

Jet Coast Development Trust Ltd

Minutes of Meeting

held on 12th April 2005

Jet Coast Office, 33 High Street, Hinderwell

Present:	Liz Dowson	Co-opted member
	Anthea Ellis	Member
	Robert Knott	Member
	Andrew Steel	Enterprise Access Officer
Apologies:	Sandra Brodie	Member
	Bill Hinchley	Member
	Iris Harrison	Member
	John Leverage	Member
	Mandy Shackleton	Director

LD introduced Andrew Steel the new Enterprise Access Officer, AS has his own company, Trident Marketing, and will be working for JCDT on a self employed basis.

- 1. Minutes of the last meeting** – Agreed as a true record
- 2. Matters Arising** - Article 42 – this was the missing article from company Articles which LD provided a copy of. It was apparent from this that JCDT must have changed the numbering when preparing their Articles consequently LD will request a full set of Articles from Cliff Southcombe. RK asked if he could see a breakdown of the items included in the company accounts as miscellaneous items. Also asked why IT equipment had not been capitalized. LD will asked Mark Husler (accountant) for a breakdown.
- 3. Marketing** - AS presented his marketing strategy for both JCDT and the Gateway Centre. Also advised on domain names available for JCDT website – it was agreed that Jetcoast.co.uk and Gatewaycentre.co.uk would be purchased. A discussion took place regarding setting up a site on Ebay this is initially to facilitate sale of the remaining 2003 calendars. It was agreed that AS would proceed with this.
- 4. Gateway Centre Update** - LD advised the revised completion date for the building is end of May and she has sent a letter on behalf of JDCT explaining to GOYH why there has been another delay in the project starting.

5. **Correspondence** - Lease still not been returned from SBC and concern was again expressed regarding the transfer of the asset at the end of the 5 year lease period

LD advised contract had been received from NPower and JCDT were now responsible for the Electricity supply in the building but there was a delay in connection to Gas service. RK suggested JCDT should try to take over responsibility for the Gas supply to ensure this is chased up and connection is made as soon as possible.

6. **Financial Update** – LD distributed an update showing current balance of £26,588.74. The latest bank statement however shows a balance of £27,096.79 this includes an interest payment from the old A&L account but also shows the cheque to St Hilda's Almshouses has not yet been presented, additionally a cheque has been received from Business Link for £2,500 for the LAP. RK expressed concern that money given for the EAT project had been used to pay for rent etc. LD advised this was not the case as JCDT had some remaining funds and with the payment from Business Link there were ample funds to satisfy needs. RK also expressed concern that JCDT do not have a Treasurer. LD asked if RK would be prepared to volunteer for this but RK declined.

7. **A.O.B.**

RK asked if any response had been received from the letter to members asking if anyone was interested in becoming a Director. LD advised there had been no response. Following a short discussion AE and RK agreed to become Directors. (AE was one of the original Directors but resigned in March 2004 due to commitments with HVH) RK suggested JL may also be willing to become a Director. – LD to contact.

Insurance – It was agreed that AS should get quotes for Public Liability and contents insurance for the Gateway Centre and look at a package which would allow tenants contents to be included as part of their package of support.

AS asked for contact details for all JCDT members LD will supply these.

Contact details for AS are as follows:

Home office: 01947 602814

Mobile: 07921 483 036

E-mail: andrew@tridentmarketing.co.uk

8. **Time and Date of Next meeting**

The next meeting will be held on Tuesday 17th May at 2.00pm at the Firs, Runswick Bay.