



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON TUESDAY 25 JUNE 2024**

**PRESENT:** Dave Peet                                      Bruce Penson                                      Richard Field                                      Boris Rusen  
 Cllr Dale Roberts                                      Rebecca Charlesworth                                      Zo Khan

**APOLOGIES:** Steve Hall                                      Beverley Kuchar

ITEM	DETAIL	ACTION
1.	<b>Apologies:</b> The meeting was opened, and apologies noted.	
2.	<b>Minutes of the April meeting &amp; any matters arising:</b> approved.	
3.	<p><b>Woking Borough Council report:</b> Dale provided an update.</p> <p>The municipal year ended with a legal budget approved over meetings in February &amp; March. The budget demonstrated to central government that WBC could live within its means, deliver statutory services, and deliver discretionary services either through partners or cost neutral. A community asset transfer scheme is underway focused on community centres, and sports pavilions. The Vyne, for example, is now being run by Dramatize. The council is refocusing on its core responsibilities. There has been a quadrupling of investment in housing, for example. Progress is continuing on the improvement and recovery plan. For Financial Recovery, there is now a legal budget, and a new, permanent section 151 officer, Stephen Fitzgerald has started. Commercially, asset rationalisation is well underway including the disposal of Victoria Gate. Further governance improvements have been made including recruiting new independent directors for the council owned companies. Companies are now governed through public, Shareholder Executive meetings starting this month. In terms of Organisational Redesign, the council is making major changes to frontline systems, training staff, and improving processes. The website is being improved and there is a focus on making it easier for residents when they do telephone the council. Richard Carr, the new Chief Executive Commissioner appointed by government, started in April. The Executive posed questions which Dale will investigate and advise at the next meeting.</p>	DR
4.	<p><b>One Surrey Growth Board – Bruce Penson</b></p> <p>The local enterprise partnership has now been centralised and received some government funding. Business Surrey are looking to use this to develop businesses in two areas within Tanbridge &amp; Woking. As part of what they are doing they have formed the Surrey Business Leaders Forum and are aiming to involve businesspeople around Surrey to help advise their strategy. There will be a quarterly meeting, we are currently unsure how it will feed into Business Surrey. The One Surrey Growth Board comprises Ann-Marie Barker of Woking Borough Council, a Representative from the University of Surrey, Louise Punter of Surrey Chambers, Bruce Penson of Woking Chamber/Pro-IT, plus other business representatives.</p> <p style="text-align: right;">Continued/...</p>	

4.	<p>.../continued</p> <p>There are two priority private sector representatives (Surrey Satellite Tech/Helen Ford of McLaren/Atkins Realis/SME Private sector rep – Bruce). OSGB is the team that will directly advise Business Surrey’s strategy and Bruce has a meeting set up with Matt Furniss, Chair of OSGB, in August to find out more about it. We are hoping to use the forum to publicise the Chamber. All our events will be publicised on the Business Surrey Events board. Woking Chamber will look to run an event providing members with more information about OSGB. Bruce asked the Executive to come up with thoughts that he can take to the meeting in August.</p>	
5.	<p><b>Treasurer’s report:</b> Boris provided an update. We have 67 current members, with £8,000 coming in from membership subscriptions and £22,000 income from the Woking Means Business Exhibition.</p>	
6.	<p><b>Environment committee:</b> minutes provided separately, no further comments.</p>	
7.	<p><b>Planning Property &amp; Retail committee:</b> no minutes available.</p>	
8.	<p><b>Business Development:</b> Rebecca provided an update. She is looking to engage with more members and a priority is to meet with new/potential members in person, ask how we could help them and their businesses, and ask for feedback that Bruce can take to the OGSM meeting.</p> <p>Rebecca wants more help from Christine, to focus on the CRM tool and providing consistent information on who is coming up for renewal etc so that Rebecca can speak with the members directly. Rebecca/Christine/Gilly will arrange to meet to discuss the additional help required and then a quote will be put forward to Boris and the Executive to approve the extra funding.</p> <p>I.T. Bruce met with Glenn Thorogood prior to him leaving WBC. We need to make our emails look more attractive to members/potential members. Rubi CRM can integrate with MailChimp at a monthly cost. We will ask Jason at Red Sentence to suggest how this would work. Zo had a thought that an email signature should be created, perhaps “Proud Member of Woking Chamber of Commerce” that then links to the chamber website. Dave asked Bruce to get a quote for the work required.</p> <p>It was also agreed that we need to move our email system onto Microsoft Office365. Bruce will discuss with Martin Horswood of All Your Computers and Chris Taylor of Onboard365 to find out the cost of this.</p> <p>Again we need the Executive to Like, Share &amp; Post chamber social media news. In LinkedIn add yourself as a member of the Chamber Executive and share posts to promote the chamber. We can also add an Events page to LinkedIn.</p> <p>Another idea is that after attending events, we send out a follow up with a couple of photos, asking for feedback. This can be done via MailChimp.</p>	<p>RC/GB/CC</p> <p>BP</p> <p>BP</p> <p>ALL</p>

9.	<p><b>Membership update:</b> There are three new members:          Warfinch - Rose Reardon          Narrabox Comics Publishing – Scott Gazzard          Surrey Appliances – Umar Iqbal.          The new members were voted in by the Executive. Christine will follow up to find out more about their businesses, and Rebecca will make contact and invite them to networking.</p>	CC
10.	<p><b>Upcoming events:</b>          Networking – June, July, and Sept are on the website.          Visitors networking event – October.          Walk &amp; Talk networking – date tbc. To start at 8am with a walk around Goldsworth Park, followed by a visit to the café.          Informal networking at the Red Lion in August.          Informal networking in September.          Woking Chamber 125<sup>th</sup> Anniversary. We need to arrange something to celebrate this milestone. Rebecca will look into possibilities.</p>	RC
11.	<p><b>Any other business:</b>          Dave will approach Chris Lacey regarding joining the Executive committee.          Bruce and Dave met with Adam Breacher who is looking to become a member and is keen to be involved in a committee. Adam attended the networking on Friday and Rebecca will follow up with him.</p>	DP RC
12.	<p><b>Next meeting:</b>          This will take place on Tuesday 30<sup>th</sup> July, 6pm at DoubleTree by Hilton Woking.</p>	