

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairperson: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes

Monday 10th October 2016

Council Chambers

Present:

Jane McMinn (JMCM; Chair)
Colin Aston (CA)

Sandy Knox (SK)
Donald Wright (DW)
Bill Roberts (BR: Minutes)

1. Welcome

JMCM extended a welcome to the members.

2. Apologies

Apologies were received from Charlie Marshall (CM) Isabel Anderson (IA) Stewart Auld (SA) David Farmer (DGF) and Brian Anderson (BA).

3. Minutes of Meeting of 12th September 2016

JMCM read through the minutes of the previous meeting.

Declaration of Interest:

Some members have still to return their forms – SA, JMCM, BR. BR has written to these members to remind them.

Lobster Container

The container was removed by S Pearson on Tuesday 27th September. An invoice for part-year rent and electricity charges has been sent to M Pearson.

Galloway's Pier Update

CA has written to ELC (Dave Northcott) (5th October 2016) requesting the removal of an additional 30cm depth of red hardcore from the south side berth. This should return the seabed to near its pre-works level.

The channels cut into the surface to prevent puddling are working and ELC have been advised.

Grab handles at the top of the access ladders have not been fitted.

The minutes were approved by CM and seconded by CA

4. Safety Incident Reports

There were no recorded incidents.

5. Declaration of Interest

No changes to members' declarations of interest were made. No declarations of interest were made with respect to items on the agenda or items likely to be discussed.

6. Finance

Our administration assistant has been unable to produce quarterly management accounts in time for this meeting. Accounts will be presented at the October meeting.

The process to update account signatories is to be started. The number and structure bank accounts will be reviewed.

The database which holds records of moorings, dinghy spaces, leases for storage units, and waiting lists is to be check and cleansed in readiness for end of year accounts and next year's invoicing.

Letters have been sent to commercial operators to request passenger manifest returns so that the "per head" invoicing can be issued.

7. HEO

BR has written to ELC (Ian Forrest) requesting an update on progress of the Harbour Management Rules (with ELC) and the HEO (with Transport Scotland).

8. Next Phase of Development

The engineering report on the condition of the changing room block at the east end of the Esplanade has been passed to our architect for comment. The meeting noted that the report focussed on the condition of the property but did not specify how to address the deficiencies.

Action: JMCM will meet with architect to discuss options. CA will pass to the report to a third party for comment.

9. North Wall Update

BR has still to agree a date for inspection of the wall with Steve Wood.

Action: BR to contact Steve Wood

10. Safety Management System

DW has passed our SMS documentation to John Hawley for comment.

Action: DW to gather feedback

Michael Avril (RNLI) may have been made redundant and his role dispersed throughout a new RNLI structure. DW will proceed with proposals for signage using the RNLI guide.

11. Funding

Coastal Community Fund – the meeting noted the decision to not pursue this application. The actual costs for the project were not fully developed and it was thought unlikely the fund would invest in another North Berwick project at this time.

FLAG – the application has been submitted and the outcome should be known within six weeks.

Community Partnership – the second tranche of £5k should be received during October.

North Berwick Golf Club – an application for £1.5k has been submitted.

Historic Environment Scotland – progress awaiting North Harbour Wall inspection.

Viridor – BR hosted a visit from Simon Catford and Michael Cunningham. The project is complete and ELC Planning has to be advised.

Action: BR to advise ELC Planning

JMCM met with ELC Planning on 27th September 2016 (Head of Planning and the Duty Officer) to discuss the beach hut initiative. Planning permission will need to be granted for all sites which may be used to locate huts. Several bodies will need to be consulted (some through the Planning process) – SEPA; Historic Environment Scotland; Scottish National Heritage; ELC Transport Dept. The application will need to detail all the potential uses.

Action: JMCM to organise a list of potential uses

12. AOCB

The Association would like to continue ELC's policy of not entering new contracts/agreements with current debtors. All invoicing will need to carry clear terms of credit to support this.

13. Date of Next Meeting

The next meeting will be held on Monday 14th November 2016 at 7.30pm in North Berwick Council Chambers.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

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