

NORTH BERWICK HARBOUR TRUST ASSOCIATION

**Tuesday 27 November 2007 @ 7.30pm, Council Chambers,
North Berwick
Minutes**

Present:

Gerry Hughes	Chairman
Jackie Tagg	Secretary
Stewart Auld	
Derek Braid	
Colin Cumming	
Alison Hall	
John Hookway	
David Lumbard	
David Reid	

Apologies:

Ken Burchell
Jane McMinn
Jim Sandison
Cameron Small
Bruce Todd

Circulation: As above plus NBHTA Web Site (www.nbharbour.org.uk), NB Library and Harbour Master

1. Apologies

Noted

2. Minutes of meeting of 30 October 2007 and matters arising

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Fuel tanks have been emptied and the sites and type for new tank agreed
CCTV – Gerry had spoken to Tom Brock [SSC] he reported that the ELC are now considering installing CCTV in all East Lothian towns.

Page 2

A new hosing down would be too costly. The NBHTA are now pricing a gully at the existing site.

Page 3

NBHTA had presented the documents pertaining to harbour rules etc to Helen Bruce from ELC. These documents were discussed at the last NBHTA meeting and proposed changes agreed. Helen will present them to the Council for feedback and agreement.

Gerry has spoken to all Commercial Boat owners and Fishermen (except one who he had been unable to contact) about the proposed revisions to the mooring rules and harbour fees. All had agreed in principle.

Minutes agreed

Proposed – David Lumbard Seconded – Colin Cumming

3. Legal Issues [David Reid]

A summary of how a trust would operate was circulated to the meeting by David. This was discussed in detail. David used the Revision Order for the Dunbar Trust as the basis for his summary.

David's recommendation is that all 16 current NBHTA members go forward as Trustees. This new Trust would be held in abeyance until the NB Harbour Revision [transfer] order comes in to being. The NBHTA would continue to operate as at present until the order comes in to being. Then 8 Trustees would immediately resign and advertisements would be placed for 4 new Trustees to be appointed. This would bring the number of Trustees to 12 going forward.

After discussion the meeting agreed that the proposals outlined be accepted and arrangements made to sign the Trust Deed in the presence of an independent witness. It was agreed that this would be done at the next meeting, 12 December 2007 7.30 Council Chambers. Followed by drinks.

David's document should be referred to for more detail.

4. Finance and Controls [Alison Hall]

Monthly finance document circulated. This was discussed. Reconciliation will be done with ELC in December to ensure we receive all monies due. Total income for year was expected to be around £18.5 k [against £17.2 k and £17.8 k for the previous 2 years].

Winter moorings have made about £600.

Main expenditure last month has been for Harbour Master's Office – new door, window, safety glass.

Agreed we will operate a financial year of April to March.

There will be an external audit of our figures along with ELC at the end of March 2008. There are a number of options about who could do the audit. **Alison to get a price from: KPMG, Lyle Crawford, Dunbar Harbour Trust Accountant and another personal contact.**

Alison will revise the layout of the monthly document to make it easier to understand.

ELC will also provide an outstanding debtors schedule.

Community Banking [Bank of Scotland] account recommended by Alison as it has a higher rate of interest. Alison reported that there seemed to be no downsides to the account.

Agreed and Alison to arrange.

OSCR [Office of the Scottish Charity Register] reports and information are available from Alison. **Alison will look at pros and cons to advise the NBHTA.**

5. Report back from Harbour Management Team (Gerry Hughes)

Copy circulated prior to the meeting. Discussed in detail.

Item 2 - Colin flagged up that he owned 50% of Burragep, however, this was not recorded in the ELC records

Item 3 – David L. reported that ELYC had some concerns about launching fees which had been agreed. This will be discussed at their next committee meeting on 10 December. It was emphasised that there was no concern about the way the NBHTA had approached the discussions.

6. A.O.B.

Financial processes – John Hookway queried the sign off procedure for items ordered **Gerry to ensure a process drawn up.**

Project - railings, balustrades around harbour and promenade area etc. John Hookway outlined the changes in buildings processes. No advice is now available from the Council and it is not going to be straight forward to produce the detailed plans required. There will need to be meetings with Historic Scotland etc. John suggested that we need detailed costs to ensure that NBHTA could afford such projects. It was accepted that this project was longer term and at this stage no timescale could be defined.

Colin mentioned the poor condition of the wooden gate next to the ELYC building. Gerry hoped that this would be replaced/repared in the spring. **Stewart to look at options.**

A thank you e mail had been received from Cameron Small, in his capacity as Chair of Commercial Boat Owners Association, for the help and consideration given to the siting of the fuel tank.

7. Date of Next Meeting

12 December 2007 7.30 for signing of the Trust Document. Followed by drinks.

Please note that all NBHTA members must be present to sign the document. If you are unable to attend please advise Jackie Tagg so other arrangements can be made.

**Jackie Tagg
28 November 2007**