



**Minutes of the meeting of the Directors of Belhaven Surf Centre Ltd held on Monday 30<sup>th</sup> March 2020**

*Because of the coronavirus, this meeting was held remotely over a number of days leading up to 30 March 2020, but the matters contained therein have been agreed in writing by all four Directors.*

Directors: Clive Christopherson Brian Allen Sam Christopherson Alasdair Swan

<b>Minutes of the previous meeting:</b>	
The minutes of the meeting held on 9 December 2019 were approved and adopted.	
<b>Matters arising from the previous meeting:</b>	
• The BSC Website is now current	
• Changing room floors have been painted	
• The bench in the hall has been made	
• Fundraising events have been planned, but may be frustrated by the coronavirus crisis	
• The community noticeboard remains work-in-progress	<b>CC</b>
• Crowdfunding prints remain work-in-progress	<b>CC</b>
All other matters are on this month's agenda.	
<b>Closure of the Surf Centre:</b>	
The Surf Centre closed on 21 <sup>st</sup> March because of the Coronavirus guidance. It will re-open when the Government permits this, but the health and well-being of all users of the Surf Centre is paramount.	
<b>Finance:</b>	
The statutory accounts for the year ended 30 November 2019 have been independently examined and were signed by the Chairman. Alasdair Swan will now lodge these signed accounts with Companies House and OSCR.	<b>AS</b>
All paid bookings for dates after the closure of the Surf Centre have been refunded or credited.	

<p>It is too early to assess the ultimate cost to the charity caused by the coronavirus crisis. There is now little chance that any of the loans will be repaid this year. However there is also a real risk that the charity will be unable to pay its creditors if the surf centre closure continues through the summer. There will however be an even greater impact on our core tenants in this scenario, with knock-on risks to the charity. It was noted that there may be a need to raise further money if the surf centre closure continues for any length of time, and a grant application has been lodged with East Lothian Council for crisis relief. There may be another source of funding for immediate working capital which is being investigated.</p>	<b>AS</b>
<p><b>Proposed Management Rules and Hire Charges 2018/19 for Belhaven Surf Centre:</b></p>	
<p>An approach has been made by Dunbar Surf Life Savers Club to Norman Hampshire, enquiring why the 2019/20 hire charges did not reflect the proposed 2018/19 tariff. It was explained at the Users' Meeting held on 24 October 2019, attended by Dunbar Surf Life Savers Club, what the access policy and pricing policy for 2019/20 was to be, and the reasons for those policies. These minutes are all in the public arena on the charity's website. If the very modest charge rate, based on usage, is considered to be excessive, the matter can be raised at the next users' meeting which will take place as soon as the coronavirus guidance allows. The main reason for the change from the original vision to the current policy is the high level of debt that the charity has been left with, an amount of money that was never envisaged in 2017. The charity is complying with its lease conditions with East Lothian Council.</p>	
<p><b>Next Users' Meeting:</b></p>	
<p>This will be convened as soon as the coronavirus allows us to meet. It is expected that there will be a need to rehearse the access and pricing policies again at the meeting, but the general feed-back about the use of the building has been very positive. There have been no other issues raised for discussion.</p>	<b>BA</b>
<p><b>Brown visitor signage:</b></p>	
<p>The Transportation team of East Lothian Council has reviewed its Tourism Signposting Policy, and confirmed that ELC can provide a brown tourist sign which can be implemented on an existing lamppost at the crossroads on Belhaven Road/Shore Road, and possibly at the Beltonford roundabout.</p> <p>Before ELC can do this, BSC will need to join VisitScotland's Quality Assurance Scheme to receive an official grading. You can find more information about this at <a href="https://www.visitscotland.org/supporting-your-business/quality-customer-experience/quality-assurance-ratings">https://www.visitscotland.org/supporting-your-business/quality-customer-experience/quality-assurance-ratings</a></p> <p>The contact at Visit Scotland is Helene Sinclair email <a href="mailto:helene.sinclair@visitscotland.com">helene.sinclair@visitscotland.com</a> / Tel: 01750 723802 who can help with the process. She will now be approached.</p>	<b>AS</b>

Once BSC receives VisitScotland grading, ELC can then provide BSC with a proposal & costings.	
<b>P J Green</b>	
A written request for the information needed to get the completion certificate for the Surf centre will be once again sent to PJG	<b>AS</b>
PJG will be asked to quote for a second water tank and for on/off controls for the showers. Users are consuming the hot water at too fast a rate, which will be not good for those following them for a shower, and will also lead to a loss of income for BSC.	<b>AS</b>
<b>Belhaven Surf Centre Improvement programme</b>	
We will seek grant funding for the following improvement programme -	
<ol style="list-style-type: none"> <li>1. Additional water tank – see PJ Green minute above</li> <li>2. Simpler shower controls – see PJ Green minute above</li> <li>3. Dehumidifier</li> <li>4. Security fence – discuss design with Ian Hamilton, and get quote from Angus.</li> <li>5. Bench for alcove off plaza</li> <li>6. Cost of brown visitor sign</li> <li>7. Cover for main TV</li> <li>8. Specialist surfboards for top performers</li> </ol>	<b>SC</b>       <b>AS</b>
<b>Access policy review</b>	
<p>Sally Harris has written in to say that she runs courses for both Groundswell and the surf club which are complicated and require a great deal of preparation. With the changing ocean environment, sometimes decisions and changes to the structure of the sessions need to be made on the day or even at a moment's notice.</p> <p>Groundswell is a safe space for women and it requires Sally to be organised, calm and relaxed. To be in this state for the Groundswell sessions and for the surf safety education she has to be well prepared, organised and early. Ideally she needs to access the building more regularly to plan how to use the space well or check over equipment such as the trainer AED and the iManikins in advance to make sure they are charged and she is on top of her own practice as a facilitator, not scrabbling to get everything working and in order on the day of the session.</p> <p>She is doing all of this work in the Surf Centre in amongst a busy life of paid and non-paid work and it is at varying times that she can access the building to do the preparation that is needed to deliver the courses effectively.</p> <p>To make her volunteering and community work easier, less stressful and more effective she has asked for a personal key for the building.</p>	

<p>There was a discussion on the current access policy in connection with the above.</p> <p>The Directors of BSC have always had a duty of care to ensure that the security of the tenants' offices must be maintained at all times because of the sensitivity of the information regarding vulnerable individuals that are contained therein.</p> <p>Access to the building on an unplanned basis must also not affect those groups who have pre-booked the surf centre. It will be unacceptable for people to wander into the building when sessions are under way.</p> <p>Access is therefore best organised during working hours by contacting Coast-to Coast in the normal way. Out of hours access should be an exception. Additional setting up time should not be excessive, ought to be pre-planned, and be conducted within the period of time for which any rooms are booked and paid for.</p> <p>For insurance and security reasons no permanent keys will be issued other than to the tenants of the building and the Directors of BSC.</p> <p>Further thought will be given to the specific request made by Sally Harris and a letter will be sent to her as promised.</p>	<b>AS</b>
<p><b>Resilience:</b>  The Surf Centre has already been faced with beach pollution and the coronavirus this year. It was agreed that consideration should be given (taking the views of Ian Hamilton into account, so that a joint plan might be developed) as to how the Surf Centre might be best protected from a "once in 20 years" storm.</p>	<b>SC</b>
<p><b>Date of next meeting:</b>  Monday 25<sup>th</sup> May 19:00</p>	