

**Wheathampstead Business Group: Tuesday Turntable  
Agenda for Meeting  
7.30 pm, 18 June 2019  
at Lamburn and Turner, 3 Place Farm, Wheathampstead AL4 8SB**

**Initiatives/Projects/Events**

**Website development**

**Action points:**

1. Claire B and Ben will have further discussions about temporarily maintaining the old website so consumers have access to the business database.
2. Claire B will provide training to those people who need to update the website.

**Village Weekend**

**Action points:**

3. Julie/Jo will ask The Electric Bike Vault if they would like a table in the marquee.
4. Jo will help Claire F to set up the WEB marquee.

**Radio Verulam**

**Action point:**

5. Jo will follow up with Denise at Radio Verulam.

**Buy It Locally Campaign (BILLY)**

**Action points:**

6. Julie will remove/update the signs in the window of No.8 High Street.
7. Joolz will email all BILLY businesses and ask them not to give out any new loyalty cards.
8. Julie and Jo will visit the BILLY businesses to keep them updated.
9. Julie will collect and analyse the completed cards and evaluate the success of the pilot.

**Marketing, incl. Email Marketing**

**Action points:**

10. Claire B will circulate a design brief template again.
11. Maureen will collate people's thoughts about what should be included in the design brief.
12. Ginny will design a flyer for networking meetings.

## Small Business Saturday

**Action point:**

13. Jo will speak to Maria Criticos about organising Small Business Saturday.

## Brief and terms for paid posts

## Constitution

**Action point:**

14. Richard will circulate the proposals to amend the constitution to reflect safe banking practice.

## Reports from WEB Officers

### Membership / *Pump* adverts

### Finances

**Action points:**

15. Maureen will complete the historic accounts, and Ben will contact Maureen.  
16. Julie will ask Carol Tizzard for all the recent statements and to transfer the majority of funds.

### Networking Meetings

### Social Media

## General WEB Administration

### Publicity and press coverage

### Any Other Business