

**NORTH BERWICK HARBOUR TRUST ASSOCIATION**

**FILE NOTE**

**19.30hrs – 24 August 2015**

**Full Trust Meeting – North Berwick Council Chambers**

Present: G Hughes (Chairman)  
I Anderson  
J McMinn  
D Fortune (Treasurer)  
Y Darling (Admin/Bookkeeper)  
C Aston  
D Wright  
B Todd

1. **Apologies**

B Robertson, E Reeder, S Auld and J McCarter.

2. **Minutes of Last Meeting**

Signage – Fishermen’s Store sign is up. Invoice not paid yet. The invoice for the Viridor sign has been paid.

Commercial Boat Owners – GH drafted a letter of comfort which was read out at the meeting for approval. Some changes need to be made to show that increases in fees will be spread over all harbour users.

FBTS – The boats have now been moved from Anchor Green.

Beach Wheelchair Project – The organisers of the project have asked to attend the next HMT. GH will arrange this.

Safety – JMCM received a document regarding safety of large ports. JMCM will look through this to check if any of the regulations are relevant to NBHTA.

Leases – To be covered later by BT.

West Passage – The Harbour Master needs to raise the matter of clearing the West Passage with Martin .....

Crane – We are waiting for Jim Linch to send the latest Test Certificate to us.

**Proposer JMCM  
Seconded BT**

### 3. Finance

A copy of the budget and half year accounts were handed out at the meeting. GH went through the P&L figures. The accounts show a healthy surplus, but GH reminded the members that our income is season and since most of the fees have now been received, the end of year figures will show a slightly different picture. The Balance Sheet was also discussed.

GH advised that we expect to incur more professional fees over the next few months. DF reminded us that there will always be annual accountancy fees for Whitelaw Wells.

The members agreed that it would be useful to look at the accounts on a quarterly basis and perhaps look at variances from budget.

No figure has been added for the council grant, but we expect this could be in the region of £9k. BT advised that at the moment, we will just receive a grant equal to the Harbour Master's salary. When we become an HEO this grant should be made up of the Harbour Master's salary and insurance. (GH has already approached ELC regarding the difference between the HM's salary and £28k).

JMcM asked about project finance. YD explained that we have 2 project accounts (called Project 1 and Project 2). They are both deposit accounts and have not been earmarked for any specific project. The funds come to approximately £22k and have not been touched.

GH reminded YD that we should transfer 20% of the harbour fees into one of the project accounts.

Turning to another matter, GH advised the members that a cheque for £159,600 had been received from Viridor to cover the first invoice for the Sea Defence project. BT will send the cheque to Andersons. A plaque was enclosed with the cheque which will be placed on site. BT advised the members that Viridor are happy with what we have done so far in terms of claiming/drawing down funds and submitting by set dates.

DF discussed how we should deal with this third party cheque from Viridor. This can either be put through the accounts with the wall added to the balance sheet as an asset or simply added as a note to the accounts. The matter will be put to Whitelaw Wells in order that they can make a decision.

### 4. HEO

ELC are not prepared to pay any more legal fees as they have paid enough and do not have any more funds available. BR was going to go back to ELC to discuss this.

DF advised he plans to meet Paul Ingram who is the Treasurer of Dunbar Harbour, to discuss their set up and how it works.

A debate took place as to what the next steps should be. JMcM advised she will meet with BR to list stage by stage what still needs to be done. It was also agreed that it may be best

for us to stick with our current legal representative (Gregg Honeyman) as he is fully versed with our situation and where we need to be.

5. **Sea Defence Project**

BT advised we made our first drawdown of £169,600. The task is 75% complete and we expect the job to be finished by mid-September 2015.

The handrail is on an 18 week delivery. We could get this sooner if we pick a different design or material. However, the members agreed that we should wait 18 weeks in order to obtain a railing that matches what is already in place.

Anderson will be asked to price up the task of blocking up a corner of the dinghy park and putting in a non-return valve. A quotation will also be requested for painting the wall. A discussion also took place as to whether we should go back to Viridor to see if they will cover the cost of repairing the small leak due to the significant damage it can cause.

BT is going on holiday on Saturday 29<sup>th</sup> August. However, we have full planning permission to cover the rest of the job.

6. **Fringe By The Sea**

This was a success because it was managed well. ELC Safety expert, Jim Linch, was also happy that the event run smoothly. The only issue was the litter left at the end. YD advised an invoice for £700 will now be issued.

GH asked DW to note what went well and what problems were experienced. This will help us plan for 2016.

7. **HMT Update**

The next meeting will take place on 11<sup>th</sup> September 2015 at 16.00 hrs.

8. **Succession Planning**

IA confirmed we need to place an advert in the local papers to invite applicants for the vacant positions. We need to follow a sound recruitment process. However, we need to be clear as to what the positions are that are vacant and produce a clear job description. We should also consider whether our current structure is suitable.

9. **AOCB**

- a) BT gave an update on his meeting with ELC (F Syme), at which WR was present. ELC are to rectify crane electric faults. There was also a discussion on the need to have appropriate electrical contractors on board to operate within a controlled manner our legal testing responsibilities plus any emergency call out works. The preferred contractor was Cable Com and it was agreed that BT would instruct them to carry out work at our cost on certification that needed immediate action. A short note is to be prepared for our next meeting on working out a contract with Cable Com.  
Action BT/GH/JMcM

- b) SSC to be invited to our next meeting re presentation of their expansion plans.  
Action GH.
- c) Lease review and responsibilities to be produced. Action JMcM/GH
- d) Weekly alarm test to be carried out and recorded by HM. Action GH

10. **Date of Next Meeting**

The next meeting will be held on Monday 5<sup>th</sup> October 2015 at 19.30 hrs in the Town Chambers.