

Jet Coast Development Trust Ltd

Minutes of meeting held 17th March 2004
At Jet Coast Development Trust office

Present:

Liz Dowson	Regeneration Officer
Bob Knott	Member JCDT
Mandy Shackleton	Director JCDT
Louise Cole	Director JCDT
David Whitlock	Vice-Chair JCDT Acting Chair
Iris Harrison	Director JCDT
Ken Smith	Member JCDT

Apologies: Carmen Barrett, Bill Hinchley, Cathryn Pink, Stuart Mather, Cath Waters John Liverseidge, Jill Ward , Sandra Brodie

Minutes of the last meeting held 25th February 2004 were accepted

Matters arising from previous minutes

Promotion – Leaflets had been left in Doctor's surgery and members had distributed to various people. MS raised the possibility of a Launch event and reminded the group Whitby BDA were holding £500 in readiness. LD suggested the launch should be put on hold until the relevant documentation had been sent to companies house to advise of change of Directors. The position of company secretary was vacant due to SB resigning LC volunteered to take over the post and all agreed.

Administrator – MS expressed concern that the group would cease to make progress without an Administrator and funding for a replacement must be found as a matter of urgency. LC and MS agreed to look for further funding for the post and to maintain the office. LD will continue to encourage WDVA to accept the office as a base for Ian Peck to enable a contribution of £30 per month to be made towards office rental. Ian and Matthew Parsons, the new Neighbourhood Regeneration Officer, would also help in accessing funding.

Financial Report – BK and KS had been looking through the accounts and identified there was one bank statement missing from 2002. It was agreed that BK & KS would continue to work on the accounts and it was agreed that in future all accounts would be kept on an excel spreadsheet. SM had produced an asset list for IT and associated equipment and this needed amending to show other items such as the photocopier and items on loan from members. DW offered to try to get the Photocopier repaired/serviced. DW raised the subject of the correspondence from the Inland Revenue. It was agreed that DW and MS would work together on this.

A.O.B. – MS raised the subject of rent for the office. This had not been paid since December and it was agreed that a cheque should be raised to cover four months rent. It was agreed that DW, KS and MS would be key holders for the office – LD will get further keys cut.
Staithe Ligger – DW expressed concern regarding the possible involvement of Dave Wharton in the project. LD had spoken to Liz Jordan, Countryside Agency, who had suggested involving Heritage Lottery from the beginning. LD will contact Heritage Lottery and ask for someone to come out to speak to JCDT.

Next meeting to be held at 7.30pm on Wednesday 21st April 2004 at the Jet Coast Office