**Minutes of Meeting**

**Thursday June 4th 2020**

*Meeting opened at 19:03*

**1 Attendees** – T Larsen, P Thornton, K Watson, R Larsen *(Quorum achieved)*

***Apologies*** *– R Harries*

**2 Action Point Update**

*deferred*

**3 Minutes of Last Meeting**

*deferred*

**4 Matters Arising from Minutes Of Last Meeting**

*deferred*

**5 Chairman’s’ Report**

The progress and work on Pier towers was covered in the email circulated on May 29th 2020. The aim is still to open the towers on June 15th, with a restricted number of stalls (one inside and one outside each tower) to maintain social distancing. The required Insurance begins on June 6th. It is planned to have the Coastal display in the North Tower, and one stall in the South. The Coastal erosion map is ready to collect, but there is some issue with timings. Assistance will be required to erect. The frame has been constructed. The Natural Birds display is ready (each approx. A3 size) – to decide on full display, or to cut out. There are twenty eight pictures showing Coastal erosion, which now need suitable captions. Banners have arrived, which can be used outside the towers dependent on wind conditions. The flat screen TV’s will be used to display local weather, and tide times, currently aa manual upload until a Wi-fi link can be arranged. These will be interspersed with the stock of images showing Withernsea and the Pier (as are on the boards at Teddy’s old site) utilising a USB port

**6 Secretary’s Report**

Work has started on the required H&S statement and policy, currently a draft, and certain sections can be deleted as not being applicable (Food preparation, hot drinks etc) as consumables available from the Towers will be pre-packed. A risk assessment form has been downloaded.

Work carrying on with a letter to send to Businesses asking for sponsorship – though the wording is a minefield

Piers which currently operate under a Charity status have been looked at, to see how their objects and models reflect and apply to charitable models

**7 Treasurer’s Report**

The accounts to date were circulated on Monday June 1st 2020, and due to the current situation do not show much advance, with the exception of the grant from Yorkshire Bid of £3879, a capital grant, recorded in deferred income funds.

The WPPA needs to consider registering for VAT, though this could mean a reduction in income on each sale, including VAT, the WPPA should be able to claim back VAT on the cost of the build.

It is advised the WPPA opt to tax the land and building (platform). VAT registration will need to start at the same time as renting stalls, so there is a need to register the WPPA from 1/6/2020.

It was put to the meeting that *“The WPPA opt to tax the land and building (platform)”* – **Unanimously agreed**

**AP RL** to register the WPPA for VAT

Regarding plaques, the need to increase the price (to include VAT) was discussed, but it was agreed to leave the prices as they are at present.

**8 Fundraising Report**

As the grant received from Yorkshire Bid covered the full cost of items for opening the Towers, the WPPA will contact Love Your High Street regarding the offer of funds from them for some of the same items. However,

**AP** following a press release from them, **PT** to approach and enquire for assistance in covering lost income for the period Easter (original planned opening) to date

**9 Charity Status**

Ongoing – part of the Business plan. Investigative work covered in Secretary’s Report

**10 Pier Towers**

Ongoing. Update covered in Chairman’s Report

Note – the WPPA is still paying the overheads on the Pier buildings

**11 News and Media Report**

deferred

**12 Links With Other Groups**

deferred

**13 A.O.B.**

RH offered to cover the difference if the TV screens are more than the grant

KW to investigate sourcing TV screens (not immediately time-critical)

PT volunteered to help TL for assistance with displays etc

PR unable to commit to WPPA at this moment, but willing to appraise documents

The number of volunteers is noted to be thin on the ground, with those participating being stretched, however it is hoped with the opening of Pier Towers, this may increase the number, having something “real” happening

It was suggested that (for the foreseeable future) meetings be conducted via Zoom, with intermediate calls to catch up and progress on items (such as the Business Plan)

Time limit of 45 minutes advised on Zoom calls, but it is possible that this may be extended if used during “out of office hours” – i.e. evenings

**14 Next Meeting**

To be advised

*Meeting closed at 1953*

**Action Point Review**

***Colour code – Action Point Owner***

**DEdwards GHolmes TLarsen KWatson RHarries RLarsen PRead PThornton M&D Fairclough**

20190708b **PT** Set up B Gas meeting

20191204 **RL** To use WPPA email account *see 20200302* Done

0200102b **PT** Contact KCom re possible sponsors

20200106c **KW** Application to Tesco Bags For Help deferred

20200110 **PT** Contact K Young – gig/fundraiser

20200208b **MF/DF** Alma Fundraisers

20200208c **RH** Follow up Structural Engineer lead Done

20200208e **ALL** Recruit three new members each

20200210c **TL** Purchase of A3 maps Done

20200210e **TL** Approach Larry Malkin

20200302 **TL** Link RL WPPA to Outlook

20200305a **RL** To chase up Hendersons

20200305b **KW** Draft Agenda for AGM deferred

20200306a **KW** Chase up References Done

20200306b **TL** Chase up Linda Clark (ntlHeritage)

20200306c **KW** Save expenses as Excel 97 doc Done

20200308a **KW** Review/Amend Funding Source List Done

20200308b **PR** Structure Meeting 22/4/2020

20200311a **PT** Draft Heartbeat article

20200311b **TL** Send PR to PT Done

20200312 **KW** Lions Letter Done

20200607 **RL** To register the WPPA for Vat purposes

20200308 **PT** Contact “Love Your High Street”