



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 30th MAY 2023**

PRESENT: Dave Peet Steve Hall Chris Norrington
 Richard Field Caroline Campbell Rebecca Charlesworth
 Dale Roberts Boris Rusen

APOLOGIES: Mike Harvey Zo Khan Bruce Penson

ITEM	DETAIL	ACTION
1.	Apologies. The meeting was opened, and apologies noted.	
2.	<p>Minutes of the April meeting and any matters arising: Minutes were agreed.</p> <p>DP once again requested everyone to keep to the time allocated for their slot on the agenda. It was good to be back at the Double Tree.</p> <p>At this point DP mentioned that the networking event at the DoubleTree was much better than in the past and felt that they had made a lot more effort and it was well attended. Of the 25 attending 80% do not attend the WFC networking event – a point noted by everyone and to be discussed further.</p>	
3.	<p>WBC report – CN & DR:</p> <p>DP, DR and CN all agreed that whilst it has been useful to keep up to date with progress on the financial situation that chamber members will want to hear specifically about how it might affect local businesses. The new commissioners have only been engaged this week so it will be some weeks before we can advise on detail. However, early signs of how they will work with the council are encouraging. Commissioners understand the issues thoroughly and are focused on the long-term. Their report dismisses short-term solutions such as a 'fire sale' of assets that would make the situation worse. Though difficult decisions are inevitable commissioners and council leadership are also looking at transformation, invest-to-save and all options that might deliver cost savings whilst delivering comparable outcomes. The group also discussed that Woking is the fourth safest town in the country, is consistently ranked as one of the best places to live and work, we have a new community of 600 students from Italia Conti and a new and actively engaged owner of the Peacocks in our Town Centre.</p>	SH/DR

3	<p>WBC report (cont):</p> <p>Woking Works update</p> <p>Since April 2023 the business liaison team has;</p> <ul style="list-style-type: none"> • Published our new Digital Skills training page for employees and residents to help develop their digital skills: Woking Works Information about digital skills training in Woking; • Arranging dates for next round of village business drops ins <ul style="list-style-type: none"> o St John’s @ BEM coffee 21 June o Knaphill 28 June @ 21 Way Burger o Lansbury Business Estate 29 June o Horsell – July (date and location TBC) o Byfleet and West Byfleet (July - dates and locations TBC) • Place Branding & Marketing project has started – discovery planning and desk research. • Launch @ Woking Means Business – maybe. • Connections with new business owners: <ul style="list-style-type: none"> o Escape Hunt – 18 July o YAPRAK – Turkish Restaurant (Jubilee Square) o Black Sheep – signed. o Snappy Snaps – signed. o Sostrene Grene – coming soon (Danish homewares shop) o Magnet – coming soon. • Public Realm Usage Policy - July Executive. • Working on a “Woking Classic Car Show” 27 August. • Business Support Clinics: 6 businesses, including 3 start-ups. 	
4	<p>Environment Committee, Business Development Committee and Planning, Property & Retail Committee: None of these committees went ahead in May. DP said this must not happen again, the vice chair needs to step in and take the meeting.</p>	
5.	<p>Treasurer’s report:</p> <p>BR reported that membership had hit an all-time low at under 100. BR and RC to chase renewals. Could we have an auto renew?</p> <p>BR is now using Quick File so the accounting system is looking a lot more professional.</p>	

6.	<p>Upcoming events:</p> <p>16th June - Brookwood Cemetery grave cleaning day: 1.30 – 4.00pm</p> <p>TBC - Italia Conti & Gordon Ramsey events are in the pipeline.</p> <p>TBC - Tour of the Energy Centre in Poole Road is going to be in October 2023.</p> <p>BP was unable to attend the exec meeting but sent in some points for the Executive to consider. In conjunction with thoughts from attendees the following points were put forward:</p> <ul style="list-style-type: none"> a) Running events in partnership with paid members, not a sales pitch but a short presentation on an interesting subject and the chamber would market it. b) Have a speaker at the networking events as at present the networking is a bit of 'same old people saying the same old things.' c) With people now only going into the office for two or maybe three days a week Friday is often their 'day off' so should we look at maybe a Wednesday or Thursday as a trial? d) We now have a good website (yes, it's taken 3 years) so let's use it. <ul style="list-style-type: none"> Encourage members to post news and events. Becky to monitor. A small investment of £165 is money well spent to enable news / events to be uploaded. e) RF suggested that photos of the Executive team and the different committee members should be put on the website (with their permission) so members could put a face to the name. f) Minutes of the May Executive meeting to go on the website ASAP – RC / DP to oversee this. g) Minutes of all further Executive and committee meetings to go on the website. h) A further meeting to discuss the 'website moving forward' is to be arranged at the WBC offices – BP, BR, CN, RC, CC to attend. 	
7.	<p>Any other business: None.</p>	
8.	<p>Next meeting: Tuesday 27th June, 6pm – DoubleTree by Hilton Woking</p>	

ACTION POINTS	DETAIL	DONE
CN / EXECUTIVE	<p>WBC Report: Any information CN puts out; the chamber will share on our website/social media/marketing & promotion. The Executive need to send any items for inclusion on social media to Becky at news@wokingchamber.org.uk and she will then share.</p>	Ongoing
CN	<p>Careers Fair: Executive agreed for CN to go back and give our expression of interest and then we need a separate meeting once we have more information/details on financials etc. CN to organise demo from Steve. (CN has asked Steve to do this and will advise which meeting it will be at)</p>	Ongoing
SH	<p>Environment Committee report: SH has made contact with Sean Rendell at the Energy Centre and they are happy to host a visit. SH will liaise separately with RC on potential dates.</p>	Ongoing
SH	<p>Planning, Property & Retail committee: SH will provide the minutes to GB asap and these will be emailed to the committee.</p>	Ongoing