

**Wheathampstead Business Group
Decisions and Action Points from Tuesday Turntable on 15 November 2016
held in the Swan**

Present:			
Maria Azcona	Adam Collis	Jacqueline Ann Smith	Mike Perry
Julie Bell	Alex Dorow	Lesley Nash	Norman Whitwood
Richard Brett	Claire Farley	Claire Partington	

Initiatives/Projects/Events

Christmas Lights Up (Thursday, 24 November)

Decisions:

- (a) There will be no charge for tables at No. 8 High Street during Lights Up.
- (b) We shall use the picture frame of business cards.

Action points:

1. Norman will ask Kate Fotherby if the WEB banner can be displayed at No. 8 High Street.
2. Norman will send Jacky Curtis details of the event so that she can post them on Facebook.
3. Norman will set up the WEB table at No.8.
4. Norman will organise the first and second prizes.
5. Claire P will post a tween about Lights Up.
6. Julie will speak to Kate Fotherby about the lighting arrangements at No. 8.
7. Adam and David Johnston will liaise with Copper Top about the siting of the float near their premises.
8. Adam will ask Ian Scott if he will open up at Lights Up.
9. Adam will collate the costings for Lights Up and present them to the Finance Committee.

Small Business Saturday & Buy It Locally Campaign Launch (3 December)

Note. Claire Best and Amanda Brown have designed a poster.

Decisions:

- (a) There will be a charge of £10 for tables at No. 8 High Street.
- (b) Claire's holiday will be one of the prizes.
- (c) We need one extra person to wear the Billy Mascot costume.

Action point:

10. Claire P will look into the possibility of having musicians (or buskers) play for at least part of the day (e.g. around lunchtime).
11. Adam will investigate whether we would need a licence for live music.
12. Claire P will ask Howard Wright about the possibility of putting prize

- sponsorship stickers inside his books.
13. Norman will bring the spare copies of WOW.
 14. Julie will enquire about insuring the Billy Mascot costume.

Business to Business Fayre (New Year)

Neighbourhood Plan

} *No actions*

Calendar of events

- Action point:**
15. Claire P will follow what Claire Pickard did last year as regards Pump ads for 2017, including the requirement that to advertise you need to be a WEB member and to provide the artwork.

Reports from WEB Officers

Membership / Newbie Buddies

Note. Claire P mentioned we now have at least 84 members.

Decision:

The cost of joining WEB from now until 31 March will be £15.

Finances

- Action point:**
16. Adam and Mike will discuss when Mike can take over again as Treasurer.

Networking Meetings

- Action point:**
17. Maria will ask Jacky Curtis if Jacky can take over the distribution of emails using Mailchimp.

Website

- Action point:**
18. Adam will populate the new BILLY page.

Wheatthampstead Parish Council

No actions.

Social Media

Decision:

Information needs to be posted on Lights Up, Small Business Saturday and the Christmas Party.

Secretariat

Chair

} *No actions*

General WEB Administration

Publicity and press coverage

Hints and Tips

} *No actions*

Social Events:

Action points:

Christmas Party (Thursday, 15 December):

19. Maria will send Adam the content of an email about the event and Adam will distribute it via Mailchimp.
20. Adam will look into the possibility of hiring a minibus.

Easter Event:

21. Maria will give some thought to a social event before Easter.

Defibrillators

No actions.

Any Other Business

Decision:

Claire F is happy on behalf of WEB as in previous years to seek sponsorship for the fireworks at Village Weekend.

Action point:

22. Claire F will send a bereavement card to Gill Clark on behalf of WEB.

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