

**HALESWORTH BUSINESS CONNECTIONS
MINUTES OF EXECUTIVE COMMITTEE MEETING
WEDNESDAY 6TH OCTOBER 2010 AT 5.45 P.M.
AT THE OFFICES OF LOVEWELL BLAKE**

Present:	Tim Heaps	Chairman
	Gary Stannard	Treasurer
	Jack Clayton	Town Council Representative
	Eileen Heaps	Events
	Colin Huggins	
	Maria Wright	
	Keith Wright	
	Doug Mizon	
	Karen Knights	Minute Secretary

The Chairman opened the meeting and welcomed those present.

1. Apologies for Absence

Brian Bale

2. Minutes of Meeting held 1st September 2010

Agreed.

3. Matters arising not on Agenda

None

4. Treasurer's Report

A report was distributed by G.S. Discussion took place on the costs and benefits of 1st Friday and it was acknowledged that the profits from the breakfasts cover the costs of 1st Fridays.

GS advised that he had bank mandate forms which needed to be signed to update the authorised committee members signatories.

5. Membership Secretary's Report

There are currently 88 members.

TH welcomed DM back to the Committee.

6. Relationship between HBC and HTCG

A meeting had been arranged between both groups but only four people attended. Several apologies had been received. It has been agreed that the HTCG had moved on and was an entirely separate organisation to HBC. Concern was expressed at the number of small groups within Halesworth who were all working to promote the best interests of the town. Discussion took place on encouraging these small groups (in particular HTCG and the Tourism Group) to become affiliated members of HBC. TH proposed a change to the

HBC constitution to allow this and suggested a fee be charged for membership. DM asked if the fee would be for the group or for the individual. Issues around the feasibility of this option were discussed and it was agreed that it was untenable. It was agreed that the three groups (HBC, HTCG and the Tourism Group) should continue to work together, and keep each other informed on a mutual cooperation basis. The possibility of each group having a representative attending the meetings of the other groups was discussed. These representatives would not have voting rights but could attend meetings and contribute. All groups involved would have to agree to this. JC suggested that the Twinning Group should also be part of this arrangement.

7. Town Centre Group

CH reported that the Group's finances were in good shape. There is £6k in the bank account and much of this is due to the efforts of Rita (Merlin Shoes). Insurance has been organised with Action for Market Towns. CH confirmed that HTCG had become members of Action for Market Towns.

The Scarecrow event had been successful with 54 scarecrows placed around the town. The event would take place again next year possibly running for a week rather than just one day. This was not a fundraising event but it could be used to raise funds next year. Discussion would need to take place on what the money should be used for. DM reported that the Town Council had appreciated the efforts of the traders who took part in this event.

CH reported that plans for the Christmas lights were progressing well with a long list of action points to be dealt with in the next few weeks. Bernard Hill is to switch on the lights. An additional late night opening event was discussed but it was agreed that efforts should be concentrated on the 4th December. If there was enough interest this could be a themed event with traders in fancy dress, possibly with a Dickensian theme.

The Market Place sign is now in position. DM asked the cost and CH advised approximately £2.5k. There will be publicity in the local press about the sign.

A social event for town centre traders would take place at Merlin Shoes on 26th October. A donation of £200 was agreed by the Committee for the Christmas Lights. A newsletter would be distributed by HTCG and traders would be asked for voluntary contributions towards the lights.

8. Tourism Group

A report was circulated by TH. Quotes have been received for printing 10,000 copies of the Shopping Guide flyers a draft copy of which was shown to those present. Discussion took place on who should be allowed to advertise in this flyer bearing in mind the idea was to promote retail trade in the town. When printed these flyers would be distributed via a number of venues, railways stations, WDC etc. The possibility of distribution via the Community News was discussed.

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9. Town Plan Town Centre Group Report

There are twelve members of this group but none of these are members of HBC, HTCG or the Tourism Group. There was a view that they did not have much credibility unless they engaged with the other groups. It was suggested that HBC host an evening event where the TCWG can present a report and have a dialogue with anyone who wants to attend. The Day Centre was suggested as a venue with Maureen being asked to do the catering. Dates of 8th or 9th November were proposed (tbc).

10. Events

Twenty five people attended the last breakfast; This should have been held at the Wissett Plough but due to staffing issues had been moved to the Angel.

The Rifle Hall has been booked as the venue for the quiz on the 27th October. EH has visited the venue which has a limit of 80 people. Car parking belongs to the Methodist church but permission has been gained to use this facility – a donation to the church was suggested. The cost to take part in the quiz would be £10 per team of 4 with each team bringing their own food and drink. Quiz masters have been organised. Lovewell Blake will provide the prizes.

1st Fridays will take place on 5th November and 3rd December.

The next breakfast will be on 26th November.

The Christmas Event will be bowling at Potters on 8th December. The cost for this event will be £18.00 for non members and £16.00 for members. The price includes a buffet and there are two menu choices.

Discussion on events for 2011 was deferred until the next meeting due to the time.

11. Town Council

TH to produce a report to be circulated prior to the next Town Council meeting which would include:

MP to attend November breakfast

Membership levels of HBC

Town Plan

Donation to Christmas Lights

Clarification of relationship between HBC/HTCG

Welcome back to Doug

HTCG – independent of HBC and working well

JC to take a copy of the report to the Town Council meeting.

12. Any Other Business

Ipswich Building Society move and opening event. Committee agreed that this could be advertised via HBC. TH to take this up. (KK)

Scarecrows should be judged next year (EH)

HBC members should have their own badges in case they are needed at an event. This was agreed but it was decided that better badges were needed. Costs to be obtained and tabled at the next meeting.

Twinning events had taken place in France and Germany. JC felt that more effort should be put in to hold an event in the UK next year. It is unclear who is now running the Twinning Group. JC felt that more needed to be made of this group which could provide opportunities for businesses locally.

Rachel Ducker has not attended several meetings and is now living in Bury St Edmunds, if she is unable to attend the next meeting TH will write to her to clarify her position in relation to HBC.

13. Dates of Next Meetings

3/11/10.

Meeting closed at 8.00 p.m.