

NORTH BERWICK HARBOUR TRUST ASSOCIATION

FINANCE TEAM MEETING, TUESDAY APRIL 25 2006

Present: Ron Robson Finance Team
Alison Hall Finance Team
Ian Wilson Finance Team
Hazel Smith Finance Team

Apologies: Geoff Boyle Finance Team

Circulation: All above, plus NBHTA website

All actions due by the date of the next meeting unless specified otherwise.

1. Team Responsibilities.

Alison has volunteered to act as Treasurer for NBHTA and will be added to the list of signatories for the Association bank account with Gerry Hughes, Derek Braid, and Geoff Boyle. 2 from 4 to sign

The team does not see the need to make internal appointments (eg Chairperson) at the moment. Minute taking will rotate around the group, and Ian volunteered to minute this first meeting

2. Team Remit

The Finance Team will take responsibility for the creation of sound financial governance and controls for NBHTA. The development and communication of these controls to the full NBHTA and all sub-teams will be the immediate focus of the team. Further activity will include:-

- Consideration of the financial viability of a harbour trust. What income and expenditure can be expected, and what actions can be taken to close any negative variance?
- Coordination of requests for capital expenditure. There will almost certainly be requirements for professional fees (eg Legal and Surveyors) to be funded.

Action: Ron will pass copies of the DoT document on governance for harbour boards to all members of the team

Action: Ron will produce a 1 page summary proposing appropriate financial controls and governance for NBHTA, including the remit of the Finance team

3. Information Gathering

In order to begin our assessment of the financial viability of a harbour trust, we need to gather intelligence. In particular, we want to get a better understanding of:

Current income
Current expenditure
Potential income
Projected and potential costs.

Action: Ron will speak to Gerry Hughes to identify a contact at ELC who can provide income and expenditure figures for the harbour – and also for the harbour at Dunbar prior to the formation of the harbour trust there.

All Finance Team members present will “buddy” with a member of the Research team to

- Ensure that the requirements of the Finance team are being picked up in their investigations
- Find out what they have learned so far

Ron	will buddy with	Ken Burchill
Ian	will buddy with	Gary Lawson
Alison	will buddy with	Ted Hill
Hazel	will buddy with	Jane McMinn

Action: Finance team members will arrange to join other NBHTA sub teams at their meetings to present the financial governance and controls proposals, and to explain what the Finance team can do to help and support the other teams.

This action carries forward to the next Finance team meeting

Next meeting Tuesday 23rd May, 7.30pm in the Sail Loft at ELYC

Ian Wilson
26/04/06