

**HALESWORTH BUSINESS CONNECTIONS**  
**Minutes of Executive Committee Meeting**  
**Wednesday 13<sup>th</sup> December 2011 at 5.45 P.M.**  
**At the offices of Lovewell Blake**

**Present:**

Brian Bale	Chairman	BBa
Gary Stannard	Treasurer / Events	GSt
Colin Huggins	HTCG	Chu
Tim Heaps	Waveney Business Forum	THE
Philip Cockburn	Secretary	PCo
Keith Wright	Committee	KWr
Maria Wright	Committee	MWr

**1 Apologies for Absence**

Lesley Pyke	Newsletter / Events	LPy
Jack Clayton	Committee	JCI
Sally Salmon	Membership Secretary	SSa
John Harrison	Committee	JHa

**2 Minutes of previous meeting**

Agreed without amendment.

**3 Matters arising not on agenda**

None.

**4 & 5 2012 Programme & Business Support**

General discussion on the 2012 programme and what additional events or business services could be offered. Key points being:

- General concern at the level of take up for events although the Festive 1<sup>st</sup> Friday was successful.
- First Fridays will remain for 2012
- Business breakfasts will be scheduled for the last Wednesday of alternate months where possible starting January. The first two breakfasts to be booked at The Angel. (THE noted that Blundeston Prison would be interested in speaking at a future breakfast).
- AGM will be held in April.
- Agreed to produce a programme card for 2012
- KWr asked whether new members automatically received window stickers (needs to be checked with SSa). Agreed we should continue this and back issue if necessary.
- THE suggested we repeat an exercise carried out several years ago – contacting all members directly for feedback. It was agreed this should be followed through. Logistics yet to be agreed. THE to sort out previous review.
- It was agreed that HBC needs to be better at publicising successes – post event marketing/press releases etc. The role of Press Officer to be on the agenda for the January meeting.

**6 Town Centre Group**

Christmas light switch on successful as an event with all financial targets being met.

Window competition is ongoing.

Shopping guide is next priority

**7 Events**

This item was covered within points 4 & 5.

**8 Waveney Business Forum**

Waveney Procurement business breakfast relatively successful with 31 attendees.

Strategic town centre regeneration study being initiated as a research project led by Dr Rebecca Ellis. Initial guidance being sought as to costs and approach. This study will require full commitment from all member organisations who may be asked to provide additional funding. Working group to be established with THE to write article for future newsletter requesting volunteers.

Programme of WBF events to be published in early 2012.

Future event – Waveney Enterprise zone @ Waveney House Hotel 29<sup>th</sup> March

**9 Treasurer's Report**

Current funds less projected spend = £2,879.52.

Key transactions during the month are:

Receipts:

Payments:

Festive 1<sup>st</sup> Friday - £179.10

HTCG Christmas lights donation - £200.00

Breakfast at Golf Club – £158.95

Halesworth 2012 diary – £74.40

**10 Membership Secretary's Report**

Held over until next meeting.

**11 Halesworth Campus**

Held over until next meeting.

**12 Town Plan Town Centre Group**

Held over until next meeting.

**13 Broadband**

FSB event re Suffolk broadband to be held at BT Martlesham on 19<sup>th</sup> January.

**14 Any Other Business**

none

**15 Date of Next Meeting**

Weds 11<sup>th</sup> January – 5.45 Lovewell Blake