**Minutes of Meeting**

**Thursday March 5th 2020**

*Meeting opened at 19:05*

**1 Attendees** – T Larsen, R Larsen, P Thornton, G Holmes, P Read, K Watson

***Apologies*** *– R Harries, Debbie Fairclough, Mark Fairclough*

**2 Action Point Update**

20190708b **PT** Set up B Gas meeting *In progress, contacted, response received*

**AP** 20191204 **RL** To use WPPA email account ***TL*** *to link to Outlook*

20200102b **PT** Contact KCom re possible sponsors *Not accepted. To reapply?*

20200106c **KW** Application to Tesco Bags For Help *Awaiting Planning Permission*

20201006d **RL** To contact Withernsea Harriers *Discarded*

20200110 **PT** Contact Wendy *W Graves, meeting re Easter. W Dunn no response*

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

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

20200208b **MF/DF** Alma Fundraisers *ongoing*

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

20200208d **TL**/**RH** Liaise with BW, corporate fundraising *Limited as to what can be done for us fundraising.*

 *Contact made, ongoing, will sift TAP avenues*

20200208e **ALL** Recruit three new members each *Ongoing - Gifts for birthdays/Xmas?*

20200210a **RL** Purchase of six collection buckets *Completed. Noted that Boatshed require small.*

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

20200210c **TL** Purchase of A3 maps *“Aged” too dark, go with Original print*

20200210d **RH** Approach Precious Prints *Meetings held regarding Merchandise. Flyers for*

 *Easter, to run Stall in Tower. Crew T shirts Easter?*

20200210e **TL** Approach Larry Malkin *Ongoing*

20200212 KW Approach Nikki (Gazette) repaint *Completed*

**3 Minutes of Last Meeting**

Accepted

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

None raised

**5 Chairman’s’ Report**

a) Pier Towers. The Lease agreement has been signed, and sent to the solicitors acting on our behalf, where it was noted that there is no Break Clause. Responsible for the full 99 years

b)Planning. It was discovered K Abba (*our last contact name*) has moved on, D Allen is now in position. After no response to a number of emails, a reply was received 5/3/2020, stating a draft report was to be presented to ERYC meeting. TL referred back to an email from K Abba 2019, which stated “….as discussed, to commence with use, unlikely ERYC will take action if used before permission granted”

**AP** c) Insurance. Quotation received from Kenneth, still awaiting Henderson’s. **RL** to chase up

**AP** d) AGM. Meridian booked for April 2nd 2020, after considering cost options. **KW** to draft Agenda

e) Exhibition Space. An illustration was presented on the proposed use of the north tower, with displays, and positioning. Flat screen above door way, windows will not be impeded to full height. Discussed and approved to go ahead with necessary spend due to the (limited) time constraints on the opening

**6 Secretary’s Report**

 Thank you letter sent to Cr Wash for Donation

 UK Industrial references followed up, telephoned, contact with Mumbles, no written replies received (SAE sent)

**AP** to date **KW** to chase up

**AP** National Lottery Heritage EOI drafted, amended **TL** to chase Linda Clark

 Apologies for lack of time, other commitments (*Accepted*)

**AP** Issues with Expense form. **KW** to save as Excel 97 doc

**7 Treasurer’s Report**

 Report circulated and discussed

 Query if donation and Membership from MP received before month end – *received after. TL thanked MP*

 BigLocal request for Easter donation of £500 to be identified as BL in accounts – *noted*

**8 Fundraising Report**

Collection Buckets – RL has a list of Buckets and locations. We need to ensure these are numbered

Possible Sponsors have approached, regarding the advertising spaces on the Viewing Platform above the beach steps (Wsea Sands, Roberts mobility). Future revenue Generation

It was noted that consent needs to be given before naming Members on Social Media. Use initials only

 Funding Applications

 Postcode lottery EOI submitted 4/2/2020. No response to date

 RDPE EOI submitted. Advised response will be middle of May

 Yorkshire Bid. Submitted amended form. Awaiting decisions

 Love your high Street. Submitted

**AP** Excel list of funding sources circulated. **KW** to draft with amounts/application/timescale windows

PR explained the Power To Change criteria for funding requirements and objectives for Community Hubs. The WPPA Business plan needs to reflect up-to-date policies and structures. PR to set out an outline plan of key

**AP** points the WPPA requires to be in place, going forward. **Note** – Meeting to be held **14:00 22/04/2020** to discuss

**9 Charity Status**

Ongoing – part of the Business plan

**10 Pier Towers**

A report was given regarding the meeting on March 3rd 2020, set up for all groups involved in the Easter Weekend with the ERYC Foreshores. It was noted that Foreshores did NOT attend. A diagram was presented to show a number of the events/stalls/locations, with the projected activities outlined. Fifty Easter Eggs have been donated for the Easter Egg Hunt

Outlets for the Easter Flyers were discussed – include Hull Library, History Centre, ERYC?

A cut off date for financing supplies for the Towers/Easter Weekend was agreed – March 15th 2020

GH queried if we had a contingency regarding Public Gathering and the Coronavirus situation.

**11 News and Media Report**

**AP** Holderness Heartbeat will put in the recent Press Release into the next edition. **PT** to draft / condense into 175

**AP** worded article. Note deadline 11/03/2020. **TL** to resend original to PT

**12 Links With Other Groups**

**AP** Letter received from Lions, who would like to purchase bench for the Towers. **KW** to reply with thanks

 Noted that the NPS AGM is at Southsea in June (circulated in NPS magazine)

**13 A.O.B.**

 Nothing raised

**12 Next Meeting**

 Note that the next meeting will be the **WPPA Annual General Meeting**

This will be held

at The Meridian Centre

on April 2nd 2020 19:00

*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 *see 20200302*

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

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

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

20200208b **MF/DF** Alma Fundraisers

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

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

20200210c **TL** Purchase of A3 maps

20200210e **TL** Approach Larry Malkin

20200302 **TL** Link RL WPPA to Outlook

20200305a **RL** To chase up Hendersons

20200305b **KW** Draft Agenda for A|GM

20200306a **KW** Chase up References

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

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

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

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

20200311a **PT** Draft H Heartbeat article

20200311b **TL** Send PR to PT

20200312 **KW** Lions Letter