

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes: Monday 10th July 2017

Council Chambers

Present:

Jane McMinn (Chair: JMCM)

Bill Roberts (Minutes: BR)

David Farmer (DGF)

In attendance: Terry Denton (TD)

Isabel Anderson (IA)

Donald Wright (DW)

Sandy Knox (SK)

1. Welcome

JMCM extended a welcome to the members present.

2. Apologies

Apologies received from Stewart Auld (SA), Charlie Marshall (CM), Colin Aston (CA) and John McCarter (JMCC).

3. Minutes of Meeting of 10th April 2017

One Information Sign at the entrance to the Lower Quay fell over – the Signman is in charge of replacing this.

Action: DW

BR has agreed that the NBRC skiffs should be parked differently in the Dinghy Park. A decision has to be made re the NBRC's shed/workshop. Plans are being drawn up by them.

Action: BR

IA confirmed that the Management Rules have been circulated to all on the contact list, and that any feedback would be appreciated. All queries will be answered by IA. Swimmers have to be notified.

Action: IA

CM reported that another submission of the completion report regarding FLAG is at present being prepared prior to distribution of funds. The Beach Hut specification change has been given to North Berwick Trust to enable their release of allocated funds.

Action: CM

The huts have to be checked to make sure that they are wind & water tight. The builder is being asked to carry out this task.

Beach Wheelchair would appreciate a hut – one would have to be modified to enable them to have access.

Action: JMCM

The minutes of the previous meeting have been amended and reissued to include DGF's offer to prepare the Association for imminent changes to the Data Protection Act.

Action: BR

It was suggested that we request quotes for the completion of Data Protection which has a closing date of May 2018 – Ongoing.

Action: DGF

The minutes were approved by IA and seconded by DGF

4. Safety Incident Reports

SSC attended an incident when someone fell onto a bench. It was noted that while walking - or working – in the harbour area, everyone has to be made aware of the uneven surfaces. It was suggested to place notices in the Harbour Masters' Office.

5. Declaration of Interest

There was no change from the previous meeting.

6. Finance

VAT

Whitelaw Wells has written to HMRC re VAT, and are awaiting a response. It could be that a figure of £11,000 plus interest and penalties is claimed by HMRC.

Action SK

Accounts

A copy of the final accounts will be circulated prior to 14th August 2017 to give everyone an opportunity to read them. An EGM will be arranged for the 14th August to approve the final accounts.

Action: BR

Public Liability Insurance

Public Liability & Trustee Insurance have been updated to £10m for public and £5m for personal.

7. HEO

The proposed teleconference with ELC's parliamentary agent (BDB) on 28th June was cancelled. This has been re-arranged for 19th July. This is to discuss the redrafting of the HEO to accommodate the Association's decision to become a corporate body.

8. SSC / NMC

The meeting had a wide ranging debate regarding the SSC proposal for a building extension to house an NMC.

NBHTA has attended a series of meetings with ELC councillors, MSPs and ELC executives.

It was noted that the deadline lodging for Planning Objections has passed. The ELC Planning websites continues to claim that no comments have been received from the public.

A letter has been drafted to the SSC Chairman to have more transparency, to enable us to have a meaningful conversation.

CDK Galbraith will be asked to attend any planning meeting and present the technical objections.

Message Matters will be asked to outline a PR programme

Save the Harbour posters – some laminated – will be circulated.

A petition will be organised.

Facebook, Twitter and website presences will be maintained.

9. North Wall Update

A QS is being engaged to create a fully costed schedule of works which can then be used for fund raising.

Action: DGF

10. Safety Management System

DW is reading all the papers highlighted by our designated Person (Graham Vine).

New signs re speed limits & exclusion zones will be taken to the Signman and erected on the pier end and other relevant places.

New notice boards are required for the Harbour Master's Office. DW presented sample materials: Manmade timber with zero maintenance. Estimate of £1,000 with 5 year life span. 30 days credit given to established charities. The meeting approved this expenditure.

11. Funding Applications

No progress.

12. North Berwick Coastal Area Partnership

IA reported on the last Coastal Area Partnership meeting. The outcome of the Charrette will be officially announced on 19 Sept. At the last meeting it was emphasised that the Charrette organisers should take into account the plans to develop a NMC on the SSC site given the likely impact on traffic management in the town centre.

13. AOCB

Harbour Website – DF thought that regular updates should be posted – should include discussion snippets and be open to all comments and feedback. He would like Trustees' suggestions.

The last minutes were not uploaded – but now approved they will go on.

14. Date of Next Meeting

The next meeting will be held on Monday 14th August, 2017 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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