



Coming Soon

Burton Business Forum

supporting the local business community

FREE OF CHARGE

Greenhalgh & Co., Chartered Accountants and Else Solicitors LLP are pleased to present a forum for local SME business owners to discuss and share information on the issues they face, obtain guidance on best practice in relation to business planning and other issues from both an accountancy and legal perspective. Please do not miss this valuable opportunity to benefit from advice on best practice and top tips to increase your knowledge to help you develop your business and skills. Further details are shown below including just a flavour of what will be covered.



4th November 2009: Business Planning

- Importance of a plan
- What do you want out of the business?
- Taking professional advice early
- The business plan
- Monitoring performance

20th January 2010: Marketing and Branding

- Marketing plan
- Branding
- Online marketing
- Market awareness – know your market
- What are your competitors doing?

18th November 2009: Commercial Contracts

- What are contracts?
- Why are contracts used in business?
- Risks of not having contracts?
- Is there a “one size fits all”?
- How to effectively use contracts in business

3rd February 2010: Property and Taxation

- Holding property within a business
- Capital allowances and Interest relief
- Indirect taxes and property
- Funding, Lease Terms, Break Clauses
- Guarantees, Deposits, Stamp Duty
- Land Registration

2nd December 2009: Financial Management

- Forecasts
- Secure adequate funding
- Credit control and debt recovery
- Managing the bank account
- Monitor performance

17th February 2010: Business Growth

- Type of business
- Valuing your business
- Systemised approach
- Internal and external due diligence
- The right time

16th December 2009: HR and Employment

- Contracts of Employment
- Policies and procedures
- Redundancy
- Flexible working
- Maternity and paternity

6th January 2010: Taxation

- Climate change – the tax environment
- Income planning
- Business vehicles
- Preserving wealth
- Succession and retirement



All sessions will be held at the new offices of Greenhalgh & Co in Burton on Trent from 8am to 9.30am. Continental breakfast will be served, with fruit juice, tea and coffee.

Jointly hosted by:



Interested? Register online at
www.elselaw.co.uk/seminars
call Neil Jinks on 01283 526 204
or email neil.jinks@elselaw.co.uk