

**Wheathampstead Business Group
Annual General Meeting on 19 April 2016
and Decisions and Action Points from subsequent Tuesday Turntable**

Present:			
Julie Bell	Claire Farley	Claire Partington	Huw Thomas
Richard Brett	Sue Hemming	Peter Partington	Carol Tizard
Jackie Curtis	Brian Joyce	Mike Perry	Norman Whitwood

Apologies: Adam Collis, Maria Azcona, Linda Halford

Annual General Meeting:

Chairman's Report

Peter listed WEB's main achievements during 2014-15.

Treasurer's Report

Mike presented Adam Collis's report for 2015-5. The accounts are available to any member who wish to see them.

Election of Officers

The following were proposed, seconded and voted in unanimously for the year 2015-16:

		Nominated by:	Seconded by:
Chair	Adam Collis	<i>Carol Tizard</i>	<i>Brian Joyce</i>
Treasurer	Mike Perry	<i>Norman Whitwood</i>	<i>Richard Brett</i>
Secretary	Richard Brett	<i>Claire Farley</i>	<i>Sue Hemming</i>
Membership Secretary	Claire Partington	<i>Huw Thomas</i>	<i>Sue Hemming</i>

Appreciation was expressed for the work done by Peter Partington and Richard Brett during 2015 - 16 as Chair and Secretary respectively, and presentations were made.

Maureen Lamburn will not be the Vice-Chair in 2016 - 17.

Decision:

We shall have a summary of the finances at each Tuesday Turntable.

Action point:

1. Richard will distribute the Chairman's Report together with the minutes.

Tuesday Turntable:

2016 Business Plan

Decisions:

- (a) The Business Plan and SWOT analysis were agreed in principle and a formal vote on them will be held at the next Tuesday Turntable.
- (b) The WEB calendar that Julie initiated should be kept up-to-date and should be displayed on the website.

Action points:

- 2. A working party comprising Julie, Norman and Wendy Griffiths will assume responsibility for the SWOT analysis and review / revise it in three months' time.
- 3. Jackie will make sure that the question of preferential terms for WEB members is raised at breakfast and lunchtime networking meetings.
- 4. Adam will work on structural changes to the website.
- 5. Jackie, Wendy and Adam will discuss the design of the Home page and make it more dynamic. They will then consider search engine optimisation.

Succession Planning

Action points:

- 6. Everyone who is interested should volunteer for any of the vacancies for posts.

Buy It Locally Campaign

Note: Adam was the only applicant to manage Phase 2 of the project. He quoted £315 to undertake the necessary, well within the budget agreed of £500. The intention is to commission the writing of a strapline and the design of suitable artwork. It is hoped this can be achieved in overall budget of £500.

Action points:

- 7. Anyone spotting A Boards or advertising for Buy Local campaigns on Facebook will inform Julie

Village Weekend 2016 (9-10 July)

Decisions:

- (c) We need to find something that will increase footfall at the WEB stand (in place of WOW, which were giving away at the last Village Day).
- (d) The WEB calendar that Julie initiated should be kept up-to-date and should be displayed on the website.

Action points:

8. Norman will man the WEB stand.
9. Norman will also recruit a second person to help man the stand, ideally someone with their own business to promote.
10. Norman and Claire F. will work on the idea of a competition which needs to be handed in at the WEB stand, thus increasing footfall. This could be a raffle for a chosen charity.
11. Richard will issue a reminder about banners and stands in his next email to members.
12. Everyone who is willing to help on Village Day should contact Claire Farley (claire@2by2holidays.co.uk)

Membership

Claire P. and Fiona have been contacting people on the database to encourage them to join WEB.

Action point:

13. By the next Tuesday Turntable Claire P. will let Richard know how many people have by then paid up as members.

Neighbourhood Plan

Action point:

14. Richard is arranging a meeting at which WEB members can bounce off ideas about the kind of improvements they would like to see.

Hints and Tips

Decision:

We need Hints and Tips on Membership and Pump Advertising.

Action points:

15. Claire P. will contact Mike Spurgeon and make a start on the Tips on Membership and Pump Advertising, with a view to finishing them by the end of her year in office as Membership Secretary.
16. Richard will store the printed copies of the Hints and Tips.
17. Jackie will investigate whether these documents can be made available on a members-only page of the website.

Publicity and press coverage

Action point:

18. Richard will put a copy of *Why WEB?* on the website together with the

- minutes.
19. Norman will draft a more readable version of the document that can be used to help recruit WEB members.
 20. Julie will ask Annie Brewster if she has any contacts at *Herts Advertiser*.
 21. Carol will progress press coverage.
 22. Julie will send Jackie the photos taken at the beetle drive.

Friends of WEB

Note: Julie has spoken to David Johnston and the Parish Council agrees in principle to the idea of an insert in the Pump, provided that WEB pays whatever it costs.

Action points:

23. Norman will write a formal proposal that can be put to the Parish Council.
24. Julie will continue the dialogue with David Johnston.

Recognition for WEB and for Individual Members – Herts Business Awards, Herts Chamber of Commerce Awards, WDPS Awards and others

Action points:

25. Richard will ask WEB members to vote for 2by2 Holidays when issuing the minutes.
26. Richard will also forward the link to Brian.
27. Huw will offer training to people who wish to submit applications for awards.

Badges for WEB Officers

Decision:

Badges should show the roles rather than individuals' names so that they can still be used when the individual gives up that role.

Action point:

28. Claire P will order the badges.

Social Events

No action points.

Any Other Business

Decision:

We should ask people at the breakfast meeting if they would be willing to take a Wheathampstead Community Group collection box and promote it at their business for, for example, a week.

Notes:

- (a) Claire P. has produced a membership flow chart.
- (b) Carol is producing a leaflet for open gardens in Marshall Heath in aid of Herts Air Ambulance.

Action points:

29. Claire P will send the flow chart to Richard, who will issue it to members.
30. Everyone willing to act as a buddy to new members should contact Richard.
31. Richard will include newbie buddies as a standard item on the agenda for Tuesday Turntable meetings so that as necessary we can match new members to buddies.
32. Carol will forward details of the open gardens to Richard (who will issue it to WEB members) and to Brian.
33. Richard will ask WEB members to vote for 2by2 Holidays when issuing the minutes.
34. Richard will forward then link to Brian Joyce.
35. Huw will offer training to people who wish to submit applications for awards.
36. Claire P. will supply Norman with a list of WEB members.

Date of next Tuesday Turntable: Tuesday, 17 May at 7.45 pm at the Swan