

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes from Monday 11th November 2019 at 7.30pm

North Berwick, Council Chambers

Present:

Jane McMinn (Chair & Minutes: JMCM)	Brian Anderson (BA)
Issy Anderson (IA)	Stewart Auld (SA)
David Farmer (DGF)	Charlie Marshall (CM)
Donald Wright (DW)	Bill Roberts (BR) Minutes

In Attendance:

Bill Macnair (BM)

1. Welcome

JMCM extended a welcome to the members present.

2. Apologies

Apologies were received from Colin Aston (CA), Sam Lowe (SL), Sandy Knox (SK), Alastair Macintyre (AM) and Sandy Brodie (SB)

3. Minutes of Meeting of 14th October 2019

Amended minutes of meeting on 9th September were issued.

SB still to be issued with accident reporting form (**Action: BR**)

AED planning application has been prepared and submitted. Restricted fee and application fee to be met by NBHTA. NBHTA will also contribute to installation. Meeting recorded it's thanks to Robin Sutherland for his work and restricted fee.

AOCB - Proposal to require submission of event details to be discussed at HMT

Other items from minutes were covered under this meeting's agenda

The minutes were approved by IA and seconded by DW.

4. Declaration of Interest

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

5. Safety Incident Reports

There were no incidents to report during the period.

6. Finance

SK asked the new insurance broker (Knighthood) to take over our existing policies. One of the policies is a "closed" scheme and cannot be transferred. This scheme will remain in place through Everards. The Executive and Professional insurance policy has now been transferred to Knighthood brokers. The other policy covering liabilities (public, employers and products), material damage and financial risk will be transferred to them on renewal 24th March 2020.

7. HEO Progress

Incorporation is a priority for the Association and is progressing regardless of the HEO status. ELC, OSCR and Transport Scotland are to be consulted.

BR outlined the next steps in the HEO process. A paper will be produced for circulation in advance of our next meeting in December. A single item agenda meeting is to be organised where our solicitor will be available to members. A provisional date during w/c 27th January 2020 was proposed (subject to the availability of our solicitor)

Action: BR

8. SSC

JMcM reported that the next meeting with SSC CEO and Chairman will be scheduled for the first week in December. JMcM intends that the meeting discuss options related to our HEO discussion above. JMcM has introduced Sir Hew (as owner of the Anchor Green) to some of the options and decisions that need to be taken.

Separately, JMcM has talked with the SSC CEO regarding the upgrade of the public toilets. SB is obtaining quotes for the works.

9. Safety Management System

Peter Sinclair has not responded to emails asking to take on the role of designated person.

Action BR

10. Funding

CM presented the current funding matrix (attached). The Viridor application was unsuccessful. We should receive news on our HES application imminently.

CM announced the final figure from the Co-op funding round and meeting confirmed that the total would be put toward life saving equipment around the harbour area. BR encouraged members to select a new local charity for the next round; the RNLI will be a beneficiary this year.

11. North Berwick Coastal Area Partnership

JMcM was unable to attend and had no direct notice of most recent meeting. JMcM has raised this with the Partnership and she should receive future notices.

12. Accounting System

BR told the meeting that he and SK had met with Lothian Accounting and received a quotation for them to provide help in moving away from Sage. The initial plan is to undertake the transfer in the first three months of next calendar year when there are very few transactions. SK has suggested moving our financial year to end on 31st March. This will then coincide with our season. The meeting agreed to the change.

Action: SK

13. AOCB

Hugh MacKenzie has asked the Association for a grant toward the creation of an exhibition in a "Harbour" room at the Coastal Museum. The meeting agreed to provide £200.

JMcM asked that we write to our accountants to provide information on the implications of VAT registration.

Action: BR

14. Date of Next Meeting

The next meeting will be held on Monday 9th December 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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