

**Wheathampstead Business Group: Tuesday Turntable
Agenda for Meeting
7.45pm, 18 October 2016 in The Swan**

Initiatives/Projects/Events

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

Including the Food and Drink Festival (launch event)

Action point:

1. Julie will complete a St Albans District Council events form for the launch event.

Christmas Lights Up (Thursday, 24 November)

Action points:

2. Adam will send Lesley and Eve the Hints & Tips on Christmas Lights Up.
3. Julie will email Norman Whitwood asking him if anyone has already agreed to take over his role in Christmas Lights Up..

Small Business Saturday (3 December)

Action points:

4. Claire will form working groups that can take on much of the project work.
5. Lesley will take part in the Prizes working group.
6. Claire P will obtain quotes for leaflet production and distribution from Rick Parting (the Pink Group) and Dor2Dor.
7. Maria Azcona and Amanda Brown will champion Small Business Saturday at breakfast meetings.
8. Julie will complete a St Albans District Council events form for SBS.

Neighbourhood Plan

Calendar of events

Reports from WEB Officers

Membership / Newbie Buddies

Action point:

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

Finances

Networking Meetings

Website

Action points:

10. Adam will raise with the Finance Sub-Committee the possibility of adapting the website for mobile optimisation. If the decision is to proceed, we shall decide at the next Tuesday Turntable who will specify the requirements.
11. 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

Action point:

12. Julie will email Jacky about the Buy It Locally launch event.

Secretariat

Chair

General WEB Administration

Publicity and press coverage

Action point:

13. Eve will email Clare about the details, and Clare will then at the breakfast meeting champion the opportunities in the Wheathampstead *MiniMagazine*.
14. Claire will supply Eve with an article on Small Business Saturday for the November edition.
15. Julie will email Eve some information about the Buy It Locally launch for the October edition.

Hints and Tips

Action point:

16. Adam will build a page on the website where the Hints & Tips can be accessed.

Social Events, incl. Christmas Party

Action points:

17. Carol will check that the Mead Hall has been booked for the WEB Christmas party on 15 December.
18. Maria will draft a Christmas menu.
19. Maria will speak to Al Patel about supplying wine for the event.

Defibrillators

Action points:

20. Maria will discuss and agree with WEB to location for the defibrillator.
21. Maria will then order a defibrillator (and put a Buy It Locally sticker on it).
22. 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.
23. Jackie will post a message about the defibrillator on Facebook.

Any Other Business

Action point:

24. Claire will email Carol the new member literature.