

Acton Business Forum

Executive Committee Monday 11 February 18.00

Present: Glenda Shawley (acting Chair) Nancy Duin, Stephen Peach, Matthew Stower, Sandy Stagg, Mike Morris. In attendance: Noor Sacoor, Anne Pennington (item 6)

1.	Apologies received from Nancy Kirk and Dinah Walker. Nancy Kirk has resigned from the committee since she no longer has an independent business	
2.	<u>Minutes of the meeting on Wednesday 12 December 2007</u> The minutes were approved	
3.	<u>Matters arising</u> Support from Action Acton MM reported that John Blackmore CEO of Action Acton was committed to supporting the Forum beyond March 2009 subject to funding. Subscriptions Agreed that consideration of a discount for standing order payment be deferred until the Forum was better established	ALL
4.	<u>Budget Issues</u> Expenditure was approved as follows: £500 sponsorship of 'Win it in a Minute' £90 printing of membership forms £200 payment to Digital Plot for website Committee members queried the cost of the membership form printing by Berrico. MM to explain the cost and in future obtain more than one quote. MM forecast further expenditure on the website – for the development of the website forum, and to Nancy Duin Agreed that a honorarium for ND be agreed outside the meeting by GS and MM MM pointed out that Action Acton was still heavily supporting the Forum. They had borne the cost of a flyer for 25 Feb Parking Event. They were providing refreshments to the 25 Feb and 17 March events and were underwriting 'Win It In A Minute'	MM

5.	<p><u>2008 programme</u> MM reported:</p> <p>Three definite dates – 25 February Philip Burns, Head of Parking at LEB 17 March Ealing Police business crime/safety 4 April 'Win It In A Minute'</p> <p>Parking event has been strongly marketed. A flyer was being delivered to all retail premises in the Vale and Acton High Street and Churchfield Road MM to see if George & Dragon can do anything about the lighting in their back bar. Marketing of Mar 17 event with the police was due to start next week.</p> <p>Planning for WiaM was proceeding well. West London College had offered sponsorship of £1,000. Ealing, Hounslow, and Hammersmith & Fulham Chambers of Commerce and Ealing BID were supporting with publicity to members. This would be reciprocal in the case of Ealing Chamber. An interesting speaker had been engaged – Craig Hanna from the agency e-Marketing to speak about using the internet for marketing. Suggestion that we ask the Ramada if we could put up a banner on the hotel. MM to investigate cost & feasibility.</p> <p><u>Future Programme</u> Jason Stacey (leader of LEB) had agreed to come to the forum some time in the summer. Another idea was to have a session on cleansing, rubbish and recycling. The Committee suggested a follow up with East on the Acton Development Plan and trading standards, and selling to Ealing Council MM to continue developing the programme through the summer</p>	<p>MM</p> <p>MM</p> <p>MM</p> <p>MM</p>
6.	<p><u>Web Site</u></p> <p>ND and AP presented the new website, which is now up and running at actonbusinessforum.net This work was approved and welcomed by the committee. Agreed that MM would be the moderator of the discussion forum Agreed that forum postings would be by members only, but anyone visiting the site could read them</p>	<p>ND/AP</p>
7.	<p><u>Town Centre Task Group Representation</u></p> <p>The Town Centre Task Group is a consultative body moderated by Action Acton dealing with all matters relating to Acton Town Centre. It is regularly attended by officials and councillors from LEB and the police. Under its terms of reference, ABF is entitled to four representatives. Agreed that the meeting times and agendas be circulated to all ABF committee members in the hope that they might be able to attend. SS, who has been the ABF sole representative recently, pointed out that she will now be unable to attend, since the meetings have moved to Fridays.</p>	<p>MM/ALL</p>
8.	<p><u>Date of next meeting</u> Monday 14 April 18.00 at 34 Goldsmith Road</p>	
8.	<p><u>AOB</u> ND said that the ABF terms of reference needed revision. MM to rewrite and circulate for comment. NB this is urgent, because they are on the website</p>	<p>MM</p>