



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

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

**Minutes of the previous meeting**

The minutes of the meeting held on 9 October 2019 were approved.

**Matters arising from the previous meeting:**

The first Users' Meeting was well attended and proved to be very helpful. As a result the initial experiences have been generally very positive.

The website will be reviewed as several of the articles are now time expired CC

**Resignation:**

It was noted that Lisa Monteith resigned as a Director at the end of November. Lisa is now pursuing a successful career in Fife and her contribution to the launch of the Surf Centre project was acknowledged by all.

There is no immediate need to appoint a new Director. A Dunbar based Director who is able to provide users with access to the building could be an asset.

**Building update**

The plan is to have the showers finally working properly next week when Ross returns. It was noted that the coin boxes will face outwards towards the CCTV cameras. SC

PJ Green will be written to asking for the electrical certificate and drainage drawing once again so that BSC can get a completion certificate. AS

PJ Green repaired the doors upstairs when it was the doors downstairs that required attention, particularly the education room doors. Sam has already brought this to the attention of Phil Green.

The locks are now working but will require regular oiling.

It was decided that the floors will be painted with the bathroom version of the same epoxy paint. If PJ Green can provide the paint to BSC at cost price then BSC will provide the labour. **SC**

A bench will be made to go in front of the hall screen to protect the wall. **SC**

Some protection for the plasterboard in the changing rooms is also needed. **SC**

The store room requires improved ventilation. The current idea is to build a small dehumidifier room within the store. **SC**

**2020 roles:**

- Building services – C2C
- Social media – BA
- Grants – AS
- Financial reporting – AS
- Utility contracts – AS
- Maintenance of the building – SC
- Website – CC
- User meetings – CC/AS
- Booking chargeable rooms – AS
- Organising changing rooms – SC

Annie Beatty has applied to use the education room on New Year's Eve. A response is required and Sam has already had a conversation on this subject with Annie. **SC**

It was agreed that in accordance with the Access Policy ... access *must* not conflict with the activities of the core tenants or booked customers...no more yoga bookings will be taken until the existing customers are operating at full capacity. Other activities such as pilates, for example, will of course be encouraged.

**Resource plan**

C2C staff will be on site fully from 11 March

SC is to be away from 25 Jan to 15 Feb

AS is away for all of March

The yoga classes are covered. The challenge remains to provide access on a Friday morning. SC will cover where possible; the fall back will be AS; after that we will seek paid help. **SC**

**Finance:**

The draft year-end balance sheet was tabled. Cash resources are low but will be strengthened when the latest VAT refund is received.

It was noted that cash reserves will need to be built up to pay the PJ Green retention next September

The draft statutory accounts will be submitted for comment and approval before being sent to G Spratt & Co for independent examination

**AS**

The 2020 Budget was tabled. There is uncertainty about grant availability and about the amount of shower income that will be generated, both of which are significant figures in the budget. It was suggested that we need to plan for fundraising events in 2020 in support of the Surf Centre.

**SC/BA****Users' Meeting:**

It was agreed that May would be the most useful time to hold the next Users' Meeting as the season would have started and any teething problems will be identifiable.

**Any other business:**

There is no longer considered to be any necessity to paint the cupboard doors in the education room white.

The cardboard box on the TV could be replaced with something more tasteful.

Murals can be painted in the changing rooms

A community notice board is still required.

**CC**

Confirmation is needed that the TV can operate upstairs on Apple technology.

The boards at the back of the building pose a threat to the dividing wall. Speak to Pamela about the CCTV coverage.

**SC**

Week-end bookings should be resisted so that the major events can be planned.

**AS**

Crowdfunding prints will be procured on a self-funding model to acknowledge donors

**CC****Date of next meeting:**

Monday 30<sup>th</sup> March 7 p.m.