

Wheathampstead Business Group

Decisions and Action Points from Tuesday Turntable on 21 March 2017
held in the Swan

Present:		
Julie Bell	Adam Collis	Claire Partington
Richard Brett	Natalie Erotokritou	Carol Tizard

Initiatives/Projects/Events

Buy It Locally Campaign Launch

Action points:

1. Adam will urgently rearrange the next BILLY meeting.
2. The Buy It Locally team will complete the District Council form in respect of the beer and burgers event on 10 June to launch the campaign.
3. Julie will apply to Luton Airport for a grant of up to £3,000 for the Buy It Locally campaign (including the 2017 edition of WOW).
4. Julie will enquire about insuring the BILLY Mascot costume.

Business to Business Fayre

Action point:

5. Adam will try to find someone to run the event.

Revisions to Business Information Panel in East Lane

Decisions:

- (a) We shall wait a couple of weeks before proceeding to increase the chances of finding out who will occupy the empty shops.
- (b) We shall include the clothing shop at No. 8 High Street.

Action points:

6. Richard will send Adam the file containing the artwork.
7. Adam will update the artwork in the file.
8. Richard will then forward the file to the printer.

2017 edition of WOW

Decision:

The phone calls should be completed within the next 4 – 5 weeks.

Action points:

9. Over the next 4 – 5 weeks Claire will start phoning round and will include all the businesses in the database.

Village Weekend

Note. Claire Farley has already started to attract sponsors.

Calendar of events

Decision:

All the “Officers” (Chair, Treasurer, Secretary, Membership Secretary) will give closing statements at the AGM.

Action point:

10. Adam will ask Beverley Turner or Maureen Lamburn if they would examine the WEB accounts.

Reports from WEB Officers

Membership and *Pump* advertising

Claire reported that:

- (a) we now have 94 members – by far the most ever – and the aim is to increase this to 100;
- (b) some advertisers have pulled out of the *Pump* and some have submitted artwork that needs amendment.

Decision:

We will use adverts for WEB to fill any slots not taken by advertisers.

Action point:

11. Adam will resolve the problem of artwork that needs amendment.

Finances

Action point:

12. Adam will hand over the finances to Carol so that she can take over as Treasurer after the AGM.
13. Carol will use the software Adam has designed to record the book entries.

Networking Meetings

No action points.

Website

Action point:

14. Those responsible for website pages will make sure that after the AGM the website is updated.

Social Media

Action point:

15. Julie will ask Jacky to promote the beer and bangers BILLY launch.

Wheathampstead Parish Council

No action points.

Secretariat

Action point:

16. Richard will remind members of the AGM when issuing the minutes.

Chair

No action points.

General WEB Administration

Publicity and press coverage

Action points:

17. Amanda will speak to her contacts to see if WEB can have a named contact point at the Review.
18. Carol will see if she has a contact at the Review, and if so will inform Amanda.

Hints and Tips

Action point:

19. Before the AGM everyone with a particular role in WEB should check that the Hints & Tips relevant to their role are correct and up-to-date.

Social Events

Action points:

20. Maria will give some thought to a quiz night at a pub or restaurant.
21. Adam will email an invitation.

Any Other Business

No action points.

Date of AGM & next Tuesday Turntable: Tuesday, 18 April. 7.45 pm at the Swan