

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairman: Gerry Hughes

Secretary: Bill Roberts

Treasurer: David Fortune

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## Full Meeting – Minutes

Monday 20 July 2105 at 7.30pm

### Council Chambers

#### Present:

Gerry Hughes Chair

Stewart Auld

Isabel Anderson

David Fortune (part meeting)

Yvonne Darling (part meeting)

Jane McMinn

Donald Wright

Bruce Todd

Colin Aston

Bill Roberts (Minutes)

#### 1. Apologies

GH welcomed all to the meeting.

#### 2. Minutes of Meeting of 1<sup>st</sup> June 2015

GH read through the minutes of the previous meeting.

The kayaks hire business up and running.

A copy of the electrical wiring diagram of the dinghy park and store area will be passed to JMcM

**Action: BT to send diagram to JMcM**

The HMT have decided to undertake the erection of the new railings during October when the site is quieter. The creation of the roped-off area at the entrance to Sula's steps was done with the approval of the HMT.

SSC were unable to attend this meeting to present their proposals for expansion. They would be delighted to attend on another date.

A meeting with the commercial boat operators has taken place.

The wet suit hire business has been offered space.

The (ELC) Management Rules will be renewed next year; DW is continuing to work on these.

ITEC works on the new wash-down facility is in abeyance until FBTS if finished.

The earlier proposal to erect nameplate signage around the harbour has been dropped with the exception of the "Fisherman's Store".

The minutes were proposed by SA and seconded by DW

#### 3. Finance

A meeting was held with the commercial boat operators with GH; Donald Dewar; Dougie Ferguson; & Colin Aston in attendance. The operators sought a letter of comfort regarding future charging policy. Members were anxious to avoid creating a

hostage to fortune for future Committees/Trustees. The meeting agreed to issue a letter. (Proposed by IA and seconded by DW).

**Action: Prepare letter for review by next meeting**

**Bank:**

DF advised the meeting of the cash position of the Association. Monies will be transferred to the project fund at the end of the year and in accordance with previous decisions.

Deposits with banks will be managed below financial prevailing compensation levels.

**Budget:**

The budget is not yet ready for presentation; will be presented at the next meeting. The meeting agreed that ELC should be approached to ask for the financial contribution negotiated under the MOA.

The meeting agreed to have an additional member contribute to the preparation of the budget so that person can be part of the delivery next year.

**Financial Controls:**

DF is to propose financial control measure at the next meeting.

**P&L:**

DF gave a summary of the six month P&L

**4. HEO**

BR reported that a meeting was arranged with ELC to discuss the principles of taking the HEO forward recognising that (at least) two entities would exist; one charitable body and the other a trust to be created from the HEO process.

**5. Sea Wall**

BT reported that the construction of the new sea defence wall is at the half-way stage and the contractor is making steady progress however it will not be complete before FBTS. An initial payment/drawdown has to be made by 21<sup>st</sup> August 2015.

**Action: BT to ensure Viridor see new plans**

**6. Fringe by the Sea**

A letter has been sent to all dinghy park tenants asking them to remove their craft from 2<sup>nd</sup> August to Sunday after FBTS. The use of the Anchor Green will be sought. The sea wall contractor will withdraw to a minimum area.

**Action: GH to agree use of Anchor Green with SSC**

**7. HMT**

The minutes of the last meeting have been circulated. The beach wheelchair hut is to be left in the current position for the remainder of this year. The hut must be correctly positioned next year.

**Action: GH will write to group to advise regarding positioning.**

**8. Stakeholders' Meeting**

A meeting will be arranged for the first week in November.

The opening ceremony for Galloway's Pier is to be put on hold pending discussions with ELC.

The Anstruther ferry service is scheduled to start on 7<sup>th</sup> August

A price will be sought for the removal of two large boulders on the sea bed to the west of the pier.

## 9. Succession Planning & Defined Areas or Responsibility

Members were asked to consider roles

## 10. AOCB

Port Marine Safety Compliance

**Action: JMCM to contact Mary Stephenson**

Acknowledgement of sponsorship

**Action: JMCM to confirm noticing**

Lobster Shack: in common with other tenants are seeking a longer lease period

Vision: development and maintenance of a vision should be recognised in the budget.

West Passage Markers: HMT to look at cost of repair/replacement.

Jim Lynch (ELC) is willing to help transition H&S responsibilities to the Association.

Electrical maintenance manual has been received from ELC and Fraser Syme (FS) will meet to explain the contents and responsibilities of the Association. He will also advise on suitable contractors to undertake the work.

The extension of the electrical supply through the harbour area should be included in the budget. FS will advise.

Jim Lynch claims that the crane has a certificate. BT will look at the testing requirements.

## 11. Date of Next Meeting

Monday 24<sup>th</sup> August 2015 at 7.30pm in the Council Chambers.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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