

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairperson: Jane McMinn

Secretary: Bill Roberts

Treasurer: David Fortune

Full Meeting – Minutes

Monday 13th June 2016

Council Chambers

Present:

Jane McMinn (JMCM; Chair)
Isabel Anderson (IA)
Colin Aston (CA)
Brian Anderson (BA)

Charlie Marshal (CM)
David Farmer (DGF)
John McCarter (JMCC)
Bill Roberts (BR: Minutes)

1. Welcome

JMCM extended a welcome to the members.

2. Apologies

Apologies were received from David Fortune (DF), Stewart Auld (SA) and Donald Wright (DW)

3. Minutes of Meeting of 18th April 2016

JMCM read through the minutes of the previous meeting.

Declaration of Interest:

The policy had been circulated and was adopted with the unanimous support of the meeting having been proposed by IA and seconded by CA

Action: BR to issue forms

Galloway's Pier:

Repairs to the broken fender have been completed (by re-welding the lower support bracket to the sheet-piling). The protruding spikes (used as temporary retainers for sandbags on the seabed) have been removed. Some of the small stones (ex-hard-core supporting temporary roadway during refurbishment works) have been removed by ELC contractors. More of this material could be removed but ELC may consider the job complete. ELC have responded to the request for handholds at the top of the vertical access ladders but it is not clear from their email what they intend to do next.

Action: CA to pursue these issues with ELC

North Wall:

BR met with Bob Heath (Architect) and Steve Wood (Engineer of David Narro Associates) and agreed that Steve would be the better project lead. Steve Wood is a Conservation Accredited Engineer and he will prepare preliminary notes and a quotation for a site investigation and report on the condition of the wall.

Action: BR to pass all available construction and maintenance records to Steve Wood

Commercial Boat Passenger Levy:

Sula II has completed a return and paid the associated levy

Web Site:

Launch of the new web site is to be carried forward following difficulties with access to manage the existing site. The Association now has a twitter account ready to use.

Actions: DGF to launch site

Leases

BR is continuing to work with Admin (YD) to complete the leases

Action: BR to prepare

Lobster Container

No progress to report on removal of container.

Action: BR to write to ELC and advise owners

Structure & Responsibility

IA will approach a potential candidate for the role of Treasurer

Action: All to continue to seek suitable candidates for Treasurer

HEO

ELC's parliamentary agents DBD are redrafting the HEO following a meeting (conference call) with JMCM and BR. JMCM and BR are due to meet with Greig Honeyman of Shepherd and Wedderburn (GH) to start the legal work on creating a company limited by guarantee. The company will be the successor to the Association. GH will create an agreement to manage the relationship between the company and the Trust (created by the HEO)

Finance

The final accounts require a more extensive Chairman's Report

Action: JMCM and BR to prepare new statement

Next Phase of Development

BR confirmed that Anderson Group proposals and pricing remain valid.

CM proposed the minutes as a correct record; seconded by IA

4. Safety Incident Reports

There were no recorded incidents.

ELYC were asked by the Harbour Master to dispose of water used during outboard engine testing in an appropriate manner.

5. Declaration of Interest

No declarations were made

6. HEO

Update under Matters Arising above

7. Finance

Update under Matters Arising above

8. Next Phase of Development

Update under Matters Arising above

9. Byelaws and Management Rules - Update

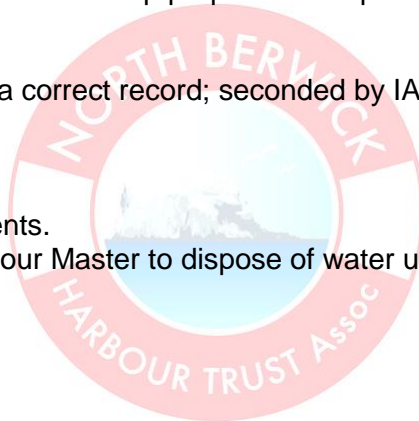
Ian Forrest (ELC Solicitor) "... will shortly be drafting a report to Council recommending adoption of the new rules as we have been drafting in the last couple of months, which will then enable the advertising and confirmation process to be commenced. I will keep you advised with progress on that."

10. Leases

Update under Matters Arising above

11. Safety Management System

DW is continuing with drafting the documentation having undertaken a literature review and visits to several other harbours.



12. Funding

IA and CM will ask FLAG and the Coastal Communities Fund if any funds are available.

13. Boxsmall

The Association received an approach from Boxsmall to site temporary retail units in the Harbour area for a 28 day period during late July and August 2016. Supporting information regarding the design of the units and type of outlets which might trade from them had been circulated earlier to members. The meeting discussed the most likely scenario of 3 food outlets and 2 craft/art type outlets and gave consideration to the impact on space given the existing commitments to Fringe-by-the-Sea and the Topper national Championships; the potential impact on existing stakeholders and small businesses including a communication plan with them; the impact on neighbours; the infrastructure upgrades necessary to support the units; the short and long term development plans of the Association and its charitable objectives; the impact on resources and the financial implications. The meeting reached a majority decision to not proceed with the proposal.

14. AOCB

IA to be provided with branded clothing and access to HM office to support collection of fees.

Community Partnership Funding – Tom Shearer (ELC) has signed off recommendation to support our request. The result should be known this year. IA will petition Jim Goodfellow.

Assistant Harbour Master – Job description to be created and role advertised – **Action BR**

Viridor – Sea Wall opening event to be organised

Viridor – Project return to be completed.

15. Date of Next Meeting

The next meeting will be held on Monday 11th July 2016 at 7.30pm in North Berwick Council Chambers.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

Registered Charity N° SCSC045318

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