

**HALESWORTH BUSINESS CONNECTIONS
MINUTES OF EXECUTIVE COMMITTEE MEETING
WEDNESDAY 9TH MARCH 2011 AT 5.45 P.M.
AT THE OFFICES OF LOVEWELL BLAKE**

Present:	Tim Heaps	Chairman	TH
	Keith Wright		KW
	Maria Wright		MW
	Eileen Heaps	Events	EH
	Gary Stannard	Treasurer	GS
	Colin Huggins	HTCG	CH
	Doug Mizon	Membership Secretary	DM
	Karen Knights	Minute Secretary	KK
	Phil Cockburn		PC
	Brian Bale	Deputy Chair	BB

PC was welcomed to the meeting.

1. Apologies for Absence
Jack Clayton
2. Minutes of previous meeting held 2nd February 2011
Agreed.
3. Matters Arising
None.
4. Treasurer's Report
GS circulated his report and advised that it had been a quiet month with only two transactions one being a subscription receipt and the other payment for website maintenance. GS reported that the 1st Friday figures were not included in the report.
- 5) Membership Secretary's Report
DM reported that there are 88 members and discussion took place on who else to approach in relation to membership.
- 6) Halesworth Campus
The next meeting is on the 15th March. There had been some press coverage and the recent launch event had gone well although there was limited attendance by HBC members.
- 7) Town Centre Group
Newsletter No 6 had been circulated. There had been a good turnout at the last two meetings. The shopping guide has been printed (10,000 copies) and is currently being circulated. DM reported that shop keepers are impressed with it. CH has distributed the guide to a number of locations and is looking for further suggestions on distribution. An updated version will be printed annually.

Merlin Shoes will be organising an event for St Georges Day.

The International Market has been organised for 6th/7th May. They will organise their own promotion and some materials have already been sent in. A media list has been sent to them to assist.

This year's Scarecrow event will last for one week instead of one day.

The Town Centre Group AGM will be held on 5th April.

8) Tourism Group

No written report was available. TH reported that he has stood down as Chair and Simon Tennent is the new Chair. Alison Britten is the new Treasurer. Other new members are Simon Raven, Jo Jordan, John Prince, Neil Kerridge, Steve Mabbett. Simon hopes to broaden the remit of the Tourism Group and it may become more of a Blyth Valley tourism group but the name will stay the same.

BB arrived at 6.25 p.m.

9) Town Plan Town Centre Group Report

No report available.

The following item was not on the agenda.

HBC Committee

EH and TH advised that they will be standing down at the AGM. MW commented that they had done a wonderful job and this was agreed by others. It was agreed that an email should be sent to members to advertise the vacancies and mention should also be made in the newsletter with responses by early April (Action TH). The email will be circulated to committee members for approval before sending out. The breakfast can also be used to advertise these vacancies. If no volunteers come forward it may be necessary to actively approach members and encourage them to volunteer. DM and KK will also stand down at the AGM. It was suggested that the newsletter could be rolled into the secretary's role but this could wait until after a new person is appointed.

10) Events

1st Friday had taken place last week and was well supported.

EH reported ten bookings for the next breakfast to date.

Dudley has asked to speak for a few minutes at the next breakfast in relation to twinning. This was agreed.

EH asked for clarification on charges for Town Council representatives attending the next breakfast who only required toast. EH to check with the Angel the costs. (Action EH).

AGM April 27th – KK to circulate paperwork. Maureen to do catering. Venue is Hammonds (Isuzu Centre).

Wine Tasting – TH advised he had a couple of bookings. This event could raise £200/£250 for the Town Centre Group.

EH will work with new Events co-ordinator to ease them into the role if needed. It was suggested that events be limited to facilitate this.

Discussion took place on whether to increase the number of breakfasts run each year but it was agreed that due to the difficulty in getting speakers to leave this at the current level.

- 11) Halesworth and Blyth Valley Partnership
BB is has a meeting next week.
- 12) Town Council Elections
Nothing to add from last meeting. Agreed to mention in the newsletter again and to particularly mention the limited time to get nominations in. This item will be removed from the next agenda.
- 13) Newsletter
The newsletter has resulted in PC attending the meeting. Feedback to be sought at next breakfast on the format and content of the newsletter. Further discussion took place on the size of the newsletter and the frequency of distribution. DM and TH will prepare the next newsletter.
- 14) Single Website for Business Groups
Deferred until after the AGM. TH will attend the next meeting of the Waveney Business Forum on 23rd March. TH will meet with Paul Moss to discuss HBC website and database of local businesses.
- 15) Any Other Business
None.

PC was asked for his thoughts on the meeting and whether he would like to remain involved. He advised that he would like to do so.
- 16) Date of Next Meeting
13th April, 5.45 p.m. Lovewell Blake