

## Jet Coast Development Trust Ltd

### Minutes of Meeting

held on 14<sup>th</sup> June 2005

The Firs, Runswick Bay

<b>Present:</b>	Liz Dowson	Co-opted member
	Anthea Ellis	Director
	Robert Knott	Director
	Andrew Steel	Enterprise Access Officer
	John Leverage	Director
	Mandy Shackleton	Director

<b>Apologies:</b>	Bill Hinchley	Member
	Iris Harrison	Member
	Cath Waters	Director

- 1. Minutes of the last meeting** – Agreed as a true record
- 2. Matters Arising** - LD produced the breakdown of the items included in the company accounts as miscellaneous items.  
LD advised of the request from the company secretary to resign her position due to work commitments. A replacement will need to be appointed before companies house can be informed.
- 3. Gateway Centre Update** - LD advised of further delay in handing over the building as cabling work expected to have been undertaken by the contractors had not been done when Telecom engineers arrived to install the telephone system. The building is currently being decorated and should be ready for hand over at the end of the month. Gas is still not connected but this won't affect the hand over.  
MS asked who will be responsible for paying for maintenance of the Fire Alarm system as this could be a drain on JCDT. LD to establish the situation.  
LD advised of the need to clear furniture from the office in Hinderwell. It was agreed that the desk should be taken to the new centre to assist a start up business, PC could also be utilised for a new business or given to a community group.  
JL asked about the CCTV. LD advised this will be switched on as soon as JCDT take on the centre and training will be provided for JCDT to enable them to operate it properly.  
AS circulated draft copies of lease agreements for tenants. RK expressed concern regarding the exclusion of rates from the rental. LD explained this was due to the units being rated separately as the parts of the building occupied by JCDT and other social enterprises would attract rate relief. LD will try to establish approximate rates for individual offices so prospective tenants can be advised.

- 4. Marketing** – AS advised advert had been in Whitby Gazette on Friday, the cost of this was £390. It was agreed that to reduce costs the launch event should be publicised through an editorial. AS to arrange.  
AS advised Gateway Centre website now up and running and had had around 30 hits following the advert. No direct approaches regarding the units as yet.  
AS had been contacted by Jean Eggleston from Staithes Post Office who was concerned about tourist information being accessed at the centre. AS has arranged to visit her and has assured her no leaflets will be sold from the centre. Further discussion took place regarding the logos for JCDT and the Gateway Centre. AS will do further work on the umbrella design.
- 5. Financial Update** – LD provided copies of the 2004/5 accounts prepared by NYMAC which were accepted by the group. The accounts will be agreed at the AGM which will be held at 7.30pm on Wednesday 21<sup>st</sup> September 2005 in the Gateway Centre.  
LD advised of the need to have another Director put onto the authorised signatory list for claims to Government Office. It was agreed that JL would be added to the list.
- 6. A.O.B.** – LD advised AS had been accepted as a member of the Whitby Renaissance Management Executive and had attended training to enable him to undertake the role.  
LD advised of the need for more Directors to be signatories on the bank account. It was agreed that all directors would be signatories.  
RK advised of a request from Staithes & Cowbar Residents Association to use the Gateway Centre as their registered office if they decide to become a company limited by guarantee. A discussion ensued regarding plans to change the status of SCRA when JCDT was already set up as a company. RK & JL will go back to SCRA with this feedback.  
JL asked if it would be possible for Coble Courier to use the Centre as a postal address. It was agreed that the Gateway Centre could be used as a postal address for community groups and the possibility of setting up a PO Box was discussed.  
AE asked if all directors could have a copy of the business plan so everyone knows what the project is expected to deliver. LD will email to everyone.
- 7. Time and Date of Next meeting**  
The next meeting will be a Director's meeting and will be convened when Gateway Centre is handed over.  
Date of AGM set as 21<sup>st</sup> September 2005 at 7.30pm in Gateway Centre.