

# 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 from Monday 15<sup>th</sup> July, 2019 at 7.30pm

North Berwick, Council Chambers

## Present:

Jane McMinn (Chair: JMcM)  
Stewart Auld (SA)  
David Farmer (DGF)  
Alastair Macintyre (AM)  
Donald Wright (DW)

Issy Anderson (IA)  
Sandy Brodie (SB)  
Sam Lowe (SL)  
Charlie Marshall (CM)

Bill Roberts (BR) Minutes

## 1. Welcome

JMcM extended a welcome to the members present.

## 2. Apologies

Apologies were received from Brian Anderson (BA), Colin Aston (CA), Sandy Knox (SK) and Bill Macnair (BM).

## 3. Minutes of Meeting of 10<sup>th</sup> June 2019

The minutes were approved by DGF and seconded by SB.

## 4. Safety Incident Reports

BR reported on a “near miss” incident in the Fairway between the SSC catamaran trip (operated by Seafari Edinburgh) and two swimmers. Reports were still being prepared and the incident will be reviewed at the HMT. The meeting agreed to erect additional signage at the entrance to Galloway’s Pier  
**Action: BR**

IA raised the issue of personal watercraft speeding in the West Bay and Fairway. The meeting agreed to continue the practice of issuing guidance for PWC’s when launching permits are issued.

The Harbour Assistant may be asked to work split shifts to cover evenings when new launchings are likely.  
**Action: BR**

## 5. Declaration of Interest

There were no changes the register of members’ interests and no declarations of conflict with any agenda item.

## 6. Finance

The Treasurer submitted the following along with his apologies:

SK has spoken at length on two occasions with Knighthood Corporate who have advised that they would like to see various documents. They will then visit site. They fully expect to be able to place our insurance requirements and expect the premium to be significantly less than the current indicative amount (from our current insurers). This will need discussion with ELC

**Action: BR prepare pack of documents**

## 7. HEO – Update

No report

## 8. SSC

Discussions with the SSC CEO continue on joint projects and include sharing of signage (interpretation boards) and creation of a conservation and /or heritage trail. The potential role of virtual and augmented reality is being considered.

CM suggested we need to be getting on with something. JMCM committed to getting with on with our contribution which is likely to be QR based around interpretation boards.

It has not been possible to arrange a date to discuss leases with SSC.; late July is the earliest possible opportunity.

#### 9. North West Wall Update

No report

#### 10. Safety Management System

The internal review of the SMS has been completed. A list of actions has been prepared.

#### 11. Funding

No business plan template could be found on the HES website. CM has found one on the NVCO site <https://knowhow.ncvo.org.uk/tools-resources/business-plan-template/templates-1/templates>. CM proposed to proceed using this.

CM did not have a draft of the HES for circulation but continues to target the end of August for an application.

CM will consider submitting a pre-application note-of-interest to the ScottishPower Foundation.

**Action: CM**

IA gave a briefing on progress with letters of support for the HES application. BR is maintaining a register of returns.

JMCM will arrange a follow-up meeting on HES funding.

**Action: JMCM**

#### 12. North Berwick Coastal Area Partnership

Note change of representation on CAP; now JMCM

#### 13. Security

A planning application for the proposed CCTV system has been submitted to ELC.

#### 14. Mr Ingle

BR provided an update on Mr Ingle's use of NBHTA facilities for launching.

#### 15. Date of Next Meeting

The next meeting will be held on Monday 12<sup>th</sup> August 2019 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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