



Meeting of the Business Forum Mid Devon Executive

26 March 2019

BW Tiverton Hotel

Minutes

Present: Andrew Lathwell, Hugh Thompson, David Disney, Chris Shears

Apologies: Richard Chesterton, Mark Challacombe, Colin Slade, Kevin Kellway, Linda Middleton-Jones

January meeting minutes – accepted

Chairman's Opening Remarks: Andrew gave an update on the position of the transfer of the role of Treasurer from Stuart Carrington to Hugh Thompson in relation to HSBC. He informed the committee that it has been a tedious process, however the forms and ID have been submitted and we are now waiting for a response from HSBC. Andrew has also informed HSBC of the change of address to Hugh Thompson. He has also made an application to HSBC for the Forum to have an online banking facility, to enable this he has applied for a Telephone Banking Number. Since the meeting of 26 March HSBC have written rejecting the application due to only one name, Andrew Lathwell, being on the form when this should have also included Hugh Thompson who is also on the mandate. The reason for the absence of Hugh Thompson is because HSBC have never confirmed that Hugh now on the mandate.

Andrew also reported that he has requested accounting details / digital files from Stuart Carrington but has not received a response. Andrew has asked Hugh Thompson to investigate online accountancy packages and to set up a new system from scratch, however he recognises that this is limited at present until we have access to the HSBC account.

Andrew also gave an update on the new booking system.

Andrew also inform the committee of the approach by Kevin Kelway of Dorcas Media to join the Executive Committee. Andrew has had a meeting with Kevin and discussed the role. Andrew proposed Kevin, proposal accepted.

Andrew reminded the EC of the need to find a replacement for LMJ and that the ideal would be a female to help address the gender imbalance of the EC.

Future meetings: It has been agreed that the 2019 meetings will have a theme.

May – Travel and transport related. Chris Shears to approach his contact at Gregory Distribution. Andrew has approached GWR. Stephen Walford, Chief Executive MDDC confirmed.

July – Trading

September – Local producers

November (AGM) – Skills and training

Membership Fees: Membership to remain at £35. Cost per meeting: Members to be charged £12 to attend, Guests of members £12. Non-members £18.

Cost of set up of CRM system to collect payment by Roundash – £450.

Finance Report: We have not been able to provide a Finance report due to the bank transfer:

Membership Report: A list of members to be sent to Colin Slade to check against the Website listings and provide information for linking tweets.

Marketing Report: Twitter followers now standing at 2,490

A survey to be designed to identify Special Interest Groups – HT

GDPR: A complete review to be undertaken before the next Executive meeting

HT to be given access to CRM – LMJ

Events:

May: Just Julia – LMJ

Gregory's – CS

July: Joby Cronkshaw – CS

Trading Standards – AL

Sept: Twitter Campaign/Crediton Dairy/Individual stands – tbc

November: Petroc – MC