

Minutes of Business Forum held at Sackhouse 8th June 2015 at 5.30pm

Present:

Melanie Harriss (MH)
Alex Howell (AH)
Louise De Lisle (LDL)
Melvyn Fickling (MF)

Introduction to Melvyn Fickling

MH welcomed MF to the meeting. MF gave an introduction to his background and interest in joining the Steering group. MF will decide whether to join the steering group after giving further consideration following the meeting.

Apologies

Sarah Higham

Minutes of previous meeting

The minutes of the previous meeting were agreed as a true record and duly signed by the Chair MH.

Additional Steering Group members

Simon Walsingham to be approached – **Action LDL**
Guy Warren, Wells Town Councillor, to be approached – **Action AH**

Terms of Reference

An example of terms of reference had previously been circulated by MH. Draft terms of reference will be produced for the Wells Business Forum and sent to steering group. – **Action LDL**

Communication with local businesses/organisations

- i) Facebook page has been set up by MH, currently 98 likes. The page will post planned events in the town and disseminate information to businesses.
- ii) Survey - MH contacted "Quay" magazine but the Editor advised Wells Business Forum cannot use the magazine to circulate a survey to businesses.
A survey will be produced on preferred methods of communication – **Action MH**
The survey will be delivered by hand by steering group – **Action All**
- iii) MH contacted Mark Kitto "My Week in Wells" to see if the leaflet can be distributed to local businesses. Mark Kitto advised that if individual businesses wish to receive the publication, he will deliver a copy to those that request it.

Website

Nigel Marshall "Wells Guide" will be approached to see if a page can be added to his site for the Wells Business Forum – **Action MH**

Any Other Business

- i) Marie Strong has promoted Fibre Optic to Wells and has approached MH to use Social Monkey as an example of a business that would benefit. A launch will take place on the Quay on 16th June. Links to coverage will be put on the facebook page – **Action MH**
- ii) Grant information from NNDC has been posted on the facebook page

Next meeting
9th July 2015

Meeting closed at 6.10pm.

Approved : _____
Melanie Harriss
Chair WBF