

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

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Full Meeting – Minutes: Monday 12<sup>th</sup> February, 2018

## Council Chambers

### Present:

Jane McMinn (Chair: JMCM)  
Bill Roberts (Minutes: BR)  
Donald Wright (DW)  
In attendance -Terry Denton

Isabel Anderson (IA)  
Sandy Knox (SK)

### 1. Welcome

JMCM extended a welcome to the members present.

### 2. Apologies

David Farmer (DGF) Charlie Marshall (CM): Stewart Auld (SA)

### 3. Minutes of Meeting of 15<sup>th</sup> January, 2018

Application Forms (re Beach Huts) have been agreed and are ready to go out.  
Our Fees have been increased per the last meeting.  
Coastal Partnership was approached re the shower at East Bay – this project has been handed back to them.

The minutes were proposed by IA and seconded by SK

### 4. Safety Incident Reports

No reported incidents during the period

### 5. Declaration of Interest

There was no change from the previous meeting.

### 6. Finance

SK advised HMRC have confirmed there is no VAT penalty incurred with regard to 2016 invoices

SK presented amended figures re the budget. These are still estimated, but should not be far out.  
Professional fees should be lower this year particularly if the vision statement process is successful.

Funds from FLAG & ELC have not been included.

It is hoped that some essential repairs may come in less than predicted. All figures at present are very conservative.

**BR** has asked ELC if they have “year-end” budget available.

Whitelaw Wells fees should be around in line with previous years. All information will be submitted to them with enough time for them to produce our accounts.

**IA** noted that the income figures had not changed since the previous draft and mentioned that the 2017 passenger levy fees still looked on the low side.

It was acknowledged that there is little space left for memorial benches to bring in income. A new new/cheaper idea needs to be agreed.

The budget was circulated showing no surplus, and cashflow for the coming year tight.  
We have to be on top of business as usual.

Our Insurance is up for renewal from Everards. A reply has been drafted and has to be confirmed before the renewal date of the end of March. **Action SK**

#### **7. HEO – Update**

BR and SK to meet to prepare next step.

**Action: BR**

#### **8. SSC / NMC**

There was a meeting of the “Future Vision” group on the 22<sup>nd</sup> January 2018 chaired by JMcM and attended by representatives of stakeholders and two local Councillors. The councillors introduced a proposal to involve a professional Facilitator in future meetings. The meeting agreed to this proposal. Jane Henderson & Jim Goodfellow will approach ELC for funding to get these meetings started.

#### **9. North Wall Update**

Apparently, the costings given to us did not include the supervision and expenses of the personnel. Are we convinced that they are the right people to carry out this work? DGF to clarify what was asked for at the outset.

**Action: DGF**

#### **10. Safety Management System**

Our designated person has completed the first formal audit of our SMS's compliance with the PMSC. We have received a DRAFT report and the final will arrive after we submit our comments. The final report will confirm that we are compliant. This will be reported back to the MCA by the end of March.

Audits will now be conducted every year.

We have informed ELC that we are compliant. The meeting discussed opportunities to assist other harbours considering the implications of the PMSC.

The website will be used to publicise the SMS. Members will be asked to confirm they are familiar with it.

**Action: DW/BR**

The single non-compliance note concerned the height of the harbour sill relative to chart datum. Investigations are continuing to find out if this has ever been recorded. Forth Ports Authority has a survey vessel which we may be able to commission. CA may be able to assist with surveys.

All Skippers should have a passage plan but these do not need to be written or monitored by NBHTA. Importantly – all vessels should be safely moored.

**Action:BR/BA/CA**

#### **11. Funding Applications**

CM has to finalise applications to LEADER & FLAG, but at present they seem to be off the boil and have had a change of direction.

Check receipt of funding from ELC for North Wall preliminaries.

**Action: BR**

We are awaiting the cost of the changing rooms from the architects.

FLAG payment of £3,400 to be released once planning issue resolved– CM to be asked if he has an update.

**Action:-BR/CM**

#### **12. North Berwick Coastal Area Partnership**

Papers have been circulated

#### **13. AOCB**

We are still looking to advertise for Trustees of all ages. The last time we advertised here was in 2015. There would be an increase in the cost of this. An article to support the advert would show what we are doing now and future. This may help stimulate interest. An induction/introduction document should be prepared for distribution to prospective trustees. We should also use social media channels to reach prospective members. It was agreed to try this route before paying for

advertising. In the meantime, invite the Courier down to write an article. We have to agree whether we invite new members on to the committee as Trustees or ordinary members.

One Beach Hut is empty. We have to spread the word, and look at the list from last year to see if there is someone willing to take one.

Changing Room – Kayaks hire business has to be moved; their Lease has been curtailed.

We have to resolve the issue of our legal entity and charitable status if we want to move forward and change from a charitable unincorporated association to a Company Limited by Guarantee with Charitable Status. We need to set out a timetable. We would need more people to get involved, thus spreading the knowledge etc for the future and so safe succession continues. SK will recheck the process (<https://www.oscr.org.uk/managing-a-charity/making-changes-and-reorganising/making-changes-to-your-charity/changing-your-charitys-legal-form>) We have to nominate someone to chase up the ELC & Parliamentary Agent so that we know what is required of us.

All risks are covered – as far as we can – re our professional insurance cover.

SK received an e-mail from Geraldine Prince (Community Council) asking if they (She and Tommy Todd) could attend NBHTA meetings. She would be happy to attend as a member of the Community Council. This would show us being as open as possible and giving us stronger and better links with the Community Council. SK will reply to GP saying that we will write to the Community Council. BR to formalise with the Chair of Community Council confirming that their nominated person will be welcomed.

**Action: BR**

Fringe by The Sea –We do not know who is taking this over. We should ask them if they would incorporate the Beach Huts & Hatchery into their perimeter. We need to check for any changes/implications for our insurance and site layout.

Rockateer – Licencing. A variation to the closing time has been applied for, 8pm – 10pm. No objections to their proposals were raised. The meeting discussed what responsibility (if any) do we have at this time - especially re safety? Does the extension of licencing hours (especially through the dark hours of winter) increase risks so close to the harbour, with no railings at some sections. As management of the Harbour, do we have an increased liability?  
BR to reply to the above.

Royal Lifesaving Society visited the Harbour and the inspection went well. It was agreed that new lifesaving equipment would be added at appointed points. We have to have extra gear in place for heavy footfall times. New funding could be applied for to cover this, We also have to have reserve gear in place to cover stolen / broken items.

#### 14. Date of Next Meeting

The next meeting will be held on Monday 5<sup>th</sup> March, 2018 at 7.30pm in North Berwick Council Chambers.

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

E-Mail: [secretary@nbharbour.org.uk](mailto:secretary@nbharbour.org.uk)

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