

## **Jet Coast Development Trust Ltd.**

Notes of the management meeting held on Tuesday 19<sup>th</sup> October 2005

Present: Mandy Shackleton, Anthea Ellis, Bob Knott, John Liverseidge, Liz Dowson

1. LD advised two people had been appointed on a job share basis to undertake the Administrator role for the EAT project. Vanessa Ditchburn and Charles Holt will do 10 hours per week each, which will enable the centre to be open from 9.15am until 5pm Monday to Friday. A third person, Liz Hinchley, was agreed to be an ideal person to undertake the Tourist Information side of the work provided additional funding can be found. There was also a fourth person, Mary Hambley, who would be willing to undertake some voluntary work at the centre to enable her to update her skills.
2. It was agreed that AS would provide the first line of management for the employees. AS will be asked to hold monthly one to one meetings with the employees which will be an opportunity to raise concerns/ideas etc. These meetings will be documented and this will form the basis of a personal development plan for each employee.
3. There was a discussion regarding PAYE and whilst it is unlikely that it will be applicable to these posts at the moment it was agreed that AS should be responsible for this. MS will provide AS with training and ensure employees sign the relevant disclaimer to ensure JCDT is not responsible for tax liability on their behalf.
4. A discussion took place regarding contracts of employment. LD will write up contracts and circulate for approval. It was agreed that employees should be given a pack containing the contract and a copy of the equal opportunities and environmental policies.
5. LD raised the issue of Corporation Tax. BK will speak to Mark Husler about this.
6. AE advised there needs to be a Fire Alarm log book and signs for the fire extinguishers saying what they contain and what they are to be used for. The signs need to be displayed next to the extinguishers and the log book must record all fire alarm tests along with any other activations. LD to ask AS to arrange a testing schedule and procurement of a log book and signs.
7. MS asked if AS could contact NYMNPA and SBC regarding getting the Centre linked into the Tourist Information Network which will generate an income stream.
8. LD advised of NYMNPA cycle scheme and suggested the Gateway Centre could be a drop off and collection point. It was agreed that LD should contact NYMNPA regarding this.
9. A discussion took place regarding approaching more people to become directors and it was agreed that BK would approach Steve Stevenson from ECYHT as his particular expertise would be useful to the Trust.
10. It was agreed that a monthly management meeting would be held on the last Wednesday of each month beginning 30<sup>th</sup> November. (no meeting in December)