

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairman: Gerry Hughes

Secretary: Bill Roberts

Treasurer: David Fortune

Full Meeting – Minutes

Monday 30 March 2105 at 7.30pm

Council Chambers

Present:

Gerry Hughes Chair
Isabel Anderson
Bruce Todd
Stewart Auld
Bill Roberts (Minutes)

Jane McMinn
Donald Wright
Colin Aston

1. Apologies

GH welcomed all to the meeting. Apologies noted from David Fortune. Yvonne Darling was unable to attend.

2. Presentation by the Secretary of the Canoe Rental Enterprise

The presentation did not take place. GH was unable to contact the Secretary of the organisation in time. The matter was referred back to the HMT. The HMT were advised to ask the group to improve their H&S statements.

3. Minutes of Meeting of 23rd March 2015

GH read through the minutes of the previous meeting.

The minutes are to be altered to reflect one abstention from the vote on the MoA.

BT reported that the selected insurance company does not offer discounts on basis of charitable status

The minutes were proposed as a correct record by SA and seconded by BT.

4. Lease Signing to include press release and update to stakeholders, funders and supporters

GH read a draft press release prepared by ELC and modified by NBHTA .

GH proposed an update to stakeholders through an invitation to a meeting during May.

Supporters of the funding application would be updated through a letter to be prepared by GH and circulated by BR from a list derived from IA's contacts.

The press release needs to be approved by Viridor (since it identifies them). JMcM will pass contact details to BR who will send the release to Viridor. The release needs to identify the European source of funds for Galloway's Pier. BR will ask ELC to insert and attribution.

The MoA was not tabled by ELC at the lease signing ceremony today (30 March 2015). ELC decided to withdraw it even though it is referred to in the lease.

5. Topics for debate and /or consideration

a. Harbour Master and ELC assistance:

The Association will continue to seek support from ELC, particularly by way of professional services and matters relating to the working conditions of the Harbour Master (who remains an employee of ELC)

b. Budget 2015

GH suggested reducing summer cover for the Harbour master. The meeting decided against this proposal and a relief HM will be included in the budget. The meeting noted that we currently receive our income via ELC exclusive of VAT. Post 1st April 2015 the Association will issue invoices from NBHTA.

c. Insurances and Sea Defence Wall

Insurances for executive and professional liability, and public liability are now in place. BT has a schedule of information to complete and return to the insurers. Both invoices will be paid on 1st April

Meetings have been held with Anderson the preferred supplier and we await a design package (by 3rd April) and model contract (7th April). Contract signature is being targeted for 27th April.

Issue a copy of the quotation to IA

d. Management of Leases

The template lease for use with future tenants has not been received from ELC; to be pursued by GH and JMCM.

e. Specific Roles

Members were reminded of the open invitation to attend the HMT.

GH asked for a volunteer to take-on management of the Dinghy Park. There were no volunteers from the meeting; GH will approach those members not present.

CA undertook to assist the HM in maintenance of Galloway's Pier. The top of the pier is left with puddles when the tide goes out. BT will discuss with ELC

CA also undertook to assist with the Harbour Crane. The test certificates from ELC are due to be received this week.

DW and SA will approach ELC (Jim Lynch) for H&S support. GH will approach other harbours to see how they approach H&S compliance. GH will scope and price a 3rd party H&S Officer.

6. Fringe By the Sea

DW & SA met Jim Lynch (H&S ELC) on 18th March. JMCM asked for FBTS 3rd party suppliers to be covered by the Minute of Agreement being developed (to cover such as licences; H&S obligations; drinking ; etc.) DW & SA will raise this with JL.

GH thanked DW & SA for their considerable work on this topic. DF will provide for FBTS in his budget.

7. Organise stakeholder's and public meetings

See Item 4 above

8. Change to Fee Structure for Commercial Fleet Lobster Shack

GH proposed a 50p per head charge. Charitable excursions would be exempt. A self-regulating recording process would need to be put in place. The meeting noted that similar commercial operations were charged 30p to 35p per trip elsewhere on the Forth.

JMcM asked what the Trust will do for boat operators in the future.

The principle of a charge-per-head was agreed. The charge for 2015/16 will be 30p per adult and 15p per child (up to age 16).

9. Beach Buggies

The proposal to allow a shed on the quayside for storing beach buggies has been approved by the HMT. The Association will only allocate space.

10. Fund Raising

The meeting discussed the reformation of a working group to establish the current position with fund raising and opportunities for the future.

11. Public Toilets

The meeting noted that ELC are undertaking works at the toilets

12. New Members

GH asked members to consider the need for additional members
IA asked for that the Association look for specific talents against a 3 to 5 year plan.

13. AOCB

An opening date and ceremony for Galloway's Pier is to be kept on the agenda.

Fire extinguishers are needed on our premises.

IA asked for warranties provided by ELC to be certified. Responsibility for checking warranties needs to be allocated.

14. Date of Next Meeting

4 May 2015 at 7.30pm in the Council Chambers. HMT 17th April 2015 at ELYC

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

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