

**Wheathampstead Business Group
Decisions and Action Points from Tuesday Turntable on 20 September 2016
held in the Swan**

Present:			
Maria Azcona	Richard Brett	Lesley Nash	Carol Tizard
Julie Bell	Adam Collis	Claire Partington	

Initiatives/Projects/Events

Buy It Locally Campaign Launch: (Saturday, 12 November)

Note. A decision has been made by the Buy It Locally sub-committee not to launch on 12 November as too few food and drink businesses were prepared to take part. Buy It Locally will instead be launched on Small Business Saturday.

Christmas Lights Up (Thursday, 24 November)

Action point:

1. Adam will collate the costings for Christmas Lights Up and present them to the Finance Committee.

Small Business Saturday (3 December)

Note. Claire will be handing over the project to Lesley and Maria.

Action point:

2. Lesley and Maria will proceed with the organisation of Small Business Saturday and report back at next month's Tuesday Turntable.
3. They will create a budget for approval by the Finance Committee.

Neighbourhood Plan

No action points.

Calendar of events

Decisions:

- (a) There will be no Tuesday Turntable in December.
- (b) The plan is to hold a Business to Business Fayre in the New Year.

Reports from WEB Officers

Membership / Newbie Buddies

Note. WEB now has 82 members.

Action point:

4. Claire will email Adam the latest version of the Newbie Buddies document and he will post it on the website.

Finances

Note. Adam is continuing to stand in as treasurer.

Action point:

5. Claire will send Lesley and Maria the document detailing the expenditure on Small Business Saturday in 2015.

Networking Meetings

Note. The next lunch meeting is on Wednesday, 9 November.

Website

Decision:

The following people are responsible for the website pages shown:

Home Page	Adam
About Us	Julie
Directory	Carol
News & Events	Jacky (but everyone needs to inform Jacky about news/events)
Minutes	Richard
Membership	Adam
Contact Us	Julie/Richard
Hints & Tips	Adam
Buy It Locally	Adam

Wheathampstead Parish Council

Social Media

Secretariat

Chair



No action points

General WEB Administration

Publicity and press coverage

No action points

Hints and Tips

Action point:

6. Adam will populate the Hints & Tips page on the website.

Social Events: Christmas Party (Thursday, 15 December)

Note. The Christmas Party will be held in the tap room at the Farr Brew brewery. Farr Brew will do a presentation on the night.

Decisions:

- (a) Guests should be able to mingle during the evening.
- (b) Instead of place settings, cutlery will be placed close to where food is served.

Action points:

7. Maria will draft a Christmas menu and send it to Adam and Julie.
8. Maria will ask Farr Brew about the availability of wine and soft drinks.
9. Adam will look into the possibility of hiring a minibus.

Defibrillators

Note. Manor Pharmacy are definitely willing to have a defibrillator placed outside their premises.

Decision:

If the Parish Council decide to site the defibrillator in the telephone box, it will no longer be appropriate for WEB to be involved.

Action points:

10. Richard will report back to Julia Warren and let Maria know the outcome.
11. If the Parish Council proceed with the telephone box option, Richard will inform Maria and Maria will let Manor Pharmacy know.

Any Other Business

No action points

Date of next Tuesday Turntable: Tuesday, 15 November at 7.45 pm at the Swan