

# Agenda

2nd December 2020, Online webinar through a Zoom meeting

10.00am	<b>Welcome &amp; Introduction – Ian Mackey, Buckinghamshire Business First</b>
	<b>Group Introductions</b>
10.15am	<b>Planning Session</b> <ul style="list-style-type: none"><li>• Is this for you? – The basics of running a business – <b>Graeme Laws</b></li><li>• Q and A</li></ul>
11.15am	<b>Break</b>
11.45am	<b>Welcome back to Part 2</b>
12.00pm	<b>Key Finance &amp; Accountancy Session</b> <ul style="list-style-type: none"><li>• Expert overview – <b>Chris Shennan, APS Accountancy (60 mins)</b></li></ul>
1.00pm	<b>Lunch and individual questions</b>
1.45pm	<b>Welcome back to Part 3</b>
1.45pm	Your Big Idea and Business Plan – <b>Graeme Laws (45 mins)</b>
2.30pm	Marketing and Customers – <b>Ian Mackey and Graeme Laws (30 mins)</b>
3.00pm	Close and next steps - <b>Ian Mackey</b>
3.15pm	<b>Session ends</b>

In partnership with:

# Speakers



**Graeme Laws**

Graeme works with business owners existing, new and potential start-ups to deliver business process improvement and growth. He has worked with many start-up businesses and held many workshops educating and inspiring a new generation of business owners.



**Ian Mackey**

As Business Support Manager, Ian is the first contact for members with questions and support required. Haddenham resident Ian runs his own business working with breweries, experience he used to write the guide to New UK Breweries in 1998.



**Chris Shennan**

Chris has a broad experience including the preparation of sole trader, partnership, limited company and audit level clients financial statements; as well as undertaking audits. Also covering the tax aspects including personal and corporation tax returns, P11Ds, payrolls and payroll year end