



Surrey Business Club NEWS

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www.surreybiz.net

NOVEMBER 2005

EVENTS

www.surreybiz.net/events

November 1st G'ford College, GUILDFORD

FINANCIAL WORKSHOP

Hear about ways to save money, and ways to manage your business finances & structure.

December 6th Village Hall, ABINGER HAM

CHRISTMAS BASH & AGM

Your chance to make merry and try your hand at our now famous Christmas Quiz.

January 3rd Leisure Centre, SHEERWATER

PREPARING A BUSINESS PROPOSAL

Fun workshop to give you new ideas for writing business contract proposals.

February 7th Ebisham Centre, EPSOM

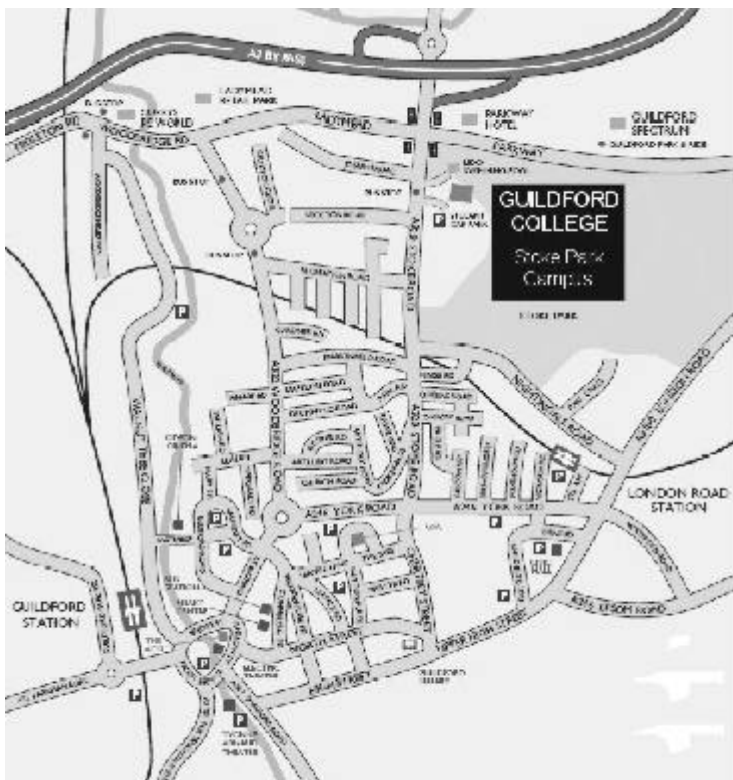
SPEED NETWORK 100

Meet and promote your business to as many as 15 people in one evening.

Park Room Restaurant, Guildford College, Stoke Road, GUILDFORD, GU1 1EZ.

Travelling west on the A3 take the A320 Stoke Road exit to Guildford. Turn right, go straight over the Parkway and turn left at the Guildford College mini roundabout (just after the Lido). Please park in the Student carpark and make your way to the Park Room Restaurant.

As usual, food and soft drinks will be provided.



1st NOV: Guildford College GUILDFORD

6:00pm **NETWORKING SKILLS**

- Finding the right network groups for you
- Working a room
- Making the first move
- Remembering names

Paul Cawthorne, networking@surreybiz.net 020 8642 8765

7:00pm **BUFFET**

Informal stand-up networking, chatting & eating.

7:30pm **FINANCIAL WORKSHOP**

Set-up efficient systems and save money

This month we are going to hear from two speakers about topics which should be dear to our hearts.

Managing business costs is a bit like managing your lifestyle. As with diet and exercise, there are things we all know we could do to improve our cost base (and bottom line), but somehow never get around to doing. In this interactive session, led by SBC member Anna Slade, we will explore a number of different ways in which business costs can be better controlled. You will have the opportunity to share your own experiences of managing business costs, good or bad, and to seek advice from your fellow SBC members. Perhaps you're already an expert in a particular type of cost management - many of us make our living by saving our customers money, one way or another. If so, you will have an opportunity to tell others about what you can do for them.

At the end of this session, you should come away with one or more practical ideas on how you can save money, or get more for your money. Plus, you may find the SBC member who will help you put your ideas into action!

Our second speaker will be another SBC member, Richard Jones. He will talk about the strengths and weaknesses of the different types of business structures such as sole trader, partnership and limited company, as well as looking at the various areas of compliance ie. tax, VAT and PAYE. Richard will also include some tax-saving suggestions. The emphasis for his advice will be for start-ups and businesses in their first year of trading, although his tips will be helpful to all those trying to make their business more tax-efficient.

Richard Jones is a Chartered Accountant and Chartered Tax Adviser who has specialised in dealing with owner-managed businesses and private clients since 1985. He can advise you on setting-up your business to help you to avoid the various penalties, and at the same time he gives tips on minimising tax liabilities.

If you want to keep more of what you earn, come along!!

Pre-register by
FRIDAY
28th October

MEMBERS

Free (inclusive)
meeting@surreybiz.net
01372 800820

NON-MEMBERS

Free 1st meeting
£15 thereafter
guest@surreybiz.net
01372 800820

FREE LUNCH, ANY ONE?

As it happens, there really is such a thing as a free lunch! If you were at the recent SpeedNetwork100 meeting, you'll remember me moaning about having to pay to be a guest when people invite you to networking events. Well, Trafford Enterprises, a business network group I belong to, is allowing members to bring a guest to a networking lunch free of charge until the end of the year (lunch events usually cost £12.50). They run from 12:30 to 14:30, and it will give you the chance to sample another networking club in action, and make some new contacts. So if you'd like to attend one of the following lunches absolutely free, email keith@freelancecopy.co.uk for more details - and be my guest!

November

- Wed 2nd Guildford, Merrist Wood Golf Club
- Tue 8th Kingston, Hotel Antoinette
- Fri 18th Teddington, Lion Gate Hotel, Hampton Court
- Wed 23rd Epsom, South Hatch Restaurant

December

- Thu 8th Kingston/Teddington,
Lion Gate Hotel, Hampton Court
- Wed 14th Epsom/Guildford/Walton,
South Hatch Restaurant

Keith Grover, FreelanceCopy.co.uk



SOMETHING NEW TO TRY

Come to the Official Launch of **Breakfast for Business** Guildford on 31st October 2005! Networking is undoubtedly the finest way to grow your business. Make new contacts; find new customers and markets for your business and build relationships with suppliers you know and can trust. All without the dreaded cold-calling!

And the best way to network is Business for Breakfast, the new national network of successful lead generation clubs. Building on our phenomenal success in over fifty clubs across the UK, Business for Breakfast is now in your area.

Come and enjoy a delicious breakfast at the official launch of our Guildford club at the Holiday Inn, Guildford on the 31st October 2005 at 7:00am and discover for yourself how you can experience the same boost to your businesses that delighted Breakfast for Business members are regularly and happily reporting.

How does it work? Easy. Meetings are held every Monday morning, starting at 7am and finishing by 8.30, so they don't eat into your working day. You meet members and visitors from other local businesses while enjoying a delicious breakfast. At the same time you will build relationships with suppliers for your business that you can trust and who will go out of their way to give you excellent service.

Mandy Wallace 01903 745041 bfb@wsfpartners.com

SUPPLIER MATCHING SERVICE

If you provide business-to-business services, you'll be interested in Business Link Surrey's new free-to-register 'Supplier Matching Service'. Containing suppliers of all kinds, the Supplier Matching Service has at its heart a web-enabled database that is used to search for possible sources of specific skills in order to offer customers a shortlist of the best-fit experts for their particular needs. The Business Link service is focused on diagnosing issues facing a business, suggesting solutions, agreeing a practical action plan, and identifying areas that would benefit from specialist support.

How the Supplier Matching Service works

The first point of contact for people calling Business Link Surrey on 0845 7494949 is the Customer Service Team. On-line advisers are available to discuss, if appropriate, business management and development in greater depth. When the solution to a customer's needs involves the provision of a specialist service, Business Link Surrey use the Supplier Matching database to search for service providers. Customers are advised of sources available and are free to take their own decisions on how they want to progress.

Opportunity for Surrey Business Club Members

Registration on the Supplier Matching Service database is free of charge and, unless in connection with a special offer, a Business Link introduction is free of charge. Business Link Surrey's Brokerage and Intermediaries Manager, Tony Elliott says, "Whilst listing on the Supplier Matching Service databases does not automatically infer selection for any work, it does mean that listed suppliers could be considered if one of our customers is looking for a service they provide".

Register On Line Now

For more information and to submit details to Supplier Matching Service, go to www.suppliermatching.co.uk

CLAIMING YOUR TAX ALLOWANCE

Many organisations who own or lease commercial buildings may have substantial unclaimed tax allowances. It has been estimated that more than 90% have at least some unclaimed allowances. Commercial property comprises almost any property which is non-residential and includes offices as well as expenditure on upgrades and conversions. The issue arises because there is often plant and machinery attached to the property which is not separately identified so that capital allowances on the plant and machinery are not claimed. (Initial allowance plus 25% annually on remaining balance). Apart from simple error or lack of records, there can be failure to identify plant and equipment fully in construction contracts or in stage payments where priority is to get the job done. Understandably there can also be lack of appreciation of which items may qualify. Some items of plant and equipment may be less obvious than others. For example, plant can include air conditioners, lift mechanisms, fire doors and also non-slip floors in rest homes, loos, green expenditure (100% allowance in year 1 may be possible!) and H&S items. I am advised that claims can be made over many years without time bar. Also, it is not essential to produce invoices as QS valuations can be used to substantiate a claim. If anyone with £300,000 or more of buildings value is interested, I would be pleased to provide contact with a specialist in this area.

Ian J Kent CA FIIA, CerTax Accounting 01483 428777

Photographs by ©Peter Searight



SPEED NETWORK 100

Our October meeting was a variation on the theme of speed networking at a new venue, The Fairmile in Cobham. We had the meeting room behind the main building, next to the golf driving range, where a late surge in bookings (not unusual when we run our open meetings) meant we were a bit tight for space.

There were 47 attendees in all, including some 'premier league' guest networkers from business clubs including BNI, BRE, Ecademy, Trafford Enterprises, Sutton Business over Breakfast, and even a new club about to launch - Breakfast for Business in Guildford.

We had decided to have a look at the theory of networking, so Paul Cawthorne and Keith Grover presented an overview with some practical tips on making the most of this relatively new, but increasingly popular way of marketing your business. Topics covered included 'working the room' (building the confidence and skills to join existing social groups), following up your contacts after the event; improving your approachability skills, and the seven deadly sins of networking. The breadth of experience in the room meant we all benefited from enthusiastic audience participation.

"What an excellent evening - I thoroughly enjoyed it, and I learned a lot. Many thanks for organising it."

Jose Penrose, Mind to Change

Following the presentation, we took a break to enjoy an excellent buffet (when it finally arrived!) after which we got down to business, with an hour's speed networking. This was the usual noisy and amusing procedure, with plenty of new contacts made, and a great high-energy atmosphere throughout. A fun and productive time was had by all, and we had lots of positive feedback from members and guests alike, so we may well do another speed networking event in the first half of next year if our schedule allows.

After the event, the Beverage Circle convened in the Fairmile bar, a short walk away across the car park. Rumours that we choose new venues according to their proximity to a watering hole are, of course, completely unfounded!

Keith Grover, FreelanceCopy.co.uk

Our 'dynamic duo' talking about networking: Paul Cawthorne and Keith Grover

NOTICE OF AGM

Our Annual General Meeting (a short affair) will be held as part of our 'Christmas Bash' Club meeting on Tuesday 6th December 2005 at Abinger Hammer Village Hall. The agenda will be on the December issue of SBC News, and the Chairman's and Treasurer's Reports will be available at the meeting.

If you would like to put yourself forward for election to the committee, please notify the Club Secretary Philip Jones as soon as possible on secretary@surreybiz.net 01483 772698. If you would be prepared to help but do not want to be on the committee (see article below), please also contact Philip or me.

Stephen Lewis, Chairman

**CHANGES AT THE TOP
THE FUTURE SURREY BUSINESS CLUB**

2006 is going to be a challenging and interesting year for Surrey Business Club. It will also be our landmark year - 20 years since our first meeting was held. A lot has gone on in those twenty years, but through it all we have stuck to the original principals set down by Surrey Business Enterprise (as it was then).

The position at the AGM will be that I, Stephen Lewis, am stepping-down from the committee. I currently hold three main posts in the Club: Chairman, Newsletter Editor and Webmaster. At the same time our Treasurer, Susan Owen, has also announced that she will be stepping-down from the committee. This will leave us four existing committee members to put forward for re-election: Keith Grover, Deryck Svensson, Philip Jones and Melvyn Lux.

As you might imagine, the remaining four have been panicking a little, but in fact it's causing them to think about new and more efficient ways of running the Club. At a recent committee meeting we thrashed-out what we need to do, and pending approval from the membership, we decided on the following restructuring...

Keith Grover volunteered to take over Chairmanship. Deryck Svensson will take-on designing and running the website, and was 'convinced' to incorporate the newsletter into the website. Philip Jones agreed to take over as Treasurer on a temporary basis. Melvyn Lux will continue to host meetings (we hope!).

We need others to help, and we do have two non-members in the offing who are coming to November's meeting. However, even if we take on two more people, we cannot expect them to do everything. Whilst I'm hoping to have a Meeting Organisation Manager, we'll still need helpers like you to take on the many tasks involved in booking and running meetings. If you can spare a little time to help, please contact me on chairman@surreybiz.net

Despite these changes, in fact one might say because of these changes, I am confident that our Club will continue to go from strength to strength. Deryck promises a completely new website which will host a "News" section. The idea is that news can be put on at any time, and the Events section will undoubtedly give a lot more details of events. With Keith at the helm, we can look forward to his outgoing leadership, helping to continue the fine Club tradition of not taking ourselves too seriously.

Stephen Lewis, Chairman



BOWLING

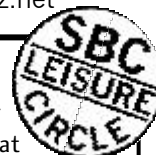
As usual, six of us met for our dose of relaxed ten-pin bowling at The Spectrum, Guildford. As usual, Brian Finley topped the scores, this time attaining 310 for his two games. Deryck Svensson came second on 259, followed closely by Philip Jones on 255. This time we chose to eat at the nearby Anchor and Horseshoes pub.

Join us for the next Bowling evening on **Tuesday 8th November** at Spectrum Leisure Centre in Guildford, costing £9.20 including shoe hire. We'll be playing from 7pm until about 9pm, with a meal out afterwards.



GOLF

I have no details of golf in October, but I assume that it was cancelled owing to Deryck going away. I've also no details for November - do our fair-weather players dare to play in November I wonder? As usual, answers will be available from Deryck Svensson on golf@surreybiz.net




NEW SBC PHOTOGRAPHER

If you were at October's meeting, you might have noticed that Peter Searight (above) was taking the photos. As you will remember, our previous photographer Gareth Johnson gave up in July, so we were glad to hear from Peter. Like Gareth before him, Peter has made a career change and recently started his own photography business called "The Remarkable Studio".

If you want to see more of Peter's work, you can look at Peter's website www.TheRemarkableStudio.net and you can contact him on 01428 725067 peter@TheRemarkableStudio.com. We have offered Peter honorary membership in return for taking photos of our events, and I would encourage members to use Peter's services as he is set to be a valuable asset for the Club.

Stephen Lewis, Newsletter Editor

 <p>Surrey Business Club OFFICIAL MONTHLY NEWSLETTER</p>	<p>NEWSLETTER & CHAIRMAN Stephen Lewis, 4 Archery Rise, ALTON, Hampshire. GU34 1PG sbcnews@surreybiz.net 01420 594644</p>	<p>MEMBERSHIP: Linda Haynes Upper Lodge, Holmbury Hill Rd Holmbury St. Mary, DORKING, Surrey. RH5 6NR membership@surreybiz.net 01306 730074</p>	<p>SECRETARY: Philip Jones Comrie House, Grange Drive, WOKING, Surrey. GU21 4BU secretary@surreybiz.net 01483 772698</p>
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