**Minutes of Zoom Meeting**

**Thursday November 5th 2020**

*Meeting opened at 19:05*

**1 Attendees** – T Larsen, P Thornton, R Harries, R Larsen, K Watson

***Apologies*** *– H Heely*

**2 Action Point Update**

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

**AP KW** to contact and ask to review membership

20200802a **PT** Contact name in B Gas *deferred to the Fundraising Committee*

20200802b **PT** KCom Corporate Sponsorship contact *ditto*

20200806a **KW** PennyPress Machines *Moved to longstanding*

20201005d **PT** Sourcing Solar Panels, costs, grants available *ongoing*

20201005f Repaint Market Carts and fix/replace wheels *(Handyman?) Person contacted*

20201005g **TL** Update displays (slide show and video) for TV’s

20201005h Make Picture Gallery and other displays in South Tower *Possible contact*

20201005j Open up Mini Towers *Moved to longstanding*

**3 Minutes of Last Meeting**

Item 12 – T1 replaced with TL

 Minutes accepted

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

None raised

**5 Chairman’s’ Report**

The Chairman had spoken to UK Industrial Services, the tender winner, and there was a window available to possibly start work in March, due to a cancellation. There would be an eight week pre-manufacture window, and to assemble machinery and personnel. Work *could* be completed by the Summer season. They will send over a full schedule of works, and payment schedule. A site meeting has been proposed, and also a meeting with the architects (A Wood) sometime in mid-December. We need to consider how the grants received will be paid out

**AP KW** to contact MMO and review required actions that will need to be in place

**6 Secretary’s Report**

A communication was received by the Chairman from the Withernsea Lighthouse objecting to a phrase in the July newsletter where we stated we were acting as a Tourist Information Centre, as they are the official TIC. A

**AP** draft reply has been drawn up. This was approved to be sent by **KW**. It was noted that footfall in the Pier Towers over the past month had reached 500 persons.

 Other items covered in other sections

**7 Treasurer’s Report**

 The financial statements had been circulated, and were presented and explained.

The situation regarding Business Rates was explained, and the need to have the Platform as an extension/part of the Pier Towers/Promenade

**AP** It was noted that we need one contact person within ERYC. **TL** to speak with LH

As part of the current Lockdown in place, there may a possibility we could apply for a grant for businesses affected, and RL will follow this and apply if possible.

**8 Fundraising Report**

£100 has been received from the new owners of the Filling Station on Hollym Road.

New members have been signed up, and the auctions are steadily raising funds

**AP** Collection buckets – three have been deployed/allocated. Castle Café cash yet to be counted - **TL** to contact

An email has been received from a couple moving to the area, who have experience in fundraising and wish to

**AP** offer their help. **KW** to contact, and forward details on to **PT**

 **9 Charity Status**

After a meeting between PT, RL, TL and Pippa from the Humber Business Forum, where it was decided we would take the path to be a Charitable Company (80% Business Rate relief, no Corporation Tax, Gift Aid available, though two (2) sets of accounts need to be filed (the usual plus one to the Charity Commission). The current directors will become Trustees. There is a Trustees Handbook (70pp) and/or a video available to explain the roles and responsibilities of Trustees. Limiting the box-ticking on the application will assist, though it does not prevent us from doing other things we feel may be desirable objectives. Regeneration and Heritage were decided upon.

**10 Pier Towers**

It was noted that despite the Pandemic, and the Towers not opening till June 15th, they had been a great success, measured by footfall and sales, with many thanks to the volunteers who assisted. It was proposed we keep contact with them via a Christmas Card, and the work done by RH in arranging cover was noted. This year has been a learning curve, and we will need better planning for next year, with special attention to key holders, due to the pressure on the current Directors.

**AP** The Towers will need to be emptied of contents (Saturday,7th,10:00) Boxes will be needed. **KW** to assist **RL**.

RL will advertise items on Facebook page and arrange “Click&Collect” – especially dated items. KW noted the contents insurance will need to be in place when the Towers do reopen and WPPA items are back in place. To be arranged with other Insurance renewals.

**11 News and Media Report**

 Two recent items published in the Gazette (copies circulated via email by TL)

An article will appear in the Withernsea Community News every issue – through the closed season these will highlight the other projects involving the WPPA as well as “Pier” updates

General press release required for National papers, highlighting achievements and the (cash) shortfall in order

**AP** to possibly generate further donations – and mention the aim to possibly begin work March 2021 **KW** to draft

**12 Links With Other Groups**

 Lighthouse – already covered

**AP** No reply from John (Hunstanton) **KW** to contact. No word received from BBC Radio 4 programme progress

**13 Policies**

These had been circulated via email for perusal and amendments. Thanks were given for their production. All

**KW** Policies were approved. **KW** to append signature, convert to pdf and upload to Beecan site

**14 A.O.B.**

Thanks were given to all members, past and present, of the Steering Group for the work put in over the past four years to be on the threshold of the next step in seeing the Viewing Platform come to fruition

**15 Next Meeting**

December 3rd 2020 – 19:00 *The possibility of a physical meeting to be explored, it will be the end of the current lockdown, or it may need to be a digital Zoom meeting again*

*Meeting closed at 20:48*

**Action Point Review**

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

**Action Point Owner Item**

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20201102 **KW** Contact MF/DF re continued involvement

20201105 **KW** Contact MMO on next steps and processes/notifications

20201106 **KW** Send approved response to Withernsea Lighthouse

20201107 **TL** Speak to LH regarding an ERYC contact point

20201108a **TL** Contact Castle Café re collection bucket

20201108b **KW** Respond to Mr and Mrs Robinson re offer of fundraising

20201108c **KW** Forward Robinson contact details to PT

20201110 **KW/RL** Empty contents of Pier Towers 7/11/2020 10:00

20201111 **KW** Draft Press Release for the general media

20201112 **KW** Recontact Hunstanton group

20201105 **KW** Sign and convert Policies to pdfs, post onto Beecan site