**Minutes of Meeting**

**Thursday 6th February 2020**

*Meeting opened at 19:00*

**1 Attendees** – T Larsen, D Fairclough, R Harries, D Edwards, G Holmes, M Fairclough, R Larsen, P Read, K Watson

 ***Apologies*** *– P Thornton*

**2 Action Point Update**

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

20191006 **TL** Seek references from tenders one received

20191204 **TL/RL** To use WPPA email account *TL * RL still issues

20191209b **RH** Provide TL with required sponsors logos *completed*

20200102a **TL** Circulate draft RDPE EOI submission *completed*

20200102b **PT** Contact KCom re possible sponsors ongoing

*20120106b* ***TL*** *Submit Planning Permission Completed*

*20200106c* ***KW*** *Application to Tesco Bags For Help see Secretary’s Report*

20201006d **RL** To contact Withernsea Harriers ongoin*g*

*20200110* ***PT*** *Contact Wendy Completed*

*20020111* ***KW*** *Draft Press Release Completed by TL*

*20020111* ***KW*** *Liaise with RBL regarding displays Completed*

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

**3 Minutes of Last Meeting**

Noted that the Secretary omitted to insert the meeting date - rectified

 *Accepted*

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

None

**5 Chairman’s’ Report**

The Chairman thanked the C0ommittee for all their hard work and efforts in the past four years to get where we are at this point in time. To date, we have just passed 2000 hours of time put in by the committee and volunteers, a lot of work which is not visible to the general public

The WPPA had received the Grant offer from the Withernsea Big Local, and the press release which followed this has generated more interest in the project, with people joining

**6 Secretary’s Report**

Tesco’s Bag Of Help. The application for funds for anything on the Pier Towers requires the WPPA to have agreed planning consent, which means we cannot yet apply. We could apply for items for the Viewing Platform (Benches etc) but the conditions require the spend within twelve months of allocation, which at this time we cannot guarantee. The application will therefore be held until we are in a position to comply with the terms

National Lottery Heritage Fund – currently redrafting an application to this source

**7 Treasurer’s Report**

 The monthly accounts, circulated by email, were discussed.

The annual accounts were then circulated, discussed, and it was pointed out that we would be due a refund from HM Tax Office. The annual accounts were approved to be presented at the AGM.

A list of “Deferred Income” sources was provided, showing that should the project fail, a large portion of monies could be refunded to source

**8 Fundraising Report**

**AP** The RDPE EOI is due for submission on the 14th of this month. **TL/PR** to meet and tweak

Open Mic night recommences 13/2/2020

**AP** Possible event(s) planned at the Alma, (Sundays?), fundraisers, **MF/DF** to liaise

 Park Resorts – a positive meeting with the new managers, possible increase in member numbers

**AP** Shores Centre – contact made with a retired Structural Engineer. **RH** to follow up

Bobbi Winzor – previously worked in industry, willing to work on contacting corporate businesses re possible

**AP** funding/sponsorship. **TL/RH** to advise

**AP** Committee Members to try and recruit three new members each

Solos event at Willerby, second week in March

**9** **Charity Status**

**AP TL** or **PT** to send work to hand to PR for assessment/comments

**10 Pier Towers**

The Lease has now been received. ERYC will not deal with the WPPA, only a solicitor, and it has to go through Land registry. A quote has been received from Williamsons, £500 plus VAT, plus £43 disbursements. The Committee approved that we go ahead with this.

The Planning Application is on the ERYC Portal. Comments from WTC, Environmental Health, Public Protection have no objections. One objection lodged, from a resident, on the impact on shops in the town

Insurances A quote has been received for Public Liability Insurance, with cover of 5 (five) million pounds, at a cost of £647 per annum. The ERYC Insurance Rent (as per the lease) to be paid is an additional £64.20 per annum. This at least gives us a starting point for annual running costs (plus utilities)

Pier Towers Opening RH gave us an overview of the planned activities over the Easter weekend form 10th – 13th April, to include various activities with Active Withernsea around the Valley gardens, Pier Towers and Beach, fossil hunt, Easter Egg Hunt, a bucket dash around Pier Hotel/Boatshed/RoseyLea/Castle Café, Fit mums activities, Withernsea Harriers, a possible Circus Skills Workshop, Bikers Event at Castle Café, Withernsea Ladies Choir, musical artists booked, Beacon to be lit, as well as the fountains turned on and illuminated. All to be firmed up, with a leaflet programme produced, plus advertising the event via Local Press and Social Media.

**AP RL** to arrange purchase of six (6) additional collection buckets

“LoveYourHighStreet” has been approached, match-funding could be possible through the postcode lottery

A vote of thanks was noted for all the work being put in by R Harries and P Thornton

It was noted that the Smile foundation have a facility for video/photographic capture of Community Events such as this, and should be approached

Stall Hire Agreement – a draft was circulated by TL, for comments and amendments by the committee, with the rental discussed, provisionally Summer £10 daily, Autumn/Spring/Winter reduced, with a discounted price for Weekly rental. A proviso was added for a charge for Electrical power for appliances if needed

Display It was noted that we will require three to four boards for display. A copy of suggested displays was presented to the meeting. Due to the time constraints, these may need to be produced sooner than we can apply for funding to cover costs, so we may have to pay for some of these from funds. As such, the display of Lost Towns was approved, with costs to be borne by the WPPA

On the issue of funding applications, it was agreed that a spreadsheet needs to be produced, showing sources of funds available, which have been applied for, and who is dealing with any “live” applications, in order to reduce the risk of duplication.

**AP PR** to forward ntlcommunitygrant link to RH

A copy of Lost Towns of the Yorkshire Coast was presented. The cost of £87 to purchase 1000 in A3 format

**AP** was approved, these to be sold by the WPPA in the Pier Towers. **TL** to order

**AP RH** to approach Precious Prints for pricing of merchandise items (T shirts, baseball caps, mugs etc)

**AP TL** to approach Larry Malkin for cartoon/caricaturised image

The WPPA will need to review how to staff Pier Towers long-term/seasonally. A project manager post, possibly shared with another group/community association, for the daily running of Pier Towers. Jayne Nendick may be able to assist with scoping this

Three (3) stalls have now been constructed by TL for the Towers

**AP TL** to add cctv cameras and alarm system to Pier capital equipment bid

**11 News and Media Report**

Following the Press Release after the cheque presentation, articles appeared in the Holderness Gazette (a big thanks to Nicki, as it was on Deadline day) and the Yorkshire Post. TL had a short interview with Andy Comfort on Radio Humberside, Pier towers was mentioned on Look North, and Channel 4 had been in touch.

Article on the NPS Facebook Page, and also the NPS weekly update of 31/01/2020

**12 Links With Other Groups**

EYMS project (bathing huts) needing a repaint to smarten up. TL had spoken with Mrs Keith, of the Arts Club

**AP** at WHS with a view to the students being involved, possibly around Easter, after the Exam period. **KW** to notify and liaise with Nicki at the Gazette, Pr and community involvement for the WPPA and WHS

 KW to try and visit with John Bridger (Hunstanton) in the next three weeks

**11 A.O.B.**

 DE explained the Xmas lights for 2020, and a wish to project onto Pier Towers (temporary display)

 GH thanked RH for all his efforts

 It was noted we should have a formal link with the Lighthouse regarding Tourism and promotion

**12 Next Meeting** *March 5th 2020, 19:00, 2 High Brighton Street, Withernsea*

*Meeting closed at 21:20*

**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

20200102b **PT** Contact KCom re possible sponsors

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

20201006d **RL** To contact Withernsea Harriers

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

20200208a **PR/TL** Tweak RDPE EOI submission

20200208b **MF/DF** Alma Fundraisers

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

20200208d **TL**/**RH** Liaise with BW on corporate fundraising

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

20200210a **RL** Purchase of six collection buckets

20200210b **PR** Forward ntl link to RH

20200210c **TL** Purchase of A3 maps

20200210d **RH** Approach Precious Prints

20200210e **TL** Approach Larry Malkin

20200210f **TL** Add cctv equipment/alarms to bids

20200212 **KW** Approach Nikki (Gazette) repaint