

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 25 JULY 2023**

PRESENT: Dave Peet Chris Norrington Boris Rusen Bruce Penson
Dale Roberts Rebecca Charlesworth Zo Khan Richard Field

APOLOGIES: Mike Harvey Caroline Campbell Steve Hall

ITEM	DETAIL	ACTION
1.	Apologies. The meeting was opened, and apologies noted.	
2.	Minutes of the June meeting and any matters arising: Minutes were approved.	
3.	<p>Woking Borough Council report:</p> <p>DR – The first council meeting since section 114 was last week, a budget timetable was agreed for the revised budget, incl. spending reductions. The council has started resident engagement to find out what services they value and use most – received close to 5,000 responses. After a more detailed consultation with service users, a proposal will go through the Overview & Scrutiny committee in September before being put before the Executive. The aim is to find £12m savings on £44m services, which will need to be signed off before February 2024 when full budget is decided. This is important to demonstrate to the government that we are taking steps to help ourselves before we ask for their help to restructure the £1.2b debt.</p> <p>CN – we hosted 5 drop-in sessions (Knaphill/Lansbury/Horsell/West Byfleet/Byfleet), as well as visiting lots of businesses to discuss their needs/concerns.</p> <p>Italia Conti – we have put a student pack together across retailers which will be given to the new students in September.</p> <p>Public Realm Usage policy went to council.</p> <p>Woking Car Show in Town Centre - 24th September – sponsored by Trident Honda.</p> <p>FSB are conducting a High St survey – promoting UK-wide survey of business rates/parking etc.</p> <p>Business Support Clinics have stopped for August and will resume in September.</p>	
4.	Treasurer’s report: We have less than 100 members for the first time, with 25% unpaid (2 from 2022 and rest from Jan 2023). RC is going through this list to try and clarify. BR/CN to discuss the website/Rubi/Stripe system separately.	RC/BR/CN
5.	Environmental Committee report: no questions from the minutes. Waiting to hear on the council spending review.	
6.	Planning, Property & Retail Committee report: no questions from the minutes. British Heart Foundation/BHS consultation – plans were displayed at Christ Church last week for the pre app consultation on No. 2 Crown Square site. Click on the link below to see details of the proposed Crown Gardens development from Donard Living. Crown Gardens (crowngardensconsultation.co.uk)	ALL

7.	<p>Business Development Committee report: no meeting was held. RC did enjoy the drop-in sessions and received the Lansbury Business Estate directory. The committee are going to contact the businesses within and introduce them to the chamber and invite them to networking.</p> <p>Bruce said potential members are asking “what’s in it for us” – it would be nice if we have something to set out the reasons why they should become a member. RC will check if we have a PDF version of the leaflets we can send out.</p>	RC/Team
8.	<p>Membership update (incl vote in new members):</p> <p>One new member – Christine Thomas. RC will contact her to find out what her business is. The Executive voted her in.</p>	RC
9.	<p>Upcoming Events:</p> <p>27/07 - Networking – Ask the President. RF will interview DP for around 10 mins. RC to advise will start at 12:45.</p> <p>17/08 - Woking Chamber Informal Networking Social Event – going to have tables reserved at the Red Lion, Horsell, come along do networking. 5-7.30pm. Discount of 20% on all food ordered that evening. Need to know numbers to reserve tables.</p> <p>Sept – Italia Conti – waiting on confirmation.</p> <p>29/09 - Networking – potentially at The Lightbox. Free venue, pay for food.</p> <p>Nov – House of Commons event.</p>	
10.	<p>New Woking Chamber Website:</p> <p>CN has been working on what needs to be done to make the website work. Discussion ensued with the Executive, with the team committing to help and take responsibility for work. Summary of what needs doing:</p> <ul style="list-style-type: none"> • There are 6 editable pages that need work. We want Hero banners at the top of every page. • The copy needs looking at within: Home page; About page; Benefits; Team page. Resources page is included because it needs an introduction above the resource. • Home page – needs a nice banner, welcome to the chamber, what it’s about. DP to do a short welcome video. Also include Executive Team members’ photo. • About the Chamber - Is it about the chamber, or what it can do for members? Need to include benefits and reasons or joining. • Team page – make this into a committees page. Photo of members, who they are/what they do/why they are members and why they joined the committees. Details on how often they meet, what are the outputs. Need a white background headshot of all committee members. • Events – could do a short video at a few events and then merge some together to make it fun. • New Members – a welcome page for new members. • Member Offers – members can include their offers here. • Minutes. Put up minutes for each committee. CN will check best format for putting them onto the website and discuss with Gilly / Christine separately. 	

11.	<p>Discussions re further ideas/aims: DP/RF/BP/RC met and had a brainstorming session on what they think of the chamber and what can be done to promote it.</p> <ul style="list-style-type: none"> • Networking - needs more structure. Suggestions: Interview DP July. Interview BP in Sept (talk about the 9-day working fortnight). • Julie Fisher – will be attending WMB in Oct (unconfirmed). • Surrey Chamber - DP will contact Louise about working more closely with them. • News & Mail – DP will contact. • BBC Surrey – DP will contact. • BP will put together an email to invite members to follow the chamber on social media/LinkedIn. 	<p>DP/BP CN DP DP DP BP/ALL</p>
12.	<p>Any Other Business:</p> <p>Account Management: we need members of the Executive to contact ten members each - call them, chat, and find out what they need, how we can help, and build a relationship with them. BR will provide a list of members and lapsed members they can be contacted. BP will put a script together to help.</p>	<p>ALL</p>
13.	<p>Next Meeting: Tuesday 26th September – 6pm – DoubleTree by Hilton Woking</p>	