



## Full Meeting – Minutes from Monday 12<sup>th</sup> April 2021 at 7.30pm

### By Video Conference

#### Present:

Jane McMinn (JMCM: Chair)  
Issy Anderson (IA)  
Andy Duns (AD)  
Ken Hutchison (KH)  
Hugh MacKenzie (HMCK)  
Charlie Marshall (CM)

Brian Anderson (BA);  
Sandy Brodie (SB)  
David Farmer (DGF)  
Sandy Knox (SK)  
Sam Lowe (SL)  
Donald Wright (DW)  
Bill Roberts (BR: minutes)

**In Attendance:** Bill Macnair (BM)

#### 1. Welcome

JMCM extended a welcome to the members present.

#### 2. Apologies

Stewart Auld (SA) is unable to join video conference format meetings and has presented an apology. The meeting noted the resignation of Scott Black.

#### 3. Minutes of Meeting of 8<sup>th</sup> March 2021

The date of the next meeting should be 12<sup>th</sup> April.

The minutes were approved by IA and seconded by AD.

#### 4. Declaration of Interest

There were no changes to the register of members' interests.

#### 5. Port Marine Safety Code – Incidents

No updates to report

There was one incident where CA fell on the Fisherman's Steps. The HM has asked CA for an incident report but none has been received yet. **Action: BR to pursue.**

#### 6. Finance

##### Accounts

The meeting noted SK previously circulated report.

The meeting discussed the appointment of an accounts examiner. SK has received quotes from two firms. Whitelaw Wells have been our examiner for several years. Chiene & Tate provide VAT advice and continuing support for our new accountancy system. IA proposed opting for the cheaper quote from WW. JMCM proposed moving to C&T to have all services under one roof. The meeting voted to transfer the business to C&T. **Action: SK to ask C&T for a reduction in fees or the inclusion of other services in the fee.**

AD offered help with our use of Xero.

## Capital Maintenance

HMCK reported on the wheelchair lift project and on quotes received from ScottishPower for a new electricity supply (£2,804) and from Clyde Valley Lifts for the concreting work (£1,850). All costs are ex VAT. HMCK recommended surveying the harbour area to ensure any new supply took account all future requirements for electricity connections. HMCK asked the meeting for approval to proceed with a planning application prior to addressing fund raising. The meeting agreed.

SK asked what impact going ahead with the wheelchair access project would have on any plans for further development of the harbour. The meeting agreed to spend time, before making the final commitment to proceed with the project, to develop the "Business Hub and Community/Gallery Space" project identified in the Capital Investment Programme as part of a vision for the area.

BR advised that the additional works on the NWW were complete; all payments had been made; a completion report has been submitted along with a claim made to MFF for reimbursement. BR has still to arrange with AD and KH a way forward with the disputed amounts on the main contract.

The SWW project awaits a reply from HES on our grant application.

The meeting agreed to find a way to reduce the scope of work on the Galloway's Pier access repair.

Other projects, including the additional storage for kayaks/Toppers and disabled toilets, are progressing specifications, drawings and material ordering

## 7. Incorporation

JMcM said the work started by Scott Black to prepare roles and responsibilities in the "New Co" was continuing. A business plan was also in development. JMcM said that following discussions with AD and BR she proposed advertising for two new members of the Association. JMcM also proposed creating a full-year part-time project management role. The role would also be responsible for improving communications and business processes.

AD believes the role should include co-ordination of agreed tasks and preparation for these meetings; more of a project manager than an administrator.

IA asked for a job description and management structure to be prepared prior to advertising.

AD will prepare a job description and present it to this meeting.

SK asked how the proposal is factored into the budget? JMcM said that the role will develop over the first two years and the specification will continue to evolve as the final arrangements with ELC regarding budgets; the extent of the HEO; the resolution of leases; etc are settled. We all need to help avoid moving down a cul-de-sac but we do need assistance to make progress with these issues. JMcM proposed that for the moment the cost would be met from the excess over our reserves. Opportunities to take advantage of employment grants should be monitored through the period. Funding bids for future projects should include a component for project management.

KH asked that consideration be given to naming the new role to ensure applicants are a good match to our specification.

There were no objections in principle to moving forward with the recruitment of two new members and a "paid-for" role.

Our solicitor has details of the proposed five directors of New Co and we are expecting a company number soon.

AD has agreed to look over the Articles of Association to check wording regard the proposed transfer of our charitable status to New Co.

8. **SSC**

The SSC intend to open on 26<sup>th</sup> April and boat trips will start then too.

9. **Funding**

HES will not respond to our application for funding for the SWW before May.

CM is hoping for more details of the Scottish Government proposed Blue Economy Action Plan to be released soon.

CM intends to prepare a bid for funding toward Galloway's Pier repair to Peoples Postcode Lottery. Other bids can be combined to complete a funding package.

JMcM will speak to our local fishermen regarding facilities for them that can be incorporated into larger projects.

10. **North Berwick Coastal Area Partnership**

No report

11. **Mr Ingle**

Mr Ingle been launching from the east beach but no incidents have been reported in or around the harbour.

12. **CCTV**

The CCTV system is being extended by the installation of a stand-alone system in the Fisherman's Store. The tenants have been advised by letter and installation is underway.

13. **AOCB**

BM raised the queuing system at the Lobster Shack. The item will be discussed at the next HMT. Car parking by people waiting for service at the Lobster Shack is also causing problems. The issue will be exacerbated if the Pump House converts to use as a Ticket Office. CA has given assurances that the Sula III business will be operated largely online and only top-up custom will come from visitors.

JMcM suggested that policy statements which reference other relevant fully established policies are appropriate and sufficient for our purposes.

JMcM proposed the development of a complaints process.

AD spoke to a previously issued paper on the current status of discussions with the Sula III operators.

14. **Date of Next Meeting**

The date of the next 10<sup>th</sup> May 2021 at 7.30pm by video conference.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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