

**Jet Coast Development Trust
Annual General Meeting**

On
Wednesday 21st September 2005

Held at
Staithes Gateway Centre

Attendees

Mr. R Knott (RK)
Ms. A Ellis (AE)
Mr. J Liverseidge (JL)
Ms. E Dowson (ED)
Mr. A Steel (AS)

Apologies

Ms. Cole
Ms. Shackleton

AGENDA

1. Financial Report

The financial breakdown sheet – attached - was disseminated along with the accounts. Discussion took place regarding the miscellaneous expenses and professional fees.

RK: 'There should have been a provision for the professional fees within the accounts'.

ACTION: AS to undertake day-to-day accounts under the guidance and tutorage of RK.

ACTION: AS to try and set-up internet accessible financial accounts.

RK: Proposed to accept the accounts.

JL: Seconded the accounts.

The accounts were therefore accepted with the footnote that JCDT should ask the auditor to give us details of the breakdown of professional fees.

Discussion ensued regarding the administrative post, RK suggested two people at ten hours per week.

ACTION: LD to check with Government office regarding the feasibility of sharing the post, and e-mail job description to RK.

Discussion took place concluding with the feeling that JCDT should 'Log the time the administrative worker(s) will spend specifically on tourism on the parish and the wider National Park'.

2. Amendments to Articles of Association & Memorandum

Discussion ensued regarding the amendments to the defined area of operation of JCDT.

AE: Proposed that the Articles didn't need changing.

After much discussion the following actions were decided.

ACTION: Liz to talk to Mike Heslop-Mullens regarding the proposed changes.

ACTION: If necessary, a meeting with The Residents Association, Mike Heslop-Mullens and JCDT to be arranged to thrash out whether there should be a change to the Articles of Association & Memorandum.

3. Election of Officers

The meeting was informed that Ms. Cole wanted to resign as Company secretary. In addition there was no official recognised chair-person of JCDT.

RK: Proposed AE as Chair

JL: Seconded the motion

The motion was carried and AE accepted the position.

JL: Proposed RK as Company Secretary

AE: Seconded the motion

The motion was carried and RK accepted the position under the provision of the following action point.

ACTION: AS to clarify duties of the Company Secretary.

4. Enterprise Access Team – Project Report

The attendees present were given the following report.

The Enterprise Access Team project eventually began on 1st April 2005 with the appointment of Andrew Steel as the Enterprise Access Officer. An application to Government Office for an extension to the end date of the project was successful and the new completion date is now July 2007.

In August we received a monitoring visit by Mavis Cook from Government Office. The purpose of this visit was to ensure the project was on target to achieve the outputs and spend laid out in the offer letter and to ensure accurate and comprehensive records were being kept. There were a number of action points arising from the visit, mostly around the lack of written procedures. Steps have been taken to rectify situation and hopefully all points have now been addressed.

Unfortunately the visit also highlighted an irregularity in the 1st quarter claim which has led to the overall grant from ERDF being reduced by £1,361. I had claimed

for all expenditure incurred during the claim period 1st April 2005 to 30th June 2005 but should only have claimed defrayed expenditure I had also mistakenly dated the form 1st June instead of 30th June. New totals for EAT project are:

ERDF £27,789 SRB £26,690 Volunteer time £7,906

Giving a new total project cost of £62,385 which is £3,055 less than the original total.

Expenditure up to now is as follows:

Salaries - £7,366.81 Premises - £595.61 Overheads – £87.50

This includes the £3,055.

An official opening event was held for the Gateway Centre on 15th September 2005 with a plaque being unveiled by Robert Goodwill MP at a ceremony attended by Pact members and local Parish councillors along with representatives from NYMAC, North York Moors National Park Authority, Scarborough Borough Council and Princes Trust, David Porter from Yorkshire Forward was unable to attend on the day but visited the centre the following day and was impressed by the development. All the organisation for the opening was undertaken by JCDT although this was a joint event between JCDT and Scarborough Borough Council which linked the capital and revenue projects

Recruitment is now underway for the Administrator position. The post is currently being advertised locally and in Whitby and Loftus job centres, if no suitable candidates come forward further advertising will be via NYFVO and the local press.

JCDT Directors and members are reminded that a proportion of the project is funded through “in kind” contributions by them towards the running of the project. As yet no “in kind” contribution has been claimed as match funding but a claim will be made in the quarter ending 30th September and all timesheets should be completed, signed and submitted as soon as possible after the end of the month.

4. Any Other Business

Discussion took place regarding the Whitby Gazette article in which the central theme had been lost and quotes included were misleading. The ‘Staites is in the top 20 most deprived wards in England’ should have

read 'Staithe is in the top 20% most deprived wards in England'. In addition the comment from Inspector Morgan was also misrepresented. After much discussion the following action point was decided upon.

ACTION: AS to draw up a letter clarifying and explaining how deprivation is currently measured. The letter will be used to neutralise any negative backlash.

Discussion ensued regarding the equal opportunities policy regarding the administrative post.

5. Date and Time of Next Meeting

Wednesday 19th October at 1430 hours

Apologies were received from RK

Venue to be confirmed

ACTION: ALL Times will be given for future agenda items and whether they are for discussion and/or decisions.