers, etc. by preparing a summary editorial for inclusion in the Newsletter including links to appropriate website content. Additionally members can provide editorial for the Chamber's social media channels on Facebook.

- 2018 Chamber Newsletter issue dates and copy submission deadlines are:
Copy deadline: 6th April Issue: 20st April
Copy deadline: 1st June Issue: 15th June
Copy deadline: 6th October Issue: 19th October
- Where possible, editorials should include a link to the Member's web site and/or include e-mail/telephone contact details to maximise opportunities to gain business.
- Members may submit editorial and/or photographs by e-mail **PLEASE NOTE PDF ONLY.** to the Editorial Team in time for the copy deadline to admin@lymington.biz.

External Media

Good business relationships with the media play an important part in the Chamber's operation, and the organisation works hard to raise awareness of the activities of its members and the Chamber as a whole.

- The Chamber maintains good relationships with the media and highlights events, issues and concerns within the local business community, thus raising greater awareness across the district as a whole.
- Press releases about the Chamber, its members, and its activities are issued to the local media for publication as required.
- The Chamber highlights Members' noteworthy achievements, etc., within its communications to raise the profile of both the Member and the Chamber within the community.



Board Members



Peter Leyland-Jones – *President*

Telephone: 01590 672777 e-mail: president@lymington.biz



Robert Milton – *Vice President / Events and Tourism*

Telephone: 01590 677123 e-mail: events@lymington.biz



Paul Wood – *Communications / IT*

Telephone: 01590 608123 e-mail: communications@lymington.biz



Alex Jennings – *Company Secretary*

Telephone: 01590 689500 email: secretary@lymington.biz



Ian Ellis – *Business Relations*

Telephone: 01590 636569 e-mail: busines@lymington.biz



Clare Farthing – *Board Administrator*

Telephone: 07778 209670 e-mail: admin@lymington.biz

NB. All membership enquiries should be directed to membership@lymington.biz



Roles in LDCCI Board

The expectation is that Board members will be able to attend 7 out of 11 Board meetings each year to maintain continuity. Exceptional circumstances will be taken into account.

President

Organise monthly Board Meeting, send out collated agenda and Chair the meeting
To build a board team to be able to deliver the LDCCI objectives
To be the active company treasurer
Represent the Chamber at local level
Guide the formation of Chamber policy
Presently - Peter Leyland-Jones

Member Admin

Renewals
New members
Resignations
Update members list full details to include annual fees enquiries/ questions
Membership admin
Presently - Peter Leyland-Jones

Vice President / Events & Tourism

Plan and oversee breakfast, evening and social events
Calendar of events
Direct support for the president
Presently - Robert Milton

Communications/ IT

Website maintenance and development
Oversee email communication with members
Oversee Facebook account
Hampshire Chamber Liaison
Maintain centralised members e-mail address facility
Update calendar of events
Online advertising & exposure
Write press releases
Presently - Paul Wood

Company Secretary

Oversee AGM
Deal with legal letters and forms
Form correct procedures/ practice
Oversee banking procedures
Oversee compliance issues
Update Company House records
Presently - Alex Jennings



Board Administrator

Minutes of meeting

Facebook

Admin of website

Minutes for press release

Enquiries Inbox Admin/Management,

Membership renewal support

Members and H.C.o.C. Newsletters

Presently - Clare Farthing

Board Advisors'

New position of 'Board Advisors' is created for Board members who physically cannot attend regular board meetings, due to work commitments but who have valuable input.

They will be expected to attend at least 2 Board meetings annually.



Membership Fees 2018

The annual subscription is based on the number of full time equivalent employees (FTE) employed by your business. These fees are payable in January of each year.

| 2-10 Employees | | 11-30 Employees | | Sole Trader | 31-50 Employees | | 51+ Employees | |
|--|--|---|--|--------------------------------|---|--|--|--|
| £70/year | | £100/year | | £50/year | £115/year | | £225/year | |
| For businesses and organizations with between 2 and 10 employees | | For businesses and organizations with between 11 and 50 employees | | Special offer for Sole Traders | For businesses and organizations with between 11 and 30 employees | | For businesses and organizations with 51 or more employees | |

&
NOW WE HAVE A NEW RATE FOR RETIRED BUSINESS MEMBERS
£30.00 ANNUAL SUBSCRIPTION

Terms and Conditions of Membership to Lympington and District Chamber of Commerce & Industry

1. The Chamber's financial year runs from 1 January to 31 December. Subscription fees are fixed for this period and revised annually
2. If the date of joining is part way through the year, the period of membership will be from the date of joining to the 31 December of the same year
3. Subscription fees are payable on application for membership and the appropriate fee is to be paid in full
4. The fee due for new membership applications received during the financial year will be the annual rate for each month of joining up to the end of June, or 50% if the joining date falls after the 1st of July.
5. The right is reserved to charge a joining fee on the first application for membership
6. Renewal of membership will take place on 1st January and the appropriate fee is to be received by the Treasurer of the Chamber by the 31st January
7. Subscriptions are payable by cheque, cash, standing order or direct debit. The Chamber's bank account details are available on request.
8. Subscription fees are published on the Chamber's website, www.lympington.biz Amendments to subscriptions as a result of the annual review will be published by the Chamber and members will be given at least 30 days' notice, in writing, prior to the amendments being introduced
9. The right is reserved to charge a fee of 10% of the sum outstanding for each full month or part thereof, for the late payment of subscriptions on renewal of membership after 31 January
10. Cancellation of membership must be given in writing to the Secretary of the Chamber providing at least 30 days' notice before the date of renewal
11. Contact and notices with regard to membership may be by post, telephone or computer using the latest address, telephone number or electronic mail address provided



| Membership Application Form | | | | | | | |
|--|--|---|--|--|--|--|--|
| I/We would like to apply for membership of the Lyminster and District Chamber of Commerce & Industry Limited and undertake to abide by the attached Terms and Conditions of the Chamber currently in force and to pay the required subscription. | | | | | | | |
| I/We agree to the details below being included in any Chamber Membership List, Newsletter or Website, which the Chamber may then publish and make available to third parties. | | | | | | | |
| Company/Business Name | | | | | | | |
| Business Category | | | | | | | |
| Name of Main Contact | | (Mr/Mrs/Miss/Ms) | | | | | |
| Business Address | | | | | | | |
| Postcode | | | | | | | |
| Telephone Number | | | | | | | |
| Mobile Number | | | | | | | |
| Email Address | | | | | | | |
| Website | | | | | | | |
| No. of Employees (Please tick) Full Time Equivalent | | Retired (£30 pa) <input type="checkbox"/> | 1 Sole Trader (£50 pa) <input type="checkbox"/> | 2-10 (£70 pa) <input type="checkbox"/> | 11-30 (£100 pa) <input type="checkbox"/> | 31-50 (£115 pa) <input type="checkbox"/> | 51+ (£225 pa) <input type="checkbox"/> |
| Signed | | | | | Date | | |

APPLY & PAY FOR MEMBERSHIP ON LINE at www.lymington.biz or complete the above application and return with your subscription payment to:

Peter Leyland- Jones, Membership

LDCCI c/o Registered address: Heppenstalls, 75 High Street, Lyminster. SO41 9 YY

Cheques payable to: Lyminster & District Chamber of Commerce & Industry

Direct bank transfer sort code 30 95 32 account no. 01567753

(Please put your BUSINESS NAME as reference)

or

Direct Debit Annual Subscription through GoCardless

<http://www.lymington.biz/direct-debit-annual-subscriptions/>

When membership form and payment have been received, a receipt and confirmation of your membership will be forwarded to you