

**Wheathampstead Business Group
Decisions and Action Points from Tuesday Turntable on 21 June 2016
held in the Swan**

Present:		
Julie Bell	Linda Halford	Carol Tizard
Richard Brett	Claire Partington	Norman Whitwood
Adam Collis	Peter Partington	

Initiatives/Projects/Events

Buy It Locally Campaign

Action points:

1. Adam has obtained quotes for the production of a logo and will arrange for the Buy Local sub-committee to vote for the logo they prefer.
2. Adam will make a note of the idea that the distribution of key fobs could form part of the campaign.

Village Weekend 2016 (9-10 July)

Action point:

3. Adam will speak to Claire Farley about volunteers to help on Village Day.

Neighbourhood Plan

Decision:

Support for Iain Begg's 'SAFE' proposal (to make Wheathampstead the first Sustainable, Accessible, Fairtrade and Ecological village) will depend on how practicable the idea is.

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

Decisions:

- (a) Individual businesses should enter for awards, rather than WEB itself.
- (b) We need to tell businesses what the deadlines are for each award.

Action points:

4. Adam will ask Huw Thomas if he is willing to provide training for businesses that wish to enter for the award.

5. Peter will put together some notes on the benefits that businesses would derive from entering for awards.
6. Julie will raise the issue at the next breakfast meeting.

Calendar of events

Action point:

7. Richard will put Small Business Saturday on the agenda for the next Tuesday Turntable.

Reports from WEB Officers

Membership / Newbie Buddies

Decision:

One role of the newbie buddy should be to establish what a new member is good at.

Action points:

8. Claire P. will ask people at the next breakfast meeting if they would like to become newbie buddies.
9. Adam will add some notes to Claire P's Newbie Buddies document on how the buddy should inform the new member about who in WEB has particular strengths and who has experience in particular areas.
10. Adam will investigate whether Claire P. can view the Santander bank account without making any changes to it.
11. Adam will try to find the membership form used at Village Day 2015.

Finances

Note. Mike Perry needs temporarily to give up his position as treasurer.

Action points:

12. Unless a volunteer comes forward, Adam will temporarily deputise as treasurer.
13. At the breakfast meeting, Adam will ask for volunteers to become temporary treasurer.

Networking Meetings

Decision:

An idea to explore is wearing sashes (£3 each) to identify people as WEB members.

Action point:

14. Peter will obtain a sash and try it out.

Website

No specific action points.

Wheathampstead Parish Council

Note. Road works will take place in the centre of the village for 10 days beginning on 8 August.

Action points:

15. Adam will forward details of the road works to Richard, and Richard will send this to all companies on the database in a separate email.

Social Media

No specific action points.

Secretariat

No specific action points.

Chair

Action point:

16. Adam will arrange for the draft content of WEB Pump articles to be distributed by email.

General WEB Administration

Publicity and press coverage

Action points:

17. Maria will create a board on which business cards can be displayed on Village Day.

2016 Business Plan

Action points:

18. Adam will draft a wording to ask members about preferential terms.

19. Richard will issue the wording in a standalone email and ask members to inform him of any preferential terms.

Hints and Tips

Action point:

20. 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.

Badges for WEB Officers

Action point:

21. Claire P will order new badges using the same style of logo as appears at the top of the minutes..

Social Events

Decision:

Given that the number attending is likely to be 40-50, we shall hold the Christmas party in the Mead Hall, and Maria Azcona will arrange the catering.

Action point:

22. Julie will firm up the arrangements with Maria and will book the Mead Hall.

Any Other Business

Decision:

We shall put a post on Facebook about the Air Ambulance.

Action point:

23. At the next meeting Adam and/or Claire Partington will provide a list of paid-up members.
24. Norman will chase up members for their promotional literature.
25. Claire P will ask Mike Perry for a list of members who have paid their subscriptions and will forward this to Norman.

Date of next Tuesday Turntable: Tuesday, 19 July at 7.45 pm at the Swan