

**Wheathampstead Business Group  
Decisions and Action Points from Tuesday Turntable on 16 August 2016  
held in the Swan**

<b>Present:</b>			
Maria Anzona	Amanda Brown	Wendy Griffith	Brian Joyce
Julie Bell	Claire Farley (Chair)	Sue Hemming	Claire Partington
Richard Brett			Carol Tizard

**Initiatives/Projects/Events**

**Small Business Saturday (3 December)**

*Decisions:*

- (a) Anything that will attract children to the event is worth considering.
- (b) As last year, tables will be available (for WEB members only) to hire inside No.8 High Street.
- (c) The layout of these tables is very important.
- (d) The cost per table will be £10.
- (e) We shall invite Rock Choir to take part.

**Action points:**

1. Claire P will form a working party to help organise the event.
2. Claire P will add publicity in the *Pump* to the list of tasks that need to be done.
3. Brian will publicise Small Business Saturday and Christmas Lights Up on wheathampstead.net.
4. Wendy will announce at the breakfast meeting that businesses can book tables at No.8 High Street.
5. Julie will complete a St Albans District Council events form.

**Buy It Locally Campaign**

*Note.* The plan is to launch in late October or early November, with a fun event and a mascot.

*Decisions:*

- (a) Adam Collis will project manage Phase 3.
- (b) Bunting would be a good way of helping to publicise the launch event (and could be reused for Small Business Saturday).

**Action point:**

6. Adam will collate the various ideas in an overall plan.

## Neighbourhood Plan

*Note.* Richard outlined the present position. Iain Begg has WEB's feedback on the Business and Economy section of the Plan and will draft that section.

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

### *Decisions:*

- (a) The following should be run for WEB members:
- i. A workshop
  - ii. Subsequent short sessions when delegates can bring back the submissions they have been working on and obtain comments and assistance.
- (b) A decision is needed on how much WEB should subsidise the workshop.

### **Action points:**

7. The Financial sub-committee will decide how much WEB should subsidise the workshop and subsequent sessions.
8. Wendy will help promote the workshop.

## Recruitment Leaflet

*Note.* This has been printed and will be inserted in the next *Pump*.

## Calendar of events

*No action points.*

## Reports from WEB Officers

### Membership / Newbie Buddies

#### **Action point:**

9. Adam needs to make only a small amendment to Claire P's Newbie Buddies document and he will post it on the website.

### Finances / Networking Meetings

*No action points.*

## Website

There was a vote of thanks to Adam, Wendy and Jackie for their hard work on the website.

*Decision:*

Now that the website has been updated, it will be very important not to allow it to get out-of-date.

**Action points:**

10. Adam will research the cost of adapting the website for mobile optimisation.
11. Claire P will ask Jackie Curtis to promote Small Business Saturday on the website.
12. At the next Tuesday Turntable Adam will bring a list of the pages so that we can review who is responsible for each page.

**Wheathampstead Parish Council / Social Media / Secretariat / Chair**

*No action points.*

**General WEB Administration**

**Publicity and press coverage**

*No action points.*

**2016 Business Plan**

**Action point:**

13. In a standalone email Richard will issue Adam's wording asking members to inform him of any preferential terms.

**Hints and Tips**

*No action points.*

**Social Events**

**Action points:**

14. Carol will try to book the Mead Hall for 15 December.
15. Maria will draft a Christmas menu.
16. Maria will speak to Al Patel about supplying wine for the event.
17. WEB will pay Maria a deposit (which it will recover when people pay for their tickets).

## Defibrillators

### Action points:

18. Maria will ask Manor Pharmacy if they are willing to have the defibrillator outside their premises (and to pay for the electricity).
19. Julie will speak to Linda Halford to obtain details of the defibrillator and will let Maria know.
20. Maria will then order a defibrillator (and put a Buy It Locally sticker on it).
21. Adam will mention the defibrillator in a *Pump* article, and will produce a note on the subject that can be emailed to all companies on the database.
22. Jackie will post a message about the defibrillator on Facebook.

## Any Other Business

### Action point:

23. Sue will send Jackie a photograph of the Wheathampstead tea towel so that Jackie can post it on Facebook.

**Date of next Tuesday Turntable:** Tuesday, 20 September at 7.45 pm at the Swan