

Jet Coast Development Trust Ltd

Minutes of meeting held 20 January 2004
At Jet Coast Development Trust office,
33 High Street, Hinderwell

Present:	Liz Dowson	Regeneration Officer
	Bob Knott	Member JCDT
	John Liverseidge	Member JCDT
	Carmen Barrett	Chair JCDT
	Louise Cole	Director JCDT
	David Whitlock	Vice-Chair JCDT
	Bill Hinchley	Member JCDT
	Sandra Brodie	Member JCDT
	Cathryn Pink	Member JCDT
	Stuart Mather	Secretary/Treasurer JCDT
	Helen Tunney	Administrator JCDT
	Cath Waters	Member JCDT
	Iris Harrison	Director JCDT

Apologies: Mandy Shackleton

Minutes of the last meeting held 13 November 2003 were approved and signed as a true record of the meeting.

Matters arising from previous minutes

Agenda Items:

Item 1 Calendars – DW raised concern that MS and SM had loaned JCDT £500 without approval from the rest of the members. It was felt that this should have been better documented and that to have one signature on the cheques was not a good idea. HT informed DW that the bank details had now been amended and that 2 from 3 signatures had to be on cheques. Signators are Stuart Mather, Sandra Brodie and Mandy Shackleton. Also raised that accounts need to be formalised by Mark Husler and presented to the next meeting if possible.

HT to action

- 1. Local Business Involvement** – It was agreed that there is a need to let more local businesses know of the existence of JCDT and its aims and objectives. It was agreed that a letter should be sent to local businesses (a list is available from the BDA) together with wording from the Mission Statement. LD advised that there may be money available from the Business Grant Scheme for the mail shot. Concern was raised that JCDT was not organised enough. JCDT will be taking on the management of the Gateway Centre at Staithes but a formal agreement needs to be drawn up regarding the responsibility of insurance and maintenance

of the building. LD informed the meeting that until the lease is signed by Mr Walker that this could not be done.

BK suggested that JCDT could have a small stand at the competition to vote for the winning contenders for the 2005 Staithes calendar as many people attend. It was agreed that JCDT would put together a leaflet to be available for 21 February. A meeting was arranged for 26 January to discuss further.

- 2. Future Projects and Proposals** – Plans for the Gateway Centre were shown to the meeting but we still need an artists impression of the outside of the building not just a floor plan, this is being pursued.

Staithes Lugger – Meeting to be arranged between Andy Monaghan (National Parks), Dave Wharton (Resolution), LD, HT and BH to discuss further and report back to next meeting. Boat would have a conference facility and could be taken along the coast to promote certain days. It would also be an education centre during its build. Modern apprenticeships would be available for 5 years incorporating the building of the lugger.

- 3. Village Bonfire and Christmas Lights** – CW proposed that as there are new laws coming into place that make it more difficult to buy fireworks that it would be nice for the village of Hinderwell to have a bonfire that was formally organised. She also proposed that provision be made for Christmas Lights in the villages. After discussion it was agreed that this was out of the remit of JCDT and that a letter from JCDT expressing concern be sent to the Parish Council who may be able to take on responsibility. **HT to action**

- 4. Administrators Role** – It had been brought to the attention of CB that HT does not have a contract or job description. It was agreed that LD would make enquiries at the BDA to see if they have a contract that could be reworked. The Chair and Secretary are responsible for the administrator.

- 5. Payments to be made** – Cheques were raised for the telephone bill (£62.07) and for Jeanette Rose who is running the exercise classes at the 'Breakaway' Healthy Eating Club (£372.00).

- 6. AOB** – Bid for JCDT workers has gone in. An Equal Opportunities form had to be attached and this will be circulated to members to approve and make amendments as necessary. **HT to action**

Company Tax Returns need to be completed. DW took to show accountant.

Retiring Company Directors forms to be completed and returned to Companies House. **HT to action**

Next meeting to be held at 11am Wednesday 25th February 2004 at the Jet Coast Office