

Jet Coast Development Trust Ltd

Minutes of Director's meeting held on 27th October 2004
At The Firs

Present: Liz Dowson Regeneration Officer
 Iris Harrison Director JCDT
 Cath Waters Director JCDT
 Mandy Shackleton Director JCDT

Apologies: Stuart Mather, Louise Cole, David Whitlock

The purpose of the meeting was to discuss and agree the lease for the Gateway Centre and recruitment of the Enterprise Access officer.

1. Gateway Centre Lease. LD had distributed this by email.
 - i. item 3 – Substitute “Gateway” for “Enterprise”
 - ii. item 6 - Rent needs to be paid quarterly
 - iii. item 9 - *The tenant to reimburse the landlord annually in arrears 84% of the costs of works to the exterior of building the grounds and car parking spaces forming the premises and for insuring the building as described under sections 10 and 13 below.* Action: LD to query this.
 - iv. item 12 - *the sub lease is of the form attached and it is registered with the Council within one month of the commencement date together with the appropriate fee of 0.5 % of the annual rental.* Action: LD to ask for this to be waived.
 - v. item 17 - *the Trust will be properly constituted and obtain charitable status.*
It was agreed that JCDT may or may not decide to register as a charity but will not be forced to register simply to comply with the lease

LD meeting with Mike Dransfield (SBC Property Services) on 28th October to discuss revisions.

2. Enterprise Access Officer. LD advised completion date for Gateway Centre on target for end January beginning February therefore it would be advisable to begin recruitment process as soon as possible. CW agreed to assist with list of questions for the interview and be involved in the short listing. IH agreed to be a member of the interview panel. Wording was discussed and agreed for the advertisement which will initially go into both Whitby and Loftus Jobcentres followed by and advert in Whitby Gazette. LD will set things in motion regarding advertising.
3. Bank Account. LD, MS & LC had opened a bank account with Alliance and Leicester in the name of JCDT as no progress was being made in getting the name changed on the original. It was agreed that IH will be an additional signatory. LD advised cheque for SRB would have to be held until new account details and paying in book arrive also GOYH would have to be informed of new bank details. Action LD
4. Correspondence. IH had received letter from Companies House reminding of the need to submit accounts by end January 2005. LD will forward to Mark Husler for action.
5. Date of next meeting. No date was set but IH, LD, CW will meet to discuss interview etc. in the next couple of weeks.