

Minutes of the meeting of the Directors of Belhaven Surf Centre Ltd held on Wednesday 9 October 2019

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

Clive Christopherson (attended part of meeting by phone).

**Minutes of the previous meeting**

The minutes of the meeting held on 15 August 2019 were approved.

|  |  |
| --- | --- |
| **Finance** |  |
| *Lottery funding – the application has been successful and a letter of thanks has been sent to the awarding body.* |  |
|  |  |
| Pricing tariff – the proposed tariff was adopted. The published list had a couple of typographic errors which will now be corrected.  It was agreed that the minimum hire period would be one hour. | **SC** |
|  |  |
| There will be no concept of “free time”. However to avoid possible conflicts it is incumbent on C2C, the Wave Project and East Lothian Council to define their requirements well in advance so that other users may pay for and make use of the building without then being told that others have priority or learning that their activities conflict with the activities of the core tenants | **SC** |
|  |  |
| The loans outstanding at the date of the meeting amounted to £118,855. It is hoped to be able to reduce this level of indebtedness to c. £75,000 by the end of the financial year at the end of  November. This debt is unsecured and carries no interest and while it is intended to repay it as quickly as possible it is recognized that it may take a period of up to ten years to clear it. |  |
|  |  |
| **Site update** |  |
| Sam outlined the various matters that require attention. It was agreed that these would be reviewed with James Robertson to determine which were snagging matters (to be corrected at no cost by P J Green) and which matters were for internal attention. The matters raised included –   * Air circulation in the store * Epoxy paint * Showers – cables need attention * Heating control * Electricity usage * Rusting lock on the back fence * Sound issues with gaps under the doors * Lack of fridge – to be provided by C2C |  |
|  |  |
| Angus will be in this month to complete the cupboards and the shower screen |  |
|  |  |
| **Crowd funding** |  |
| Rewards |  |
|  |  |
| **Booking system** |  |
| The booking process for the Meeting Room and Education Room is working well with the use of the Google Calendar and Quickbooks invoicing. There is complete visibility of these bookings. It is important that these only go through the BSC e mail account and that potential customers are asked to provide their business name, address, e mail address and telephone number to aid billing. |  |
|  |  |
| More challenging will be the management of the changing rooms which will require the skill of the C2C staff to ensure that booked lessons start on time (through the booked changing room slot) while allowing others access to the changing room while the classes are under way. The importance of logging the requirements of the core tenants well in advance is key to success here. | **SC** |
|  |  |
| **Opening event** |  |
| *The opening event was considered to be a success by all who attended.* |  |
|  |  |
| **Charitable status** |  |
| *An application has been lodged with Scottish Water to get relief from paying water rates.* |  |
|  |  |
| **Subtenancies** |  |
| *Both sub-leases are now in place and invoices have been sent out for the first month’s rent* |  |
|  |  |
| **Management of the Surf Centre** |  |
| A clear policy needs to be drafted to show who can gain access to the building and how. Priority will be given to those activities that meet the charitable objectives of the company. Consideration will be given to activities that conflict with each other, so that activities that require peace and quiet, for example, are not planned beside activities that involve children changing for surfing.  This policy will be drafted prior to the next Users’ Meeting  It will cover –   * Child protection * Security * Avoiding conflicts between activities * Protection of the business of core tenants * Sensitivity towards neighbours * The charity’s objectives | **AS/BA** |
|  |  |
| The toilets are being used as public toilets. Signage will be introduced to make clear that this facility is for BSC members and their customers only.  What is meant by a “community building” in the context of a Surf Centre will be explained at the Users’ Meeting | **SC**  **AS/BA** |
|  |  |
| Improved signage will let people know which room is which. | **SC** |
|  |  |
| C2C staff are the only people who are allowed access to the back area |  |
|  |  |
| Permission was granted for murals to be painted on the changing room walls | **SC** |
|  |  |
| Water hog mats will be ordered for the main doors | **AS** |
|  |  |
| A key register is to be maintained showing who holds which key at any one time. This is to be transferred from a piece of paper held by Sam onto an electronic form that can be held on Dropbox | **SC** |
|  |  |
| Spare keys to the rear stores need to be recovered from P J Green | **AS** |
|  |  |
| **Signage** |  |
| *The question of users‘ signs will be a subject for the Users’ Meeting where views can be exchanged and input sought.* | **AS/BA** |
|  |  |
| **Any other competent business** |  |
| A risk assessment will be completed for the river current when it is at its peak | **SC** |
|  |  |
| The audio visual equipment will be tested to ensure that it works on Apple technology as well as on PCs | **SC** |
|  |  |
| The third TV may be moved upstairs to the meeting room to provide greater flexibility for that room |  |
|  |  |
| Improved communications will include –   * A physical calendar of events * A community board showing who uses the Centre * Social Media |  |
|  |  |
| **Date of next meeting** |  |
| *Wednesday 4th December 2019 19:00 Meeting Room* |  |