

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Tuesday 25 September 2007 @ 7.30pm, Council Chambers,  
North Berwick

## Minutes

### Present:

Gerry Hughes            Chairman  
Jackie Tagg             Secretary  
Stewart Auld  
Derek Braid  
Colin Cumming [part]  
Alison Hall  
David Lombard  
Jane McMinn  
David Reid  
Jim Sandison  
Bruce Todd

### Apologies:

Ken Burchell  
John Hookway  
Gary Lawson  
Benjie Pearson  
Cameron Small

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

Documents circulated prior to the meeting and referred to at the meeting:

1. Harbour Management Team Report
2. Anomalies in the occupation of mooring/dinghy park bays
3. Dinghy Park Update
4. Conditions relating to the allocation and use of mooring/dinghy parking bays [proposal]
5. Applications Principles for a mooring/dinghy parking bay [proposal]
6. Accounts
7. Harbour Charges (proposal)

### 1. Apologies

Noted

### 2. Minutes of meeting of 29 August 2007 and matters arising

ELC have asked the Harbour Master to inform users of the fishermen's store that unbanded fuel must not be kept in the store for health and safety reasons. **Action required by end of October 2007 – Harbour Master.**

ELC have not made any progress with regard to a report on Galloways Pier and other Fabric issued raised in the NBHTA report and the NBHTA have had no information. **John H will carry out glass checks to measure any movement on the pier where the crane is located.** There are major concerns about the Harbour Master's office. ELC has still to arrange for heating and lighting and also to transfer the telephone to office. Helen Bruce

from the ELC should be arranging these items. There is major concern about the lack of heat and this will be discussed in a meeting with ELC on 10 October.

Clack valve – a digger is to be arranged

CCTV camera – Gerry has commented on a quote for CCTV for the Harbour area [obtained by SSC]. It is proposed to be funded by ELYC, SSC, ELC, and Carrousel Owner. The Community Council will provide funding for the High Street only. Gerry read out his comments on the specification. He had some concerns and believed a higher spec. would be better depending on extra cost. The cost would be apportioned equally apart from the carousel owner who would pay a lesser amount.

**Gerry to give feedback to SSC suggesting quotes are obtained from other contractors and to a higher spec.**

Dinghy park now been cleared of several tonnes of gravel. Thanks to all and to Wendy Hughes for providing the much needed refreshments.

Amendment – Item 7 It was the Action List that had been sent out **prior** to the meeting, not the Project List.

**Minutes Agreed: Proposed – Jane McMinn  
Seconded – Stewart Auld**

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

David R still has not been able to speak to ELC solicitor. He has a further meeting with legal Council on 27 September when he expects a firm view on whether a Ltd Company remains an option. **David will produce a draft trust deed by the next meeting.**

David's view is still that we should investigate the options of forming a Trust or a company limited by guarantee. It was agreed that the term Trust would be a more comfortable for more people. There was a lengthy discussion about protecting the 'trustees' in the unlikely event of difficulties.

NBHTA would be meeting with Dunbar [Chairman and Secretary] to look at a number of issues including the legals on 12 October. Dunbar Harbour operates as a limited company but is named a trust.

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

The NBHTA now has a lap top and printer. **Alison is arranging for this to be set up.** We do need to purchase an external hard drive when we go live in January for back up purposes.

Alison has also had the offer of help from someone with expertise in managing databases and mailmerges.

The Quick books accounting package will be used.

Alison and Jane would be meeting with ELC Finance and Helen Bruce on 27 September. Alison had circulated a list of issues/questions for others to add to. Alison will also be handing over a copy of the NBHTA accounts, as required in our Management agreement. Jackie would be meeting Brenda Torry on 9 October to look at database management.

ELC will give NBHTA a grant based on what they believe they spend running the harbour. **Alison and Jane to quantify the amount that we need to run the harbour in terms of admin. etc.**

The accounts were discussed. **Alison to ask for specific dates for the transfer of funds from ELC.**

Alison proposed changing the account from the Bank of Scotland to the Royal Bank of Scotland as a better service [available on line] is provided for a treasurers account. **Agreed and Alison to arrange.**

## **5. Dinghy Park**

John Hookway's report was discussed. Gerry outlined the back ground of ELYC free of charge bays [generally used for training young people]. He suggested that there should be a 50 % discounted charge for the 8 bays currently occupied. A phasing was discussed to get them up to full amount of payment. It was agreed that the ELYC did bring a great deal of people to the town and contribute to the community.

No decision was reached and this will be postponed until **Gerry discusses the issues with the Commodore.**

ELYC launching fees – a large number of toppers and lasers are kept in the ELYC own store [around 16]. Launching fees would come to hundreds of pounds a year and more than paying for bays. These toppers are all used for training purposes. It was agreed that a nominal fee for launching all the boats would be appropriate. **Gerry to discuss with Commodore.**

Safety boats were discussed and it was agreed that launching should be free of charge or fully discounted.

After discussion it was agreed that £1500 should be spent to meet the costs of upgrading the dinghy park as proposed in J Hookway's report.

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

Item not covered due to time constraints.

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

Gerry had circulated a report prior to the meeting.

A group of Chinese visitors had asked to have a tour of the harbour on 21 October. ELYC had kindly offered to allow these visitors to use facilities for post visit hospitality.

A formal process for annual leave application and recording for the Harbour Master has been introduced.

## **8. Projects**

An updated projects list had been circulated by Bruce prior to the meeting.

1. Pontoons – **Gerry had been looking at options for pontoons to be installed externally to the harbour..** A supplier would be visiting to look at beach mounted pontoons which would also help with disabled access.

**Bruce reported that he would be looking [with Derek] at past proposals for internal pontoons.** He had been in touch with Amble Marina for information on their solutions. He would also research funding options.

2. NBHTA had written to the Director for the Environment ELC asking for a meeting to look at planning for the elevated walk way area. **John Hookway pursuing.**

**3. Jim Sandison agreed to look at options for a new wash down area.**

4. Bruce had been looking at traffic management issues. There were still some issues about the NBHTA area of control. These will be discussed with Tom Shearer ELC on 10 October. However the access road will remain an ELC adopted road. **Bruce will produce some deliberations for the group early in the New Year.**

5. Cameron is going to relinquish his rental of the old pump house in October. The NBHTA would then propose to make this a workshop for the use of the Harbour Master and other harbour users. There are a number of things that need upgrading. **Stewart and Bruce will list the issues for the ELC to make good.** ELC are already aware of the dangerous state of the pump house. It was hoped that all these issues would be sorted out with ELC on 10 October 2007.

6. Refurbishment of ex swimming pool accommodation. As item 2.

7. Harbour crane – no movement on this issue – awaiting action from ELC.

8. Harbour Master's Office – quotes had been requested for work that is needed to make area secure and provide lockable cabinets. Estimate a £1000  
Action now urgent for heating and lighting [and the telephone] – as previously mentioned.  
**Gerry will press ELC.**

11. Galloway's Pier – no further information at present. It is still undecided if NBHTA will take on this area because of the problems.

### **3. Review of Schedule of Actions [Bruce Todd]**

Documents circulated prior to meeting:

Anomalies in the occupation of mooring/dinghy park bays

Conditions relating to the allocation and use of mooring/dinghy parking bays [proposal]

Applications Principles for a mooring/dinghy parking bay [proposal]

Harbour Charges [proposal]

Bruce outlined the work that the Harbour Management Team had done in trying to bring the rules and tariffs more equitable.

The meeting looked at all the documents and there was a lengthy discussion. It became apparent that there was not enough time to discuss fully the concerns of everyone. **So it was agreed that issues/comments/concerns should be sent to Harbour Management Team [via Bruce and copied to Jackie and Derek] and these will be circulated prior to the next meeting and discussed fully.**

### **4. A.O.B.**

Jackie raised a question on behalf of Kenny Burchell – he had asked if he could be given winter hard standing for his boat as he was uneasy about leaving it the water as the booms are inoperable.

It was agreed that that the principle is that people with moorings can request hard standing via the Harbour Master and this will be granted as long as there is space and it can be safely positioned.

**5. Date of Next Meeting**

30 October 2007 7.30 pm