



Minutes of the meeting of the Directors of Belhaven Surf Centre Ltd held at Seapoint, Dunbar on Wednesday 13<sup>th</sup> June 2018 at 18:30

Present: Clive Christopherson (Chair); Brian Allen; Lisa Monteith; Alasdair Swan (Minutes)

Apologies: Sam Christopherson

### **Summer commitments**

It was noted that Sam is away for almost all of July. While he is away Lisa is managing the surf school and her availability will be very limited. They are both heavily committed into August. Therefore the action points from this meeting will be picked up by the other Directors.

### **Funding**

The target funds have been raised as follows –

1. Leader - £87k – agreement signed and activated
2. WREN - £37k – offer received
3. ELC Partnership - £14k - first instalment of the grant received
4. Area Partnership - £20k – grant received
5. Be Green - £5k – publicity to be arranged
6. Crystal Rigg - £2k

This provides the £165k which is the target cost for the building.

Alasdair has contributed £20k to date and Sam has contributed £11.5k, so these funds will more than cover the professional fees.

Clive has contributed £3,982.66 towards the third party contribution.

Requirement for additional funding will not be finalised until the tender responses come in. It was agreed that no further financial burden should be placed on Sam and that Alasdair will make a decision on whether to provide additional funds when we are reviewing the tender responses. (Alasdair has already agreed to provide bridging finance when and if necessary.)

Actions:

- Seek formal extension to the completion date with Leader through the LARC system

**AS**

- Meet Dawn (of Leader) at Fairfield House, Dalkeith to understand the grant claim process. **AS**
- Respond to WREN's outstanding requests **AS**
- Apply for Social Enterprise grant **AS**
- Arrange the Be Green publicity with Anouska with as many groups from the community present as possible.  
[Anouska\\_begreendunbar@btconnect.com](mailto:Anouska_begreendunbar@btconnect.com) **BA**

### **Loan repayment**

Loans will be repaid from –

1. Rental income from the upstairs rooms
2. Crowdfunding
3. Income from the use of showers
4. Any further grants... see charitable status below.

It was agreed that the third party contribution would be repaid first as it is a separate issue that is best cleared quickly.

Thereafter the loans from Alasdair and Sam will be repaid in proportion to the amounts outstanding.

### **Rental income:**

It was agreed that the rent for the upstairs office will be rented out at £250 per month (plus VAT if applicable).

Action:

- Check that this rate is appropriate for this size and type of accommodation which will be fully serviced. **BA**

The charge for the Meeting Room will vary between £7.50 and £15 per hour in accordance with clause 18 of the BSC rules and Tariffs

### **VAT:**

There has been no response from HMRC with regards to the option to tax. It would be preferable if BSC can avoid charging VAT on the rent to its tenants.

Action:

- Investigate whether a new commercial building should be zero rated in which case we may not need an "option to tax". **BA**
- Write to HMRC to clarify the position **AS**

### **Construction time-table:**

Key items and dates are highlighted below. These are target dates and can change, but gives us a course to steer toward.

**Planning application** has been registered. Approval expected in early August.

**Tender Drawings** 35 days Mon 28/05/18 Fri 13/07/18

2 Prepare drawings 6 wks Mon 28/05/18 Fri 06/07/18

3 Client sign off 1 wk Mon 09/07/18 **Fri 13/07/18**

#### **4 Building Control**

5 Building Control Drawings 3 wks Mon 28/05/18 Fri 15/06/18

6 Submit Building Warrant Application 0 days Fri 15/06/18 Fri 15/06/18

7 Approval Period 12 wks Fri 15/06/18 Thu 06/09/18

8 Building Control Approval 0 days Thu 06/09/18 **Thu 06/09/18**

#### **9 Procurement and Tendering**

10 Prepare revised tender pack 3 wks Mon 16/07/18 Fri 03/08/18

11 Issue tender pack 0 days Fri 03/08/18 **Fri 03/08/18**

12 Tender period 6 wks Mon 06/08/18 Fri 14/09/18

13 Tender return date 0 days Fri 14/09/18 **Fri 14/09/18**

14 Tender evaluations 2 wks Mon 17/09/18 Fri 28/09/18

15 Tender report 0 wks Fri 28/09/18 Fri 28/09/18

16 Appoint Contractor 0 days Fri 28/09/18 Fri **28/09/18**

Our target is to appoint a contractor at the end of August, not the end of September, but without compromising the quality of the contractor.

Action:

- Write to Kenny Telfer to suggest that some of these deadlines might usefully be tightened. **AS**
- Obtain list of possible contractors from KT and complete quality checks on these in July. **AS**

#### **Additional equipment:**

Further investment is required for:

1. Projector
2. Screen
3. Office furniture
4. Safety kit
5. VHF aerial...height and position to be determined.
6. Yoga mats
7. Fitness equipment
8. Other?

It was agreed that the specification of these requirements is best worked through with the other interested parties...The Lifesaving Club, The Wave Project, Surfers Against Sewage, The Countryside Rangers.

A meeting would be tasked with identifying and costing what is required and agreeing which body is best placed to raise finance for it.

It should also see whether the various groups can agree a strategy for the neighbouring toilet site. There is a need for more storage (The Wave Project) and another Drying Room.

The timing of the crowdfunding should take place as soon as the building contract has been placed, targeting September 2018.

Action:

- Convene a meeting before the end of September to include the above groups and Alasdair (and any other BSC Directors who wish to attend)

**BA**

**Charity status:**

It will help moving forward if Belhaven Surf Centre Ltd could be converted in to Belhaven Surf Centre SCIO.

Action:

- Investigate what would be involved in obtaining charitable status through discussions with OSCR

**AS**

**Accounts:**

The latest accounts were presented to the meeting, currently showing a healthy cash position.

The accounts are on Dropbox.

**Lowering the height of the wall:**

CC explained that various permits may be required and that ELC had realized that it could have asked Cala to do this work. It would seem to be unfair to ask BSC to pay for any permits in addition to arranging all the work and further enquiries will be made.

**CC**

The work will be undertaken by Pete in the early autumn once the building contract has been placed.

**CC**

**Website:**

CC asked for the horizon to be moved to a horizontal position on the website

**LM**

**Southern boundary of the site:**

This needs to be established clearly with ELC.

**CC**

**Lisa's move to Fife:**

Lisa asked if it was appropriate for her to remain on the Board as a Director and it was unanimously agreed that her presence strengthens the Board. Indeed her move away from Coast-to-Coast, while a major loss to that company, will be helpful in establishing the independence of the BSC Board in the community.

The meeting closed at 19:55