

# 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 21<sup>st</sup> September 2020 at 7.30pm

## By Video Conference

### Present:

Jane McMinn (JMCM: Chair)  
Issy Anderson (IA)  
Sandy Brodie (SB)  
Sandy Knox (SK)  
Charlie Marshall (CM)

Brian Anderson (BA)  
Colin Aston (CA)  
David Farmer (DGF)  
Alastair Macintyre (AM)  
Donald Wright (DW)  
Bill Roberts (BR: minutes)

### In Attendance:

Bill Macnair (BM)

### 1. Welcome

- a. JMCM extended a welcome to the members present.

### 2. Apologies

- a. Stewart Auld (SA) is unable to join video conference format meetings and has presented an apology.

### 3. Minutes of Meeting of 17<sup>th</sup> August 2020

- a. The minutes were approved by CA and seconded by DW

### 4. Declaration of Interest

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

### 5. Safety Incident Reports

- a. ELC have supplied a new phone for the HM so he can take pictures.
- b. There has been one incident: The Harbour Assistant (Corinne Gordon CG) had a fall on Wednesday 9<sup>th</sup> Sept. She was walking across the Esplanade when she fell forward and to her left side. The SSC first aider attended. An ambulance was called and she was taken for assessment which identified grazing and tissue damage but no broken bones. An incident report form has been completed.
- c. The meeting discussed what action to take to avoid similar incidents and ensure CG is fit for work. BR will interview CG on her return.

**Action: BR**

### 6. North West Wall Update

BR gave an update on the NWW project.

### Funding:

- Scot Gov grant fully spent
- Request for additional funding from MS unsuccessful
- The hoped-for quantified report on costs for reaming works has not been received. This should be circulated with recommendations later this week.

### Programme:

- Drilling for anchors 14 and 16 have displaced facing stones. This will result in significant additional costs.

- Only anchor 14 remains to be installed but is proving difficult.
- The programme for repair of the facing stones will be determined by tidal access. We may not be able to undertake this until mid-October

**Design:**

- 16 anchors
- Grouting at foundation level and at top course at scuntion
- Tie bar proposed for installation from the face of the inner wall to the storm wall
- Funding limits the extent of pointing in “desirable” areas (inner harbour)

**7. Finance**

SK provided a brief update for trustees noting the current cash position, debtors and VAT account.

SK provided an overview of the recently published SSC accounts to 31<sup>st</sup> Dec 2019.

**8. Incorporation**

S&W are preparing the OSCR application. This will be presented to NBHTA before submission.

**9. Succession Planning**

JMcM acknowledged that it had been a good idea to advertise to potential new members. Three applications have been received along with an additional two expressions of interest. The three applicants have had discussions with two officers. The expressions of interest will be progressed with a view to having recommendations for membership presented by (or at) the next meeting of the Association.

DW intimated his intention to resign from the Association at the next AGM. He hoped this period of notice would allow others to pick up the roles he currently fulfils and ensure a smooth transfer of knowledge and experience. JMcM expressed the thanks of the Association to DW for his contribution to the Association's infrastructure especially in the areas of PMSC, Harbour Management Rules and byelaws.

**10. SSC**

Nothing to report

**11. Safety Management System**

Nothing to report.

**12. Funding**

No new funding has been received.

We intend to create a bid to HES for future projects; most likely the south west pier wall where the crane is located. Our previous bid for the NWW project foundered (in part) on the heritage aspect of the proposal. CM can prepare a standard bid but needs assistance with the heritage part. The deadline for submission is 31<sup>st</sup> December.

NBTL are offering grants up to £5k to assist with the impact to COIVD 19.

CM is investigating a government COVID recovery fund as a possibility for grant support. This will need a rapid response. CM and JMcM to discuss.

**13. North Berwick Coastal Area Partnership**

JMcM noted from the most recent NBCAP meeting minutes, the proposed development at Lime Grove was refused by the Scottish Government. Seven funding applications were approved.

JMcM wrote to NBCAP regarding capital investment in heritage and culture in North Berwick

#### 14. AOCB

The draft debt policy prepared by JMCM has been circulated and will be discussed at the next meeting.

CM asked for opportunity to go through all funding requirements.

- **Date of Next Meeting**

The date of the next to be announced.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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