

BRENTWOOD BUSINESS PARTNERSHIP GROUP MEETING

23 May 2018

PRESENT:

Renaissance Group:

Mike Hawkins	MH	Chair of Renaissance Group
Alan Jefcoate (Vice Chair)	AJ	Federation of Small Businesses & Vice Chair
Cllr John Kerlake	JK	Brentwood Borough Council
Cllr Mark Reed	MR	Brentwood Borough Council
Kaye Thurgood	KT	Representative Upper Shenfield Cluster
Laurie Edmonds	LE	Website Host and Media Coordinator
Dan Foley	DF	Representative Baytree Centre
Val Barclay	VB	Representing Brentwood Job Centre DWP
Elaine Gale	EG	Write On Media, Lead on Brentwood Art Trail
Emma Thompson	ET	On Brand representing Baytree Centre
Katie Marks	KM	On Brand representing Baytree Centre
Support group		
Phil Drane	PD	Brentwood Borough Council
Nishat Amin	NA	Brentwood Borough Council

APOLOGIES:

Cllr Gareth Barrett, Tony Wilson, Ian Lewis, Suzan Hearson Clark, Tasha King, Nicky S, Nish P, Colin B, Cllr McCheyne, Cllr Clarke, Paul H, Kim A

		Action
1.	<p>Welcome and introductions: MH welcomed all present and new members Val Barclay from Department for Work & Pensions representing Brentwood Job Centre and Elaine Gale from Write On Media taking lead of the 2018 Brentwood Art Trail.</p> <p>Also joined by Emma Thompson and Katie Marks from On Brand representing the Baytree Centre marketing team for the proposed charity fun day.</p>	
2.	<p>Minutes from 20.03.18: The minutes were agreed as a correct record. Outstanding actions to carry forward:</p> <p>Action from 20.03.18 minutes:</p>	

	<p>Sponsorship proposal agreed</p> <p>Elaine Richardson Consultancy appointment for BBP agreed</p>	
3.	<p>Chair's Report and Brentwood Business Partnership feedback</p> <ul style="list-style-type: none"> ○ Brentwood Business Partnership Management Meeting 12.04.18 ○ Southend BP Executive Meeting Report <ul style="list-style-type: none"> - Invite to next meeting for all - Invite Chris Burr to next BBP meeting 17th July ○ Agree revised TORs (previously circulated) <ul style="list-style-type: none"> - TORs agreed 	<p>MH</p> <p>MH</p>
4.	<p>BBP Business Plan & Sponsorship Package Proposal</p> <p>BBP to agree the drafts for publication</p> <p>All agree on draft business plan and sponsorship proposal text</p>	MH
5.	<p>Report from Elaine Gale on the 2018 Brentwood Art's Trail</p> <p>Art Trail to run from 31 August to 13 September 2018</p> <p>Brentwood School – Launch event in the evening of August 31st</p> <p>Use of an empty unit at the Baytree for exhibition for 2 days</p> <p>John Brandler will bring along some of his work – offered to speak and building an art collection</p> <p>Brentwood Centre happy to hold art trail</p>	EG
6.	<p>Florist at Brentwood Market</p> <p>Florist has now moved however was reported by other florists</p> <p>Chase Paul Adams regarding the issue of market trading rules.</p>	<p>LE/MH</p> <p>NA/PD</p>
7.	<p>Business Trade Clusters update</p> <ul style="list-style-type: none"> ● Brentwood West End <p>WEBTC Report</p>	

	<ul style="list-style-type: none"> • Upper Shenfield & Central Shenfield SCBTC Report <p>Upper and Central Shenfield: NP & KT reported</p> <ul style="list-style-type: none"> • Weather has affected businesses in Shenfield. Low footfall in the high street. • Regular customers are back after Crossrail works • Work in progress for 3 events for the rest of the year • Easter egg hunt unfortunately affected by poor weather • Summer bank holiday August event planned • Halloween event to run again • Christmas Fayre – Working with Kims events team Sun 9th December – Thanks to Zara and Sarah in events team <p>Val Barclay – Jobcentre Plus, Department for Work and Pensions</p> <p>Role and responsibility to help employers to fill jobs and especially work with smaller businesses. Val works with a group of employer advisors that work with local business to fill vacancies, as well as disability employer advisors to get people back into work.</p> <p>Jobcentre to be seen as recruitment agency to help businesses and the local economy and not just dealing with benefits and allowances.</p>	
8.	<p>Brentwood Chamber of Commerce Business Awards</p> <p>First Brentwood Business awards</p> <p>Recognise the best of business in the Borough of Brentwood</p> <p>Awards open to anyone based or does business in the borough</p>	LE
9.	<p>New Bid Funding Applications</p> <p>1) Bid to appoint Elaine Richardson for BBP support – MH All agreed Elaine to join and help on a weekly basis on creating and developing a business plan for the group, as well as</p> <p>2) Bid for Baytree Centre GOSH charity fun day – DF, ET, KM All agreed Amount of funding and date agreed 30th June Number of businesses across the High Street representing on the day Wide variety of offerings on the day including a raffle prize draw</p> <p>3) Investing into a BBP branded gazebo – LE All agreed A 3mx3m open gazebo with BBP logo printed to be purchased</p>	

	<p>and ready to use by 30th June Charity Fun day event.</p> <p>4) BBP to sign up to nationwide Refill project - LE All agreed Encourages people to use less plastic and attracts possible customers into shops</p>	
10.	<p>Business Support Update</p> <p>ER and NA co-hosted a Business Pop-up Café where local businesses and traders could receive one-to-one business advice from professionals in banking, marketing, accountant etc. Event was well received and will look to host another.</p> <p>Business advice workshop run by Pro-actions on Marketing and social media which was well attended.</p> <p>Brentwood Business Showcase date confirmed 1st November</p>	NA
	<p>Date of next meeting: Tuesday 17th July 2018</p> <p>Location: Seven Arches Rd Wedding & Ceremonies Room, commencing 6pm</p> <p>Future meeting dates for 2018: Wednesday 17th July Wednesday 29th August Wednesday 10th October Wednesday 21st November</p>	