

**Sodbury & Yate Business Association Meeting Minutes**  
**Monday 9<sup>th</sup> August | The Squire Inn | 6-7.30pm**

**Attendees**

Kevin Brown (CHAIR)	UHL
Abdul Choudhury	South Gloucestershire Council
Graham Bond	Consilium Asset Management
Mark Evans	kbase connect
Richard McDonough	RichMcD Photography
Angela Lane	The Boundary Magazine
Robert Lovett	The Business Handle
Ruth Davis	South Gloucestershire Council
Lynn Edwards	L Energy Assessor
Mark Burgess	Refresh IT
Linda Banister	Red Door Coaching and Training Ltd
Tracey Francksen	Red Door Coaching and Training Ltd
Simon Carlin	The Lost Coin
Sue Walker	South Gloucestershire Council
Nicky Walton	Accountancy Solutions
Guy Jeffries	Noisy Graphics Ltd
Rebecca Feltham	South Gloucestershire Council

**Apologies**

Greg Gale	The Squire Inn
Jordan Alexander	Alextek UK Ltd
Claire Jaggard	myyate/mysodbury.co.uk
Fraser Moore	Compass Graphics Ltd
Fran Tyler	First Call Financials
Steve Mayor	A1 Aerials

**Welcome and introductions**

Kevin Brown, Chair, opened the meeting and led introductions of the businesses and organisations present.

**Minutes of the meeting held on 12<sup>th</sup> July 2010**

The minutes were agreed as an accurate record.

**Yate Community Plan**

The type of electronic notice board that is in Yate library may also be featured in Yate Leisure Centre or the Health Centre. This would be a great way for the association to promote itself.

**Business association logo**

Member badges are being investigated.

**Youth café event**

This was a successful event and information on how to sponsor the Youth Café can be found online or by contacting the Yate Town Council offices at Poole Court.

**Member offers and discounts**

If members would like to offer discounts, Claire Jaggard has offered to host these online. All entries will be vetted by the Exec Committee.

## **Membership and subscription**

All invoices have been sent out to members and around half have currently been paid. There is currently around £500 in the association account, and this will go up to £828 with fees. Yate Town Council and Sodbury Town Council will be approached for grants. There will need to be a discussion on what this money is used for.

## **South Gloucestershire Council library enquiry service**

Please see the attached sheet for information on the free available services.

## **Local expos**

It was decided that organising an expo in Yate Shopping Centre was too costly and there could be no guarantee of good weather.

There will be two expos:

Saturday 6<sup>th</sup> November 2010 at Chipping Sodbury Grammar School, 10.30-3.00pm

Saturday 26<sup>th</sup> February 2010 at Chipping Sodbury Town Hall, 10.30-3.00pm

These will be advertised in the Boundary magazine.

Table prices:

6<sup>th</sup> November 2010 £25

26<sup>th</sup> February 2011 £35

It was suggested that in the future, it could be worth looking at renting the space outside of Yate Leisure Centre for an expo as this is owned by the council.

The association would be interested in taking a stall – this is to be discussed.

## **Directory of members**

Angela showed the group an A5 mock up which includes a welcome, key dates, benefits and a directory.

Quotes for printing costs are as follows:

500 copies £121

1000 copies £133

2500 copies £192

There was some debate as to whether this should be published every six months or yearly. The directory will promote the business association and enable non-members to see existing members.

## **Links with Brimsham Green School – Linda and Tracy**

Linda Banister and Tracy Francksen met with the Head of Business Studies and Head of Sixth Form to discuss the association's links with Brimsham Green School. Please find a summary of the meeting below (full meeting details are attached).

There are two areas of the curriculum in next year's business studies that the association could be involved in;

GCSE – students would be looking for representatives from businesses to interview for around an hour as part of a 6 hour coursework study. There are around 30 students and it would be great if the students could select businesses that are of interest to them.

BTEC – students require mentors/coaching to increase their job hunting, interviewing and employability skills. Businesses will be required to go into the school for this aspect of the project.

Some of the benefits of the association becoming involved in this project are its local, its great publicity and the association are 'seen' to be doing something.

Members who are interested are to contact Red Door Coaching & Training by 31<sup>st</sup> August providing an idea of availability.

### **The next 6 months? (Discussion)**

Promotion – building a relationship with the local newspapers for example for press releases regarding school links, the Volunteer Centre etc

Getting money back – a guarantee that if you don't make back in business what you've paid for in membership in year 1, you don't pay membership for year 2.

Getting the company name out/event – is it possible to sponsor an event that's already taking place?

Seminar/training – are there grants for training or experts within the group who could share their expertise? For example on press and marketing. This could be arranged on a separate night from the normal meeting.

Sharing information – by referring association members, increased networking, cross-selling, more socials and more training.

Speed networking – this could include members and non members and would give businesses the opportunity to introduce themselves in an environment different to the social meetings.

Other suggestions included setting up a profile for the association on linkedin.com and meetup.com

### **AOB**

FSB events

The Basics of Search Engine Optimisation

When: Wednesday 25th August, 7pm

Where: Aztec Hotel, Aztec West

What: Business seminar

Cost: Free

Contact: 0845 257 6030

FSB Best of Bristol Exhibition

When: Tuesday 28th September, 10.30am-3.30pm

Where: Exhibition centre, Ashton Gate

Cost: Free

Contact: 0117 9114223

The association was informed that South Gloucestershire Council have connections with the Brussels office.

### **Dates and venues for future meetings**

Exec meeting – Monday 23<sup>rd</sup> August 2010, The Squire, Chipping Sodbury

S&YBA meeting – Monday 6<sup>th</sup> September 2010, The Swan, Nibley

The South Gloucestershire Library Enquiry Centre offers a range of business information solutions to support intending, new and established businesses. Provided on behalf of South Gloucestershire by Somerset County Council the service provides access to business databases, industry overviews, business directories and journals. We provide a free enquiry service to all business users. You can contact the service by e-mail, phone, fax or post.

Please feel free to send enquiries as often as required.

#### The resources we have include:

- Online resources such as:
  - **MINT**: database of company information including company profile, directors, accounts, credit score & rating. Sample question: Can I have a list of companies in the BS32 area that employ more than 100 employees in the IT sector.
  - **Business Information Factsheets**: fact sheets on jobs and businesses. Gives an overview of required training and qualifications, customers, competitors, start up costs etc. Sample question: I want to set up and run a cattery.
  - **Business Opportunities Profiles**: Fact sheets on starting, managing and marketing a small business. Sample question: How do I conduct staff appraisals?
  - **Data Monitor**: basic Market research reports. Sample question: What is the state of the soft drink market in the UK?
  - **Infotrac Journals**: database 50 specialist and trade journals across a range of subjects. Sample question: I need to do some background reading on facilities management
  - **Newsbank**: database access to the full text of a range of UK national, regional and local newspapers, going back at least five years. Sample question: I read an article in the Times last week about company contributions to occupational pensions.
  - **Grantfinder**: Database of funders for groups. Sample question: Are there any EC grants for companies to install renewable energy?
- A range of periodical titles of interest to business such as the Economist.
- Printed Directories such as:
  - **Kompass**: a key source for identifying suppliers of products and services in the UK.
- Books on all aspects of starting and running a business, most of which are available for loan

#### Benefits to your business

- Cost effective way of having access to current information, without having to leave your place of work
- Knowledgeable staff to guide you to the information you require
- Information in the time scales you require

#### Sample questions:

- Information on starting holiday company that provides tours in UK
- Looking for companies who will supply loop nylon material
- Top 100 companies in Gloucestershire that have a community fund
- Information on indemnity insurance
- Information on how to get advertising in a local cinema
- Companies in Bristol with operating revenue of £150K or less. Include contact details and contact name.

So, whether you are taking your first steps as a future entrepreneur, or already have a well-established business the Enquiry Centre will be able to help.

To contact the Enquiry Service

Email [askthelibrary@southglos.gov.uk](mailto:askthelibrary@southglos.gov.uk)

Telephone: 01454 866900

Fax: 01823 272178

Post: The Library, Paul Street, Taunton, Somerset TA1 3XZ

Text: 07919540839

## **Discussion with Brimsham Green School**

Linda Banister and Tracy Francksen (Red Door Coaching and Training)

19<sup>th</sup> July 2010

Meeting held with Teresa Lamb (Head of Business Studies) and Emma Jones (Head of Sixth Form)

### **Purpose of meeting**

Red Door Coaching and Training approached the school as representatives of the Sodbury and Yate Business Partnership. This is a new group (formed Nov 2009) and made up of local businesses many of whom have no 'shop front' eg work from home, van or small local premises. The mission statement of the Association is "Helping the community and local Business" and, as part of this, the Association is keen to link with local schools to provide appropriate help and support. This meeting was held to discuss and agree the form that this support might take.

The school delivers Business Studies at both GCSE and Btec level for Year 11 (age 15/16 years). They also deliver Business Studies at A level for 6<sup>th</sup> Formers

It was decided that there are two main areas that the Business Association can offer valuable support:

1. GCSE Group will be studying a new syllabus from Sept. As part of this, students have to undertake approx 6 hours of research/study over 2 weeks and then write up their findings in school under controlled conditions. The Business Association could provide local business owners who are willing to be interviewed about their business as part of this research. (for about an hour?)

Points to be covered include

- How and why their business was started
- Main skills required for this business
- Main skills required for any business
- Useful information and data about the business (student to analyse and present)
- Any other information to help student to arrive at a supported judgement

The writing up of this has to take place in late Sept/early October so the Business Association will need to be participating from September 2010.

2. In November /December 2010, the school will be looking for local businesses to be involved with the Btec group to provide
  - Mentoring/coaching with a view to job hunting
  - Employability skills – identifying what these are and marketing them.
  - Interview practice –what are employers likely to ask?

It was agreed that this would also be an area that the Business Association could provide support with.

Both of these proposals will be discussed with the Business Association at the Exec Meeting on Monday 26<sup>th</sup> July and Red Door will then contact Emma and Teresa to progress these ideas.