

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairperson: Jane McMinn

Secretary: Bill Roberts

Treasurer: David Fortune

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## Full Meeting – Minutes

Monday 14<sup>th</sup> March 2016 following AGM

### Council Chambers

#### Present:

Jane McMinn (JMCM; Chair)  
Isabel Anderson (IA)  
Donald Wright (DW)  
Brian Anderson (BA)

Stewart Auld (SA)  
Bruce Todd (BT)  
Charlie Marshall (CM)  
David Farmer (DGF)  
Bill Roberts (BR: Minutes)

#### In Attendance (on behalf of SUPs)

Rhona Meikle (RM)

Steffan Dillon (SD)

#### 1. Welcome

JMCM extended a welcome to the members.

#### 2. Apologies

Apologies were received from David Fortune (DF) and John McCarter (JMCC)

#### 3. Stand Up Paddleboards

The NBHTA meeting of 7<sup>th</sup> March 2016 proposed siting the SUP hut by the Esplanade Sea Wall to help encourage the establishment of a trading area there. JMCM and BR on reflection considered the area unsuitable for wooden huts as the new sea wall has not been tested in storm conditions. The meeting agreed to revert to the proposal prepared by SA to site the hut on the Dingy Park adjacent to the steps leading toward Galloway's Pier entrance.

RM and SD expressed their satisfaction with this site and will refer to it in their application for planning permission.

RM and SD left the meeting.

**Action: BR to prepare letter of support from NBHTA to ELC Planning Authority re chosen location.**

#### 4. Chairperson Declaration of Interest

JMCM declared a list of her interests which could present a conflict with her role as a trustee of the NBHTA charity. A plan will be created to ensure the charity is managing conflict of interest in accordance with OSCR guidance.

**Action: BR to create and implement a plan to manage conflict of interest.**

#### 5. Minutes of Meeting of 18<sup>th</sup> January 2016

GH read through the minutes of the previous meeting.

#### Galloway's Pier:

CA provided an update via the Secretary. ELC (Dave Northcott) has asked CA for assistance to remove the boulders which have rolled down into the berth on the south side of the pier. AG Thomson have been engaged by Martin Anderson to remove these. CA will assist if eye bolts are fixed to the boulders. AG Thomson are also removing smaller stones from the area by hand

**Action: CA to liaise ELC to ensure work is completed satisfactorily**

### **North Wall Wedges:**

BR told the meeting that no survey of the North Wall had been instructed by NBHTA. The meeting agreed to seek professional and financial assistance from Historic Environment Scotland.

**Action: CM to approach Historic Scotland for assistance**

### **Commercial Boat Passenger Levy:**

JMcM told the meeting that the payment from Sula II (Donald Dewar) would be made before the boat returned to the harbour

**Action: JMcM to pursue Sula II for payment prior to the boat's return to the harbour**

### **Web Site**

IA asked for a change to the minutes to reflect her expressed request for charitable status to be given prominence on the web site.

**Action: BR to changes minutes**

### **Byelaws and Management Rules**

ELC are still reviewing the proposed new Management Rules. They may change some to reflect their nature as Management Rules rather than Bye Laws. ELC have confirmed the process to get new rules in place.

**Actions: BR to seek update**

### **Leases**

GH has committed to completing his work on preparing new leases for all tenants.

**Action: BR to advise members on progress**

### **Cocktail Van**

IA asked for a change to the minutes to reflect her expressed concern over the application.

**Action: BR to change minutes**

### **Lobster Container**

ELC have asked for a letter from NBHTA confirming when the container was brought to site.

**Action: BR to write to ELC regarding container**

Noting the required changes to the minutes, IA proposed the minutes as a correct record; seconded by SA

## **6. Structure and Responsibilities**

JMcM intends to confirm with members the responsibilities they have at the moment:

Funding	IA	CM
Web Design	DGF	
Physical Layout of Harbour	DW	SA
Harbour Wall and Pier	CA	
Crane	BA	
Harbour Manager	BR	IA & SA
Treasurer	Vacant	
Legals; HEO	JMcM	BR
Byelaws and Management Rules	DW	
Electricity	BR	
Handover from BT	BR	

**Action: BR to canvas DF on potential candidates for Treasurer**

## **7. HEO**

No update

**Action: BR to contact ELC**

## 8. Finance

The past Chairman's report, presented at the AGM, will be issued with the annual invoices for mooring and parking spaces. The annual accounts will need a Chairman's statement which makes reference to our reserves policy. IA suggested that the Association take guidance from our accountants on the format.

**Action: JMcM to agree statement with DF and WW**

## 9. Next Phase of Development

JMcM explained the likely costs for architectural services for the next phase. These costs would include a project developed to RIBA II (Concept Design) and planning permission. This level of detail is essential to support funding applications. JMcM hoped to modify the existing planning permissions rather than submit a new application.

## 10. HMT

The next meeting is on 18<sup>th</sup> March 2016 at 4.00pm in the RNLI Station Office.

## 11. Web Site Demo

A link to the new web site has been circulated. DGF talked through the structure of the site.

## 12. AOCB

JMcM asked the members to consider the possibility of engaging part-time help over the summer to help the HMaster. An educational element could be built into the role with help from Queen Margaret University (Tourism, Hospitality and Events).

The issue of trustees' interests was raised again. The action under item 4 refers.

CM advised the meeting that in the near future OSCR may ask charities to publish their accounts on line.

DGF was asked if a "Member Only" section of the website could be produced. DGF confirmed that this was possible.

## 13. Date of Next Meeting

The next meeting will be held on Monday 18<sup>th</sup> April 2016. Thereafter the meetings will be scheduled for the second Monday of every month.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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