

## Acton Business Forum

Executive Committee Wednesday 12 December 2007 18.00

Present: Glenda Shawley (acting Chair) Nancy Duin, Stephen Peach, Matthew Stower, Dinah Walker, Mike Morris (Action Acton),

1.	Apologies received from Nancy Kirk and Sandy Stagg	
2.	<p><u>Relationship between ABF and Action Acton</u> MM reported that he was employed by Action Acton as Business Development Officer as part of the Acton Markets Project. He was able to support ABF for the duration of the project, which was funded until March 2009. He was seeking a commitment from Action Acton to continue supporting the forum after March 2009 since it had become clear that it needed some degree of external support to be viable</p>	<b>MM</b>
3.	<p><u>Membership of Executive Committee</u> MM was appointed as Secretary. It was agreed that the Committee urgently needed to be strengthened. All members to consider names to be invited to the next meeting with a view to seeing if they would be prepared to serve.</p>	<b>ALL</b>
4.	<p><u>Subscriptions and membership</u> Agreed that the current subscriptions of existing members would be rolled forward to the date of the next event and that new members would be recruited with effect from that date. Subscription to remain at £25 flat rate at least until the forum was fully re-established. There would be a single renewal date in order to simplify administration.</p>	<b>MS</b>
5.	<p><u>2008 programme</u> The following ideas were considered for meetings next year.</p> <ul style="list-style-type: none"> <li>- Crime and security (Acton Police &amp; local schools)</li> <li>- Health &amp; Safety advice – H &amp; S Executive?</li> <li>- London Mayor election hustings in Acton</li> <li>- Trading Standards Ealing Council</li> <li>- Marketing for small businesses</li> <li>- Business Finance</li> <li>- Business fair 'win it in a minute'</li> <li>- Panel of Acton councillors</li> <li>- Parking in Acton Ealing Council</li> <li>- Leader of Ealing Council</li> <li>- Street cleaning/rubbish</li> <li>- Event to mark Enterprise Week in November. Maybe a business game or simulation for young people. (MM pointed out that Action Acton has a small fund to make awards to young entrepreneurs.)</li> </ul> <p>Agreed that the first event should be Parking and Road Safety, ideally by the end of January</p>	<b>MM</b>
6.	<p><u>Communications/web site</u> Annie Pennington to be asked to work on setting up a web site for ABF. Agreed that we should pay her and ND MM to start work on copy for the site. MS to forward terms of reference used when we opened our bank account as a starting point Agreed to start an e-mail group</p>	<b>GS ND MM MS MM</b>

7.	<u>Date of next meeting</u> Monday 11 February 18.00 at 34 Goldsmith Road	
8.	<u>AOB</u> ND proposed that members should offer each other discounts to encourage use of local suppliers. A 10% discount was always easy to get. It was often just a matter of asking. There should also be laminated membership cards which members could show to get the discount.	<b>MM</b>