

## **Minutes of Business Forum held at Sackhouse 9<sup>th</sup> July 2015 at 5.30pm**

### **Present:**

Melanie Harriss (MH)

Louise De Lisle (LDL)

### **Apologies**

Sarah Higham, Alex Howell (AH)

### **Minutes of previous meeting**

The minutes of the previous meeting on 8<sup>th</sup> June were agreed as a true record and duly signed by the Chair MH.

### **Coastal Community Team Application**

MH has applied for a team application grant of £10,000 from the Coastal Community Fund for brand development and a loyalty scheme. Confirmation of whether the application is a success will be communicated end next week (17/7/15). If successful a Coastal Community Team will need to be established which Wells Business Forum will lead. Monies will need to be spent by March 2016. No match funding is required.

### **Additional Steering Group members**

LDL contacted Simon Walsingham who advised he cannot commit to being a full steering group participant but is keen to be involved.

### **Terms of Reference**

Draft terms of reference were circulated by LDL prior to the meeting. Minor amendments were made. The final version is attached to these minutes.

### **Communication with local businesses/organisations**

MH presented the draft communications survey. Minor amendments were made and survey approved. Once printed all steering group members will share responsibility for delivering the survey to businesses.

### **Website**

MH contacted Nigel Marshall who has agreed that WBF can have a page or sub domain on the "Wells Guide" website page.

### **Any Other Business**

None

### **Next meeting**

10<sup>th</sup> September 2015 5.30pm

Meeting closed at 6.10pm.

Approved :

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Melanie Harriss

Chair WBF