



Minutes of the meeting of the Directors of Belhaven Surf Centre Ltd held on Wednesday 15 August 2019

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

Also in attendance: Veronika Horniakova; Toby Bennet (AV only)

#### **Minutes of the previous meeting**

The minutes of the meeting held on 19 June 2019 were approved.

#### **Audio visual equipment**

The video being prepared for C2C by Toby sets exactly the right tone. It is important that material from the other organisations is gathered this week so that the video can include them by the end of August, ready and working in good time before the Opening Event.

**SC**

Toby will set up a Powerpoint template around the video to enable the presentation to be kept current and relevant.

The recommendations submitted by Roy Munro will be adopted provided there is an easy solution for any user bringing either a PC or Apple device with them. Clive will visit Roy at Heriot's to review and will encourage him, if at all possible to visit the site at Belhaven

**CC**

A decision will need to be made about the holes in the walls where the speakers are currently expected to be fitted, either to fit speakers there or to fill the holes in.

#### **Signage:**

The name of the last donor will be provided to Clive

**BA**

The exact name for the Cockburnspath grant will be verified

**SC**

The format for the main sign was approved and this can now be ordered. A decision will be made as to whether the sign should be flush or standing off the wall

**CC**

**AS**

**Finance:**

The cost of the building currently stands at £239k. The final bill from P J Green and the bill for the water and drainage supplies from A G Thomson are still to arrive.

Grants received amount to £187k. Full draw down is expected from Leader and FCC Foundation

G Spratt & Co has been invited to independently examine the account of the company

Building insurance (£250k) and Owner's Liability insurance (£5m) has been arranged with Abacus/ Ageas through Coversure with effect from 19<sup>th</sup> August. The fitting of the alarm and CCTV is not a condition for this policy but we will want to do this as quickly as possible for our own security reasons.

**Building project**

Supply of mains water is still the current priority. Scottish water failed the system on Monday because of PJ Green's work inside the building. This has now been rectified but we are having to wait for another appointment from Scottish Water to allow the mains connection to be finally made. This impacts on the fitting of the air source heat pump and the showers.

Before PJG leave site it will be critical that Sam and Veronika understand how to operate the heating, the showers and the locking systems. **SC**

**Sub leases**

East Lothian Council will be asked for formal permission to enter into the sub-leases to comply with our lease conditions. **AS**

**Furniture**

Clive's proposal to take advantage of a Board table and eight chairs that he has sourced was adopted. He will now procure them, and try to delay delivery. We can almost certainly arrange to have the furniture placed in position even if PJ Green is still on site. **CC**

**Booking system:**

Work-in-progress **SC**

**Opening event**

Invitations to be informally shown round the Surf Centre on the Thursday and visit the Patagonia trailer will be sent out widely. **SC**

A more selective invitation list for the Thursday evening event will be issued **SC**

Invitations will be issued to the Friday Official Opening. **AS**

The list of invitees will be circulated to the Board. **AS**

The Board members will then add the names of others who need to be **CC**

|                                                                                                                                                                                                                                                                                        |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| invited.                                                                                                                                                                                                                                                                               | <b>BA</b><br><b>SC</b> |
| Sam will make the opening 'visionary speech', followed by a vote of thanks by Alasdair to the funders before the official opening.                                                                                                                                                     | <b>SC</b><br><b>AS</b> |
| <b>Crowdfunder:</b><br>The distribution of awards will be arranged this month                                                                                                                                                                                                          | <b>BA</b>              |
| <b>Website:</b><br>Sam will include the charitable status of the company in the website and will bring other details up to date                                                                                                                                                        | <b>SC</b>              |
| <b>Management of the Surf Centre:</b><br>The months when Coast-to-Coast are not on site were noted.<br>Access still needs to be granted to other community groups during this period and a methodology needs to be worked out. This will not include open access to the booking system | <b>AS</b>              |
| <b>Any other business:</b><br>The wi-fi hub needs to be moved to the front office at the earliest opportunity to ensure that the line is working there.<br>The best version of the officla logo will be re-circulated                                                                  | <b>SC</b><br><b>SC</b> |
| <b>Date of next meetings:</b><br>To be determined outwith the meeting                                                                                                                                                                                                                  | <b>CC</b>              |