

**NORTH BERWICK HARBOUR TRUST ASSOCIATION**  
**Wednesday 29 August 2007 @ 7.30pm, Council Chambers,**  
**North Berwick**  
**Minutes**

**Present:**

Gerry Hughes	Chairman
Jackie Tagg	Secretary
Stewart Auld	
Derek Braid	
Colin Cumming	
Alison Hall	
Jane McMinn	
Jim Sandison	
Cameron Small	
Bruce Todd	

**Apologies:**

Ken Burchell  
John Hookway  
Gary Lawson  
David Lombard  
Benjie Pearson  
David Reid

**Circulation:** As above plus NBHTA Web Site ([www.nbharbour.org.uk](http://www.nbharbour.org.uk)) and NB Library

**1. Apologies**

**2. Minutes of meeting of 20 June 2007 and matters arising**

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As yet there has not been a meeting with ELC and SSC. **Bruce will follow this up.**  
H&S and Fabric reports still not produced by ELC.

As a result of a letter from the Harbour Residents to NBHTA, ELC had also been asked to look at Fishermen's Store concerning storage of volatile substances. ELYC has been asked to respond regarding its storage area in the Granary.

Galloway's Pier – still waiting for report. **Gerry to follow up the outstanding reports.**

John had suggested that we put small glass checks on the pier fractures to measure movement. **Agreed John to action.**

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Harbour Master telephone number – **ELC to be pressed by Bruce.**

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Mooring applications/policy. The Harbour Management Team are looking at the existing management rules to take in to account joint ownership, tariff rates and other things not covered in the past. The aim is to complete by mid September.

First Aid kit now in the harbour office.

Engineering work has been done – bar the fracture on a ladder. Welding on a clack valve at sea gate queried by Ken but Gerry felt functional.

Clack valve on sea wall not working as a boulder has got lodged. Gerry to follow up with ELC.

SEPA – oil spills seem to have ceased.

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CCTV – Harbour Master and Benjie have had meeting with Tom Brock Chief Executive of the Scottish Seabird Centre [SSC] to discuss locations of CCTV cameras. The meeting agreed that the NBHTA should drive this project. Gerry had spoken to Pat Burton of Community Council. ELC have suggested that there is no available funding at present. The Community Council is looking at self funding with a target date for installation by Spring 2008.

Cheques – Alison to ensure that 2 signatures are needed for cheques over £50

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Jane and Gerry met with the ELYC Commodore prior to the recent topper event. ELYC contributed £300 for topper launching fees. Another £60 was contributed for other launches. This is the first time that fees have been levied and it is a step forward.

Commercial RIBs are now allowed in the harbour to load and disembark passengers, provided they do not obstruct other users and a charge has been agreed and paid by Gary Higgins owner of Island Hopper.

The principle has been agreed that people using the harbour will be charged and that the Harbour Master will control the harbour.

**Minutes Agreed: Proposed – Bruce Todd  
Seconded – Derek Braid**

### **3. ELC Feedback [Bruce Todd]**

Since last full meeting there have been 2 meetings with ELC.

02/07/07 – Brenda Torry and Helen Bruce [ELC] met with Bruce Todd and Alison Hall [NBHTA] to discuss administration matters. All data bases and documents were shared. ELC will hold the masters until 31 December then NBHTA will take over data bases. It was also agreed that from 31 March 2008 NBHTA will be responsible for sending out fee letters.

30/07/07 – the regular monthly meeting to discuss joint management activity. Money has been coming in to ELC for harbour fees and this has been paid to NBHTA.

Power has still not been provided in the harbour office. The cost of this comes out of Tom Shearer's budget but he has put a hold on this item pending Murray Hutchison's report [to assess monies needed]. This is now urgent and Helen will press Tom on his return from holiday.

There was discussion about why ELC had not tackled the provision of heating of the office before. It seems that ELC has never really looked at this.

It was agreed that the ELC would consider any reasonable proposals by the NBHTA for changes in harbour rules.

ELC are looking at costs of Fabric Report recommendations alongside the H&S report. Murray Hutchison will now produce a combined report.

Copies of all leases on all properties have been provided to NBHTA. £6828 has been collected on rents. This money would come to us once we are a full trust but not prior to this.

Concern was raised about the delays by the ELC on the items in the fabric report. It was recognised that some work has been done: tripping hazards removed, lighting improved but other items are awaiting Murray Hutchison's report

The best lever for change is H&S. **Gerry and Bruce will continue to press.**

Cameron described the problems with the electrics in the pump house that he rents. He wrote to ELC about the danger a year ago but no action had been taken.

NBHTA had asked for the test certificates for the crane. These had not been forthcoming so NBHTA had advised ELC that the crane would not be operated by the Harbour Master until these certificates are available.

Next meeting with ELC is scheduled for 12/09/07

#### **4. Report back from Harbour Management Team (Gerry Hughes)**

Gerry had sent out a report to all NBHTA members prior as pre reading. This report was referred to.

The dinghy park gravel is slowly being moved but it is an enormous task. It was acknowledged that the Harbour Master had been making an impact but it was an impossible task for one person.

A group of volunteers would tackle this on 9 and 16 September between 10-12.00. As many people as possible are urged to help. **Gerry would organise a skip and arrange via Derek for an email to get volunteers from ELYC.**

ELC have sent out reminder letters to people who have not paid harbour moorings and dinghy parking fees. These were due in May. John Hookway had done some excellent work in producing a data base of boats in the dinghy park. From this the Harbour Management team had been able to send out 19 letters to people in spaces who did not have one allocated. As there are now extra spaces all people on the waiting list and those currently in the park without a space can be accommodated.

Alison has had feedback saying there is a noticeable difference in the harbour area. It is much cleaner and tidier. Other people also had positive comments.

#### **5. Finance and Controls [Alison Hall]**

Alison had sent out as pre reading a financial report for the quarter ending August 2007. It was noted that the money collected from moorings and dinghy parking will be passed over to the NBHTA at the end of August.

Currently the cash in bank amounts to £6260. About £12000 for moorings should be forthcoming in early September.

Also due to be paid are launching cash receipts to date [£1743] plus £100 sundry income from commercial RIB using harbour.

It is accepted that at present the income is not enough for maintenance of the harbour in its present state. This is why the NBHTA is pressing for the fabric report to be addressed. When we become a full Trust, ELC will also be paying us a grant for Harbour Master's pay and will also fund other items e.g. insurance costs

Alison had also arranged the purchase of a lap top, mouse, and software. This will be used for all aspects of administration of the NBHTA. The NBHTA had 20% discount from Dell and a printer has also been donated by Wolfson.

An account has been set up with Turnbills. The Harbour Master will not now have to lay out money personally.

The next step is for a meeting with ELC Finance. Copies of our accounts have to be produced every 3 months.

Alison suggested that we should be VAT registered. **She would produce a pros and cons briefing.**

#### **6. Legal Issues [David Reid]**

David was unfortunately not in attendance. **However Gerry and Bruce will liaise with David and produce a report for next meeting.**

#### **7. Projects**

The Project List had been sent out prior to the meeting. This is updated by Bruce and covers short term and long term projects. It was noted that various tools are being purchased for use by the Harbour Master.

Gerry suggested we should be looking at the wall between the harbour and the old swimming pool [with walk way on top]. **John Hookway would be asked to look at drawing up a proposal.**

Colin raised the hose down facility being a problem because of water gathering. Colin suggested that the car park needs to be marked out differently. However it was felt that it would be better to get an improvement to the hose down facility. **Harbour Management team to have a look at alternatives.**

Derek suggested that we also look at other projects for harbour users e.g. pontoons on outside of wall for temporary tying up. We now need to look at costings etc and publish these to help improve the NBHTA profile.

#### **8. Review of Schedule of Actions (Bruce Todd)**

All items were reviewed. **Bruce to update.**

It was agreed that £100 a month would be made available for the HM Team in first instance [until January] for day to day costs.

#### **9. A.O.B.**

The NBHTA web site needs to be reviewed. It currently does not really describe the harbour as such. Derek and David L would sit down to look at revamping the site. Input has already been received from Jackie. Any other input would be welcomed.

Jane advised that she would donate the shirts for the Harbour Master and Gerry reported that Pegasus had donated the thermals.

#### **10. Date of Next Meeting**

**25 September 2007 7.30 p.m Council Chambers North Berwick**