



Minutes of the meeting of the Directors of Belhaven Surf Centre Ltd held at Seapoint, Dunbar on Wednesday 10th October 2018 at 20:00

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

Minutes of the previous meeting

The minutes of the meeting held on 13th June were approved.

Matters arising –

The following actions remain work-in-progress:

- Meeting with Dawn at Leader at Fairfield House. **AS**
- 'Option to tax' ...no response from HMRC **AS**
- Wall permits **CC**

It was agreed that the early meeting with user groups needed to be followed up before Christmas once the building project was under way to discuss such matters as tenancy, safety and the booking system. **BA**

Project update

Funding:

The only change to the last funding update in the June minutes has been the submission of the Start-up and Seedcorn grant applications.

Milestones:

The milestone for the return of the tender submissions is 23 October and Alasdair is to meet Kenny Telfer on that date.

The end of October is the milestone for contacting Leader and Wren to confirm that the project is going ahead and with whom. It was agreed that we cannot delay this communication until the drop dead date later in November as there may be issues to discuss and resolve during November.

Key sensitivities:

The affordability of the project remains the key sensitivity.

Support from the funders remains another key to success. We will need to discuss how to present a project that is more expensive than originally planned.

It was suggested that we might approach the project in two phases with two contracts but this idea was rejected.

The time-scale for project completion will be determined by our ability to move to contract quickly.

There needs to be an understanding as to why a project that was said to be definitely deliverable for around £170k has escalated in cost so significantly. Specifications in the tender meet current building standards, but it may be possible to reduce the specification in certain areas. It was agreed that there was no scope for reducing the specified functionality of the building.

Scenario planning:

Scenario 1 – Costs come in within touching distance of £165k:

We explain to Leader and Wren that value engineering will close the gap and we can find the finance to bridge any difference and move swiftly to contract signing

Scenario 2 – Costs come in around the £200k mark:

We have face-to-face meetings with Leader and Wren to discuss how to present the project before moving to contract.

Scenario 3 – costs exceed £200k

We meet to discuss whether the project is at a No Go stage and what our alternative options might be.

Charitable status:

The advantages are all financial and could be significant.

Concerns expressed at the meeting centred around matters that apply equally to the company's current status.

Specific matters of concern will be detailed off-line to Board members. **CC**

No immediate action will be taken to change the company's status.

In due course East Lothian Council (Landlord) and HMRC will need to be consulted.

Agenda items for the next (or later) meeting:

1. C2C lease agreement
2. C2C Management services agreement
3. Cash flow projection as an operating unit.
4. Wave Project lease agreement
5. Booking system
6. Signage

Date of next meeting:

Tuesday 30 October 2018 at 18:15 at Seapoint.

Kenny Telfer will be invited to attend.

AS