

## **Herefordshire Business Board**

Notes / Actions from the Meeting – Tuesday 10<sup>th</sup> September 2013

**Present: Chair:** Peter Brown (PB). **Vice Chairs:** John Jones (JJ), Richard Garnett (RG), Andy Edwards (AE), Cathy Meredith (CM), Heidi Chamberlain-Jones (HCJ), Jane Preston (JP), Jonathan Hines (JH), Neil Kerr (NK), Nick Read (NR), Phil Collins (PC), Cllr Roger Phillips (RP), Stephen Eckley (SE), Nick Webster (NW), Rachel Jones (RJ).

**Apologies:** Angela Fitch (AF), Helen Thomas (HT), Jon Turner (JT), Joseph Connor (JC), Mike Ashton (MA).

**In attendance:** Linda Smith (LS), Head of International Trade for UKTI Herefordshire and Worcestershire

### **1. Welcome and Apologies**

Apologies noted.

### **2. Exporting and Herefordshire**

LS presented and overview of the activities of UKTI and their work in Herefordshire.

RJ to ensure UKTI pages on the HBB website is up to date and arrange to receive the local newsletter for circulation.

**Action:** RJ

HBB to help promote UKTI to their networks with an aim to help increase numbers of businesses involved in the County. AE, SE to contact LS for further information, case studies and data with an aim to develop this action.

**Action:** AE, SE

### **3. HBB Objectives and Actions**

PB presented the updated HBB objectives and the board gave approval of the document and a working document. The document will be adapted and updated; links to the Marches LEP strategies and other actions and targets will be added.

**Action:** PB

### **4. Preparing a HBB Communications Plan**

HCJ led a discussion on communications from HBB. Key is promoting the HBB website which is a tool for signposting information and talking about the members and what HBB is doing. All HBB members have a role in disseminating information to their networks. HCJ and RJ will meet and to discuss the brand, email footers and links for HBB members, circulating news and HCJ will draft a communications plan.

**Action:** HCJ, RJ

### **5. Marches LEP EU Investment Strategy**

RP and NW presented an update of the work to date on the Marches LEP Investment Strategy and the next stages. HBB was supportive of the work done and the broad headings and priorities in the draft. HBB will be involved in the discussions about projects, and a copy of the draft submission will be circulated for comments to be fed into the next stage. A copy of the presentation will be circulated.

**Action:** All, NW

## **6. AOB**

There is space for two more HBB members and there is a desire to have some of the larger Herefordshire businesses involved. PB will circulate a list of Herefordshire businesses and the board is asked to send in their comments and contacts as appropriate.

**Action:** PB/All

## **7. Date of next meetings:**

- Tuesday 12<sup>th</sup> November, 4pm
- Tuesday 7<sup>th</sup> January 2014, 4pm