

BOARD MINUTES



Board Date 21st November 2016

Board Time: 5.00pm to 6.30pm

Present: Ian Pope (IP), Keith Siseman (KS), Alan Bowlas (AB), Bernard Shaw (BS), Ross Weddle (RW)
from item 3

In Attendance: Julien Lake (JL), Ian Guthrie (IG) and Ann Short(AS) as an observer

Apologies for absence

There were no apologies for absence.

1 Minutes of the Meeting held on 19th September 2016

The minutes of the meeting held on 19th September 2016 were approved and signed as a true record. The only matter raised was on the apprentice and AB asked how she was settling in. JL advised that she had settled in well to the team and was doing a wide variety of duties. She was now becoming used to many tasks and proving a very useful member of staff. AB suggested that updates on her progress should be given at future meetings.

2 Finance and Budget

IG Issued a report on the current year's budget income and expenditure to 31st October compared with the actual figures to the same date. Overall this showed there was a surplus of £16,570 compared with a budget forecast surplus of £13,220. There were no particular points to highlight on this comparison but IG did advise that the Turbine income which is due in November will be less than that included in the current year budget. This would be explained in more detail in the discussion on the three year budget from 2017.

IG issued two reports for the 2017 to 2019 budget. The first was a summary including the relative figures and the logic behind the figures. The second report gave textual support to the figures and highlighted matters which he felt were important for the Board to consider. This second report stressed the importance of the budget setting process for the Trust and the necessity of a review mechanism during the course of the year. The principal item highlighted was the level of turbine income. IG advised that when the first payment for the current year was paid in May there was a delay in receipt of FIT payments which meant the payment was considerably smaller than had been anticipated. This would be reflected in the payment due this month for the second instalment. Advice has now been received that £74k would be paid this month and whilst this meant that the total income for the year was £114k he had expected a larger payment. This payment of £114k is allocated £91k to the Trust unrestricted fund and £23k to the CoRE Legacy Fund. Discussions are ongoing with Baxendales our partners in the project to drill down to the detail in the calculation so that we can get a clear picture of what income we can reasonably expect in future years. These discussions will now be much more meaningful when we have two full years of actual receipts/payments. On the basis of the figures forecast by Baxendales it is proposed that income of £76k for the 2017 year be included in the Budget.

IG also highlighted that the Here For You service is fully funded until the early Autumn of 2017 and, in the event of no new funding, would be an issue to consider later in the year. There is a high level of confidence that funding will be found as the service is well respected and meeting targets set by the DWP as part of its Flexible support monies. The issue however is highlighted and will be reported during 2017 as part of the budget review process.

The first report was noted and the budget proposed for 2017, 2018 and 2019 was approved by the Board subject to formal review during the course of the year.

3 College Project

JL produced a report to update members on discussions he is having with Northumberland College regarding a potential development of a site in the town. He highlighted the two sites being considered and the respective arguments for and against the development of one of them. JL advised that information has been supplied to the College and a response is awaited from them. There was a wide ranging debate and it was felt that, providing the terms are right, it was potentially a very good project for the Trust to be involved with. In his report JL gave an outline of the next stages he thought would need to be considered based on the response from the College and it was emphasised that the crucial point was some form of heads of agreement between the College and ourselves.

Whilst no immediate action was necessary it was agreed that should a potential project be considered for pursuit, and it was necessary to move this forward before the next meeting, a special meeting would be called to consider the proposal (Note RW Joined the meeting at this stage)

4 Chief Executives Report

JL updated the Board on the following issues

- The turbine income figures were discussed as part of the budget item on the agenda
- The Trust's new website was not yet live but would be tomorrow
- The idea of a car club was still being considered but there was a considerable amount of evaluation required before a decision on whether the project was viable
- There is a meeting of the Barracks Group on 1st December and the Group still aspire to produce a report before Christmas
- There is still no further news from NCC as to their intentions regarding the management of the Children's Centre Nursery
- Repairs to the front of the William Elder Building are underway and should be finished around the end of the month. There are some issues regarding leakages in the Conference Room roof which are being investigated. AS explained that historically this has been a problem
- Staff are contacting NCC with potential sites in regard to their empty homes programme and are also exploring opportunities of funding to improve and upgrade domestic properties via the Homes and Communities Agency funding
- There is expected to be a positive response to the application to DCLG for the creation of a Coastal Communities Team in Berwick. An official announcement is imminent
- Pension payments have begun for all staff from November payroll

- The Brown Bear pub is to re-open shortly. The Trust have provided some support and advice to the group who are leading the redevelopment but not invested any cash into the venture
- The Harbour Commission have successfully passed to the second round of applications for the Coastal Community Fund for a £2m pound project to repair the jetty. The Trust, through Carol Geere, continue to provide support and advice to the Commission to assist them with their application

5 Any Other Business

IG advised that following the resignation of Tracey Gillies from the Board it was necessary to have a replacement authorised signatory at the bank. It was agreed that Keith Siseman would take on that role making the authorised signatories for cheques etc. Ian Pope, Alan Bowlas, Ross Weddle, Julien Lake and Keith Siseman. The five named individuals, apart from Julien Lake, were also to be authorised for the purpose of the epayments system. For both systems any two of the authorised signatories were required to sign/authorise any transactions.

AB suggested that it should be considered to provide name badges for members.

There were no further matters arising and the meeting closed at 6-30pm.