

Wheathampstead Business Group
Decisions and Action Points from Tuesday Turntable on 19 January 2016
held in the Swan

Present:			
Maria Ascona	Jackie Curtis	Brian Joyce	Mike Perry
Julie Bell	Wendy Griffiths	David Nash	Hugh Thomas
Richard Brett	Linda Halford	Claire Partington	Carol Tizard
Adam Collis	Sue Hemming	Peter Partington	Howard Wright

Review of Christmas Lights Up 2015

No action points

Review of Small Business Saturday 2015

Decisions:

- (a) The event was successful, with a net cost to WEB of around £400.
- (b) We shall do Small Business Saturday again in 2016.
- (c) We shall need two champions for Small Business Saturday 2016.
- (d) Julie will be one of the champions for 2016.

Action point:

1. Peter will write up what we did in 2015 and will include some ideas on how we might manage the event better in future.

2016 Business Plan

The following items were suggested as the main priorities for 2016:

	By:
WEB Breakfasts (brings in new members)	Wendy
with a drive to encourage guests	Jackie
Social Media and Website (brings in new member)	Jackie and Adam
Pump Ads	} Claire P. (until AGM)
Membership Secretary	
Updating Posters	Wendy and Peter
Small Business Saturday	Julie and Another
Village Weekend	Claire Farley and Another
Lights Up	
Buy It Locally	Adam and Julie
Local PR/Placement	
Secretarial and Finance functions	Richard and Adam
WOW (if new edition is issued in 2016)	
Mechanism for sharing expertise	

Decision:

The content of the Business Plan will be agreed on at the next Tuesday Turntable.

Village Weekend 2016

No action points

Window on Wheathampstead (WOW)

Decision:

In order to decide whether to produce a 2016 edition, we should try to establish the number of changes that take place from year to year.

Action point:

2. Adam will ascertain from the database the number of changes that have taken place over the past twelve months.

Year to date Financial Position – Adam Collis

Decisions:

- (a) A sub-committee needs to be set up to look at the rules governing how WEB spends money and to recommend how much we can afford to spend on a particular activity.
- (b) We need to consider whether the annual subscription should be raised from £20 to £25. (Ratifying any increase would require a Special General Meeting.)

Action points:

3. Adam, Wendy and Howard will form the Finance Sub-Committee.
4. Peter will ask businesses who participated in Small Business Saturday to join WEB.

Replacement of Membership Secretary

Decision:

Claire P. will be Membership Secretary until the AGM.

Pump Advertising

Decision:

Claire P. will look after Pump advertising until the AGM.

Action point:

5. Wendy will work with Claire P. to see if any of the businesses who have not responded may in fact have intended to renew their advertisements.

Succession Planning

Decisions:

- (a) We need to think about finding successors for key roles well before the AGM.
- (b) It will ideal to also appoint 'assistants' or 'deputies'.
- (c) Mike is willing to become the Treasurer after the AGM.

Action points:

- 6. When Mike takes over as Treasurer, Adam will provide assistance.
- 7. Wendy and Peter will ask for volunteers at Business Breakfast meetings.

Buy It Locally campaign

Action points:

- 8. Adam will produce a proposal for the defined BILLY campaign and aim to present it at the next Turntable meeting.
- 9. We need to put a lid on new ideas – so any further ideas to Adam by 29 Jan cut-off.

Tuesday Turntable

Decisions:

- (a) Guest speakers and sandwiches will be discontinued.
- (b) Incentives may be necessary to encourage people to come to meetings, such as prize draw entries for completing action points, or anonymous votes on who should win a prize.
- (c) We should vote on this at the next Tuesday Turntable, when all suggestions have been submitted.

Action points:

- 10. All suggestions for how to encourage attendance at Tuesday Turntables should be sent to Peter.
- 11. Peter and Julie will put together as framework that can be discussed at the next Tuesday Turntable.

Corporate Social Responsibility

Decisions:

- (a) While this is a good idea, and while it is something that WEB should encourage individual businesses to do, it is not something that WEB itself should do.
- (b) WEB will however continue where appropriate to publicise the use of defibrillators.
- (c) Local charities will be asked to speak at breakfast meetings.

Action points:

12. Linda will speak to Manor Pharmacy about installing a defibrillator.
13. Linda will check if Tesco have a defibrillator.

Review of Herts Business Awards

Decisions:

- (a) WEB should re-apply in 2016.
- (b) WEB should also help member businesses to apply.
- (c) We should look into engaging the services of a lady in Welwyn who specialises in writing submissions for the Award.
- (d) We should hold a workshop for businesses to help them make a submission.

Social Events

Decision:

We shall proceed with the ideas of holding a beetle drive, ideally in March or May/June.

Action point:

14. Sue, Carol, Maria and Julie will meet to progress the idea.

Any Other Business

Decisions:

- (a) We should try to replicate the success of the Business Breakfasts, but at lunch time.
- (b) Any lunch time meeting must try to be different from other daytime networking groups.
- (c) The lunchtime meetings should begin in March.
- (d) The next Tuesday Turntable will be chaired by Claire Farley if she is available, or by Claire P. if not.

Action points:

15. Wendy and Jackie will take this idea forward.
16. Anyone with any suggestions for lunch time meetings should send them to Wendy.

Date of next Turntable: Tuesday, 23 February at 7.45 pm at the Swan