

## Jet Coast Development Trust Ltd

Minutes of meeting held 21<sup>st</sup> April 2004  
At Jet Coast Development Trust office

<b>Present:</b>	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
	Cathryn Pink	Member JCDT
	John Liverseidge	Member JCDT
	Gary Yarker	Prospective new member

DW welcomed GY to the group

**Apologies:** Carmen Barrett, Bill Hinchley, Stuart Mather, Cath Waters, Jill Ward , Sandra Brodie

Minutes of the last meeting held 17<sup>th</sup> March 2004 were accepted

### **Matters arising from previous minutes**

All matters were covered by the Agenda.

**Financial Report** – BK queried the accounts prepared by NYMAC, an Income and Expenditure account had been prepared for May 2002 to October 2003 and what was needed was a Profit and Loss account and balance Sheet. It was agreed that this should be prepared for the period 1<sup>st</sup> December 2002 to 23<sup>rd</sup> March 2004 – *LD to Action with NYMAC*

MS expressed concern regarding the Return from Companies House. The form, 3635s, is not in the office and a reminder for its return had been received. – *LD to check if it is with the accounts NYMAC have, if not to ring Companies House and request duplicate.*

IH expressed concern regarding the failure of the bank to change the name on the account. JL suggested closing the account and opening a new one. It was agreed that this would be raised as an agenda item for the next meeting.

BK requested the return of cheque book from NYMAC, telephone account has come in and needs paying. *LD to request return, LC will arrange payment of account.*

**Communication/Promotion** – LD suggested the bulk of correspondence be conducted by email as it is quick and cheap and asked to be kept up dated with any change in email addresses. LD has not got email addresses for Sandra and Carmen but will contact them to get these.

It was agreed to raise the issues of promotion and the logo at the next meeting.

Companies House require that JCDT have a plaque with the company name displayed outside the registered office. *LD will speak to Anthea Ellis regarding this, in the meantime a laminated sign will be produced to place in the window.*

**Future Projects** - LD had been approached by MTI manager with regard to JCDT taking on responsibility for a Beacon town web site. This proposal was at an early stage and at this time MTI were looking for an expression of interest. The members agreed this was something they wished to be involved in. *LD to Action with Countryside Agency.*

Staithes Ligger – LD had not heard back from Heritage Lottery but will chase up.

### **Residents Parking –Staithes/Runswick**

The members discussed the issues relating to holiday cottage owners being allocated garages and parking places. It was agreed that this matter was better addressed by Residents Associations and Borough Council.

**A.O.B.** – MS advised that she and LC had sorted out registration of Directors with Companies House, the forms for IH, CW and SM had apparently gone missing . LD had provided new forms which were being completed and would be forwarded to Companies House. MS & LC had also sorted the tax and Helen's P45 and that had gone off. JL suggested that in future it would be easier and more cost effective to complete tax returns via the internet as Inland Revenue would pay £250 for returns completed in this way, it was unclear as to whether this was paid out or simply deducted from any liability.

LD asked if JCDT would be prepared to produce a letter of support for Scarborough District CVS for their Social Enterprise Advisor. The members agreed to do so. *LD will prepare a suitable letter.*

LD also asked whether JCDT would be interested in taking on the admin work for Whitby and Hinderwell Pacts. This would be on an hourly rate for the moment until JCDT could afford to take on another administrator. MS, LC & IH agreed to undertake this work for reimbursement of expenses, and charge of £7 per hour would be made to the Pacts.

JL suggested JCDT should try to recruit more members. DW suggested the time was not right and members agreed.

**Next meeting to be held at 2.00pm on Wednesday 19<sup>th</sup> May 2004 at the Jet Coast Office**