

# **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 18<sup>th</sup> April 2016**

### **Council Chambers**

#### **Present:**

Jane McMinn (JMCM; Chair)

Isabel Anderson (IA)

Brian Anderson (BA)

Colin Aston (CA)

Donald Wright (DW)

David Farmer (DGF)

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 Charlie Marshal (CM)

#### **3. Minutes of Meeting of 14<sup>th</sup> March 2016**

JMCM read through the minutes of the previous meeting.

#### **Declaration of Interest:**

BR has prepared a policy to address conflict of interest.

**Action: BR to circulate policy**

#### **Galloway's Pier:**

CA found metal spikes protruding from sandbags on the seabed. CA has sent a video of the area to ELC (Dave Northcott). M Anderson has been asked by ELC to remove the spikes. CA will ask the contractor to review the concrete spilled beyond the new sea wall with a view to removal.

#### **North Wall Wedges:**

CM has found two appropriately credited architects who will review the structure and condition of the wall. They will comment on the use of wedges and/or grouting in a maintenance programme for the wall. A marine engineer will be required to prepare a report prior to getting costs. Meetings with the architects have been arranged for this Thursday.

**Action: CM to meet with architects**

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

Sula II (Donald Dewar) has made a payment.

#### **Web Site:**

DGF needs a note of stakeholders and their relationship to NBHTA.

**Actions: BR to provide list**

#### **Byelaws and Management Rules**

ELC are still reviewing the proposed new Management Rules.

**Actions: BR to seek update**

## Leases

Two leases need to be prepared (Kayak Club and C Crawford)

**Action: BR to prepare**

## Lobster Container

BR has written to ELC Planning Authority

**Action: BR to maintain contact with ELC**

DW proposed the minutes as a correct record; seconded by BA

## 4. Safety Incident Reports

BR told the meeting about an incident last Wednesday the 13<sup>th</sup> April regarding a strong smell of solvent coming from the Sun Lounge store leased by ELYC. Cleaning and airing of the premises is continuing and the report remains open.

**Action: BR to continue to monitor the area**

## 5. Structure and Responsibilities

JMcM confirmed 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	
Safety Management System	DW	

DW has taken on responsibility for preparation of a Safety Management System.

BR reported that DF had no suggestions for a replacement treasurer. BR has approached one individual but they declined.

**Action: All to seek candidates for Treasurer**

## 6. HEO

No update

**Action: BR to contact ELC**

## 7. Finance

The accounts for last year are complete bar one item which is being sent to WW by YD. JMcM needs to present identification to Whitelaw Wells.

**Action: JMcM to meet WW**

## 8. Next Phase of Development

M Anderson is to be invited to confirm his proposals for the next stage.

**Action: BR to contact M Anderson**

## 9. HMT

The next meeting is on 29<sup>th</sup> April 2016 at 4.00pm in the RNLI Station Office.

**Action: BR to send letter to the Beach Wheelchair group to confirm that the location of the hut is temporary.**

### 10. Byelaws and Management Rules Update

The proposed new Management Rules are with ELC. The meeting noted that the expiry date for the old rules has passed.

### 11. Leases

The subject was covered under minutes from previous meeting above.

### 12. AOCB

Mooring Policy.

**Action: JMcM to create a team to review the current policy and revise**

CCTV & Lighting

**Action: DW & BR to invite ELC to extend their network to cover the harbour and improve lighting over the moorings**

### 13. Date of Next Meeting

The next meeting will be held on Monday 9<sup>th</sup> May 2016.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

Harbour Master's Office

Victoria Road, North Berwick. EH39 4JL

Tel (home): 01620 894585 Mobile: 07736 774377

Email: [secretary@nbharbour.org.uk](mailto:secretary@nbharbour.org.uk)

Web: [www.nbharbour.org.uk](http://www.nbharbour.org.uk)