

Growth Hub Governance Meeting AGENDA

Date: Tuesday, 14 January 2020
 Time: 9.30am
 Venue: Seminar Room, Digital Mansion Corsham, Pickwick Rd, Corsham, SN13 9BL

Attendees:	Alison Edgar, Alison North, Ruth Lambert, Tim Burghes, Ian Durston, Rachel Finlay, Andrew Mercer, Christopher Parsons, Julia Stuckey (tent), Christopher Thompson, Christopher Stevens, Andrew Wells
Apologies:	Charlotte Boole / John Mortimer
Guests:	Mandy Clarke (tent)
Chair:	Ian Durston
Minutes:	Sandy Evans

Item	Timing	Topic	Paper	Lead
		Arrival		
1.	9.30am	Welcome / apologies		ID
2.	9.40am	'Conflict of Interest' Declaration		ID
3.	9.45am	Growth Hub Manager Update (Brexit Readiness/ERDF SME Competitiveness Bid/Jo Minnaar Replacement)	1.0	ID
4.	10am	Telephone Navigator service update	2.0	AM
5.	10.20am	Growth Hub marketing update including digital marketing and website insight	3.0	TB
6.	10.40am	2020/21 Budget Proposal	4.0	ID
7.	11am	Actions		SE
8.	11.10am	AoB Dates of future meetings: Tuesday, 21 April 2020 Tuesday, 14 July 2020		ID
9.	11.15am	Close of Meeting		