

BOARD MINUTES



Board Date 20th November 2017

Board Time: 5.00pm to 6.55pm

Present: Jan Casson (JC) Ian Pope (IP) Ross
Weddle (RW) John Fisher (JF) Ann Short
(AS) Monica Burns(MB)

In Attendance: Julien Lake (JL), Ian Guthrie (IG)

Apologies for absence

There were apologies from Alan Bowlas for his absence.

1 Minutes of the Meeting held on 18th September 2017

The minutes of the meeting held on 18th September 2017 were approved and signed as a true record. It was noted that it was agreed at the last meeting that there should be an action list on the minutes but this had not been included. This would be remedied for the minutes of this meeting. JL indicated that Tony Reed Jones who had attended the previous meeting as an observer with a view to potentially being considered as a Trustee and as Treasurer had decided that it was not appropriate for him to join the Board at this time. He however continued to be very involved as a volunteer for the Trust and would perhaps consider joining the Board at a future date.

2 Potential Sale of the Wind Turbine

This content has been withheld

3 Finance and Budget

IG produced the regular report showing the income/expenditure to 31st October 2017 compared with the profiled budget to the same date. The income was very similar to the budget but IG indicated that there had been around £24k more income from the turbine for the six months to the end of September received in November and the year end income would therefore substantially exceed the budget. The expenditure was generally in line with the budget apart from a substantial underspend on Project

Developments. This was due to the timing of completion of professional work on the Old Brewery and was anticipated to be regularised by the year end. The report was noted.

IG also produced a report and associated figures with a draft budget for 2018 and indicative budget figures for 2019 and 2020. He highlighted in the report the uncertainty around three major areas ie the turbine income, the Here For You Project and the Old Brewery Project. The draft budget included income for the turbine at the current year's budget level but this could change depending upon any decision which may ultimately be taken on the format of the Trust's future involvement. On the Here For You Project there is uncertainty around the level of income for the project and the figures shown are a worst case scenario. Funding sources continue to be explored and DWP funding may be a possibility. A meeting is being arranged between DWP staff and the Trust to advise that we will no longer take referrals from them with a view to bringing to a head the current unsatisfactory position. This may result in DWP having to review their procedures as to how they support their clients and could result in the re-instatement of a formal, paid, arrangement. The other issue is the Old Brewery Project where there has been provision included to cover professional fees. However if the project proceeds as hoped it will be necessary to create a capital budget and decisions on the impact this will have on the revenue budget will have to be taken. There is therefore a great deal of uncertainty around the figures and formal reviews need to be carried out during the year with the first one planned for the March 2018 Board Meeting. The draft budget was approved.

4 Brewery/College Project

JL issued a report to update Trustees on this Project. He advised that a full team of Architects and supporting professionals were now in place and a planning consultant had been engaged to assist with the planning application process. Positive discussions are continuing with the College on a proposed lease and there appears to be a good commitment by the College. Detailed costings and a timeline for the Project are not yet available but it is hoped that details will be available for the next Board meeting. As mentioned in the discussion on the budget if the project proceeds a capital budget will need to be established to control all income/expenditure.

JL highlighted that discussions were ongoing with Crawford's Joinery about the respective use/ownership of certain areas of the premises and that the Architect had

views on how this may be accommodated. No decisions have been made but this will be explored as part of the development.

The report was noted.

5 Chief Executive Officers Report

JL issued a report to update Trustees on the following points

- The Barracks project continues to be active and a number of meetings are planned to develop an interpretation strategy for the museum which will help in the application for HLF money
- The Supporting Families contract continues to work well but some doubts are being expressed as to whether it will continue beyond 31st March 2018
- The Trust have now completed their remit in the Quayside Moorings project and it remains to be seen how it will now move forward.
- The Coastal Community Team have scheduled a tourism conference in the Town Hall on 5th December. The development of the CCT has been complicated by the involvement of various bodies and their respective understanding of their role in the project and the added complication of the development of a Berwick Regeneration Commission. It is hoped that a meeting with the Regeneration Commission can be held to clarify matters.
- The Here For You project was unsuccessful in it's application for funding from the Virgin Money North East Fund but there remains optimism that funding from DWP or some other source will be forthcoming.

6 Any Other Business

IG advised that as IP no longer resided in the town it was not particularly convenient to have him as a cheque signatory. It was agreed by the meeting that he be replaced by Ann Short meaning that the authorised signatories on the Trust account would be Julien Lake, Keith Siseman, Ross Weddell, Alan Bowlas and Ann Short. The authorised signatories for the Epayments system would be the persons named above but excluding Julien Lake.

The next schedule meeting of the Board would be on Monday 8th January at 6–00 pm but there would provisionally be either a meeting or a telephone debate on Tuesday 19th December at 5–00pm for any update on the Turbine offer.

There being no further business the meeting closed at 6-55pm.