



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 28 NOVEMBER 2023**

PRESENT: Dave Peet Chris Norrington Richard Field Boris Rusen
 Caroline Campbell Steve Hall Zo Khan

APOLOGIES: Mike Harvey Rebecca Charlesworth Cllr Dale Roberts

ITEM	DETAIL	ACTION
1.	Apologies. The meeting was opened, and apologies noted.	
2.	Minutes of the October meeting and any matters arising: GB needs to upload minutes onto the website as a priority. DP will follow up with follow up with Beverley Kucher. Julie Fisher is leaving WBC; replacement will be announced in due course.	DP
3.	WBC Report: CN Dale is at the financial task group. He wanted to say that officers are working diligently to find answers to the council's financial issues, and to reassure members of the business community of the council's ongoing commitment. Business intelligence: The Gosling has opened in Horsell, formerly The Sands. Chico's deli has opened in West Byfleet. There is a new Barber shop, Pablo's, in Commercial Way. The new Woking Food Centre in Commercial Way is being fitted out in the former TSB building. Kent PLC has taken additional space. Woking Funeral Partners have taken more space in Goldsworth Road.	
4.	Treasurer's report: BR. The accounts are stable however we may need to start using the reserves within the next month. Renewals will happen in January 2024. We have 73 full members currently. 24 have not renewed (although some of these hadn't received their invoices). ACTION: Rebecca/Boris – look at using direct debits through Stripe and deactivate GoCardless. Boris suggested moving the chasing from Rebecca to Christine as an admin task.	RC/BR
5.	Environment committee: Minutes were distributed from October as the November meeting was held yesterday with 7 attendees. WeAct sit on the committee and provide details of environmental things going on, they will give resources for our website. ACTION: GB to send out November minutes.	GB
6.	Planning committee: No meeting this month due to cancellations. The next meeting will take place on 13 th December.	

7.	<p>Business Development committee: Caroline updated.</p> <p>Networking – 15th December: MH is sponsoring, the chosen charity is Woking Community Fund. We need more raffle prizes please. Tickets for raffle are £5 and business cards.</p> <p>Mark Stevens is arranging for Woking Community Fund to speak.</p> <p>Italia Conti event 15th Dec 7-10pm– members only but bring partners if you want. We have up to 100 tickets available.</p> <p>Networking next year – existing and potential venues: Woking Football Club. DoubleTree by Hilton Woking Hotel. Goldsworth Place (Cap Gemini building) are also interested in hosting, we would have to arrange our own catering. Spaces are also interested</p> <p>We should invite The Mayor (through Pauline Jackson’s office) and councillors.</p> <p>The Christmas Evening for the Executive is 12th December – RC is proposing we go to the Jaipur in Woking - approx. £30/head. Table is booked for 7pm. ACTION: Confirm booking.</p>	<p>ALL</p> <p>ALL</p> <p>RC</p> <p>RC</p>
8.	<p>Membership update:</p> <p>No new members to record.</p>	
9.	<p>Upcoming events:</p> <p>Bruce will put together a breakfast presentation on AI for an event early in the New Year. He will cover the IT side; Menzies will discuss the use of AI in the accountancy profession. We will also ask a Legal firm to come along to cover the legal side of it. Venue dependent on numbers.</p> <p>ZK suggested McLaren for an event – will provide details to DP/RC of a potential contact.</p>	<p>ZK</p>
10.	<p>Committee members:</p> <p>Next year’s AGM is 4 months’ away.</p> <p>DP is happy to stay on as President of the chamber for 1 more year. VPs – think about if they would want to take it on in a year’s time.</p> <p>Look at sub-committees and see if they have the right people on or anyone else that could be brought into the committees. ACTION: RF suggested in Jan/Feb networking, get the chairperson/members of the committees to chat about what their committees do and see if we can encourage interest in joining.</p>	<p>SH/CC</p> <p>ALL</p>



11.	<p>Update on website: CN - my offer to go through the website still stands, to do with functionality. Editing side is simple, will run through that and Glenn will help with Rubi. Need photoshop access for editing pictures etc. Steve Hall's Planning committee bio/photos are outstanding. RC has chased BD bios, sorting description. Moved some of Home page to About Us page (which is ready). The Knowledgebase is basic, question remains as to whether you want to make it like Woking Works with simple functionality. The Executive recorded their thanks to Chris for all his hard work and help. ACTION: Zo to film DP & RF for website. Date tba.</p> <p>Glenn has been updating member profiles on website, has been SEO tagging. Adding items to the Resources pages. Laura is still working on the next Woking Business Guide, then Woking Works will be shut down in the New Year. They will work on what the chamber can take responsibility for/what will be closed down etc.</p>	SH ZK/DP/RF
12.	<p>Any other business: LinkedIn – DP encouraged the Executive to repost articles and remember to hashtag woking/wokingbusiness/wokingchamber etc. Should always do something after Networking event etc.</p>	ALL
13.	<p>Next meeting: There will be no December meeting.</p>	

ACTION POINTS	DETAIL	DONE
SH	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.	Ongoing
ALL	Woking Borough Council report: The Executive will look at this separately to identify what we could bring across to the chamber website – it would also need to be maintained and promoted etc– need to look at cost too.	
CN RC/BR	Treasurer’s report: CN is working on Rubi to ensure all companies who have not received invoices have the correct details on our system and that the invoices get sent out. Rebecca/Boris – look at using direct debits through Stripe and deactivate GoCardless.	
RC GB	Environmental committee report: Give a slot at the networking to a member of the committee who can update us on what they do and the resources/information in place that is useful to members. GB to send out the November minutes.	
CC RC	Business Development committee report: The committee need to come back with a proposal on what we do to engage with our members and retain/grow membership. Need to invite The Mayor and councillors to the December networking. Confirm the Jaipur booking for 12/12.	
ALL	Website: please liaise with your committee members to get the information CN requires: Headshots, Bios etc.	
DP	Woking Works: DP to chase DR/Bev for follow up notes and then feed back to Executive separately.	
BP	Environment committee: ACTION: BP to speak with Business Development team about Brune Torrente, Greener Futures Grant Programme Officer @ Surrey CC attending a networking event and talking for 5 mins on the benefits of applying for grants to enhance your business.	
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.	