

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON TUESDAY 30 JANUARY 2024

PRESE	NT:	Dave Peet	Rebecca Charlesworth	Richard Field	
		Caroline Campbell	Bruce Penson	Boris Rusen	
APOLO	GIES:	Cllr Dale Roberts	Steve Hall	Zo Khan	
ITEM			DETAIL		ACTION
1.	Dave opened the meeting by acknowledging the incredibly sad passing of Mike Harvey on Christmas Day. Mike was a highly valued member of the Executive and chamber community and will be sorely missed. The funeral is on 31 January in Guildford and several of the Executive will attend.				
2.	Minu	tes of the November mee	ting and any matters aris	ing: DP to follow up with BK	DP
	mem event	bers or not, so that we car t at the Jaipur was success	n chase those who are stil ful. Regarding the AGM,	rmation regarding paid up I outstanding. The December potential dates are 9 <sup>th</sup> or 10 <sup>th</sup>	BR
	Jonat agree to act	han Lord MP. Whilst DP is ed to stay as VP, SH is still t tively use this next 6 mont	s willing to stay as Preside to advise if he is also willir hs to recruit a potential P	ouncillors. DP will also invite nt for another year and CC has ng to continue as VP. We need resident figure for 2025-26. o continue into the next year.	ALL
3.	<b>Woking Borough Council Report:</b> In the absence of DR due to a clash of meetings, the Executive discussed suggesting if he could provide a monthly report that we can talk through at our meetings. DP will liaise.			DP	
4.	for £5 make We a Busin After close trans proce	5,000 to be deferred to 20 the necessary adjustment re waiting for Paul Webster ess exhibition. DP will dis discussion, the Executive d, and we just have the on fer monies between two do ess. Currently Sales invoice	24 and will liaise with BR ts prior to the Auditors sig er to provide the budget fo cuss this with the Executiv agreed that the WMB spe he main account going for lifferent accounts. It will se as are not being put onto	or the 2024 Woking Means ve before it is fully agreed. cific bank account should be ward. There is no need to streamline the accounting QuickFile until they have paid,	DP/BR/CC
	mem Close inforr shoul	WMB bank account and a	mend WMB invoices with R meet to discuss the acc ristine to enter all Sales ir	n the correct account ounts and which software we avoices onto QuickFile (or	DP/BR
5.	to sig Surre	n up as a charity member	going forward. He also sp e of the networking meet	arity so we need to ask them boke to Brune Torrente from ings. She agreed in principle	



6.	Planning committee: there was no meeting due to SH's absence with the sad passing	
	of his father. The Executive send their condolences on behalf of the chamber.	
7.	Business Development committee: DP/RC are meeting with Glenn Thorogood and Kevin Davies from WBC and Matt Kiss, General Manager at DoubleTree by Hilton Woking, to look at the possibility of creating a Hospitality Alliance. They will be also discussing the potential benefits to the chamber. We are proposing to an Easter informal networking event at the Red Lion, Horsell, on 3 <sup>rd</sup> April, if there is enough interest expressed by members. This will be a free event, aiming to encourage members to attend who cannot be involved during the daytime networking sessions. Partners will be welcome also. We need to look at the Woking Works website whilst we still have Glenn's input and see what content we want from there. RC to ask Glenn to extract a list of members on there and then pass to Christine to add those email addresses to "Richard's list". Promoting a special joining fee if non-members join the chamber whilst at one of the networking events. Christine would email them to invite them to join at the special rate, but only if they join on that day. The rate needs to be worked out dependent on which level of membership they would be joining at. This needs to be agreed by the Executive. People attending networking at Woking Football Club are still finding it difficult to find	DP/RC RC/GT
	where to go on arrival. We will ensure a map explaining is included on the website invite and will be re-sent on the Friday morning reminder email. RC will invite Paul Webster to attend a meeting and update on the exhibition.	RC
8.	Membership update:       RC is not seeing any emails in respect of new members, lapsed         members etc. so is unsure if there are any new members.       Boris advised on one:         Mark Abbott – Affinity Personnel – the Executive voted him in.	
9.	<ul> <li>Upcoming events: all shown on the Business Development minutes and on the website. CC has a list and will speak to GT about getting a new image and changing the wording.</li> <li>AGM – potentially 9<sup>th</sup> or 10<sup>th</sup> April.</li> <li>CC updated on the questionnaires that were completed during WMB 2023. The split of members versus non-members was nearly 50/50. For next year we need to consider: 1) how to secure more completed forms</li> <li>2) should we be considering an on the day offer to join the chamber.</li> <li>In terms of the support they felt was needed there were a variety of responses. Lots of people do network elsewhere and see networking as an opportunity to grow their business. However, they do not seem to understand that you do not necessarily meet customers when networking but grow support and meet fellow business owners.</li> </ul>	CC/GT
10.	<b>Committee members:</b> DP will approach Dutton Gregory as they are keen to be more involved. Members of the sub-committees also need to confirm their agreement to stay on the committees for the coming year, for the AGM.	



11.	Thoughts for 2024:	
	DP/RC/RF had a brainstorming session. We should look at doing some networking on	
	Thursdays for those who cannot attend on a Friday. Suggested moving the DoubleTree	RC
	dates to Thursdays if they can accommodate. RC will speak with them.	
	There might be an article in the Woking News & Mail this week – apparently DP has	
	been controversial, in commenting on new businesses moving into Woking. Lots of	
	businesses locating from outside to inside Woking. Agents are desperate for space.	
12.	Any Other Business:	
	CC to cover to DP at the next Executive meeting.	
	WMB 2024:	
	• Need to get PW's contract confirmed and agreed.	
	• Can we have a list of all those that have booked stands so far.	
	• Email needs to go out to chamber members to say that as a member you are	
	entitled to a discount on a stand at the WMB exhibition. If you want a stand,	
	contact Paul Webster.	
	Get the exhibitors on our mailing list.	
	• Is PW telling non-member exhibitors that they would get a discount as a member of the chamber?	
	• Gilly – I chose DD option to pay my invoice and it advised would take the full	
	amount. This issue needs looking into as other members have also mentioned the	
	issue.	
	• Boris – we need to create another space on Rubi for WMB and visitors.	
13.	Next meeting:	
	Tuesday 27 <sup>th</sup> February, 6pm at DoubleTree by Hilton Woking.	



ACTION POINTS	DETAIL	DONE
DP	<b>Minutes and matters arising:</b> Invite the Mayor, Councillors and Jonathan Lord MP to attend the AGM.	
SH	<b>Environment Committee report</b> : SH has contacted Sean Rendell at the Energy Centre, and they are happy to host a visit. SH will consult separately with RC on potential dates.	
RC	Business Development:Provide a map for Woking Football Club to help attendees find the networking on arrival.Invite Paul Webster to attend and update on WMB.Ask GT to provide emails of those on the WokingWorks site that we can add to our 'Richard list'.	
DP	Woking Borough Council report: DP to speak with DR to ask for a monthly report if he is unable to attend the Executive meeting.	
DP/BR	<b>Treasurer's report:</b> DP to consult with BR on which accounting software we should use. Check the accounts in preparation for the auditors. Ask Christine to input all Sales invoices onto the accounting software when raised, not just when paid, for more accurate debtor information. Close the WMB exhibition bank account and update accounts information on all WMB invoices.	
DP	<b>Woking Works:</b> DP to chase DR/Bev for follow up notes and then feed back to Executive separately.	
DP/RC	Member updates/new members: DP to meet with RC to discuss how we chase memberships, connect with the new members, speak to people on the phone to engage.	
CC/ALL	Upcoming events: CC to print out the questionnaire and the committee can discuss what actions they need to take.	
RC	Thoughts for 2024:         Speak to DoubleTree to see if we can move to Thursdays.	