



Full Meeting – Minutes from Monday 10th May 2021 at 7.30pm

By Video Conference

Present:

Jane McMinn (JMCM: Chair)
Issy Anderson (IA)

Ken Hutchison (KH)
Hugh MacKenzie (HMCK)
Charlie Marshall (CM)

Brian Anderson (BA);
Colin Aston (CA)
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

Apologies were received from Andy Duns (AD)
Stewart Auld (SA) is unable to join video conference format meetings and has presented an apology. The meeting noted the resignation of Sandy Brodie. Sandy's resignation notes were circulated at the time. JMCM has written to Sandy to express the thanks and disappointment of the whole Association.

3. Minutes of Meeting of 12th April 2021

The minutes were approved by CM and seconded by DW.

4. Declaration of Interest

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

5. Port Marine Safety Code – Incidents

No updates to report. No incidents to report.

JMCM is organising a visit of our Designated Person (Ron Bailey) in June. AD will attend.

6. Finance

SK has confirmed a fee of £1,800 ex VAT with Chiene & Tate; a letter of engagement will be completed. SK will discuss and assemble C&T's information requirements. WW have been advised of the change of agent. C&T previously advised they will not be able to complete the examination of the accounts before the NBHTA AGM in June. A GM will be arranged to approve the accounts.

Accounts

SK gave a report on our current financial position. The reclaim from the MFF fund is now expected in the next ten days. A VAT reclaim due on 31st March has been received. Mooring and dinghy parking fees totalling some £20k have been billed. This represents about 50% of budgeted income in each category. Responses to application emails sent to current berth holders will be chased over the next three or four weeks and the balance of invoices will be issued.

The end of year payroll data has been completed and sent to HMRC.

Overdue debtors amount to £102 from two invoices.

SK asked the trustees to note the expiry of the lease for the ex-Sun Lounge in the next 12 months.

Capital Maintenance

JM advised that the Association uses professionals to make submissions to ELC.

Wheelchair Access Project

JMcM has engaged R Sutherland to prepare and submit the planning application and she will supervise that part of the project.

Barometer Refurbishment

HMCK has contacted 4 or 5 tradesmen/professionals who would be required to complete the project. HMCK hopes to report significant progress at the next meeting. KH and BR are meeting SB this week to discuss the projects SB would like to continue working on as a "friend of the Trust" and this project is one of them. KH will confirm any other projects SB is willing to continue to progress to a conclusion including those listed by JMcM.

CM confirmed that we will approach NBT for funding to support the purchase of planters to create a one-way COVID safe system across the back of the harbour.

NNW

BR reported that a meeting with the main contractor is being arranged to discuss his position on the disputed payments.

The claim for repayment of the costs for the additional work has been delayed by MFF's being unable to access the end-of-project completion report. That has been resolved. Payment is expected this week.

KH and BR will continue to pursue a commercial strategy to finalise the disputed payments.

SWW

HES are still saying a decision on our application will be made this month.

Galloway's Pier

The first quotation exceeded the anticipated costs of the repair. An alternative quote is being arranged through A G Thomson. The scope of the project may also be restricted.

RNLI Slipway

BR has written to Stuart Martin (RNLI Coastal Estates Manager) to arrange a meeting to discuss the status of RNLI budgets.

HK will update the members following his meeting with SB on Friday this week.

7. Incorporation

AD's review of the Articles has been passed to our solicitor for comment and inclusion.

AD's job description for a part-time employee may change following SD's resignation. It is hoped to place an advert in the next two weeks.

The skills requirement for two new trustees is also being altered and will be circulated for review.

8. SSC

SSC is open and boat trips have started.

JMcM has had an informal meeting the CEO. The relationship remains collaborative.

JMcM also met the new chair of the SSC (Stuart Housden ex RSPB and Heritage Lottery Fund) and, during a walk around the harbour, discussed working more collaboratively over the whole area in the future. A more formal meeting will be arranged soon.

9. Funding

CM reported there is very little activity at the moment.

JMcM noted that HES funding will provide up to 40% of the project costs. CM has already applied to other funders and would now prefer to wait until we hear from HES in case our whole strategy for the SWW needs to be reset.

It is intended to apply to NBTL for funds to purchase planters to help with implementation of COVID guidelines around the harbour. KH will confirm costs for planters.

HMCK asked if NBTL would be a suitable funder for the barometer project. The total cost may be around £3,000. CM said a case could be prepared. A third party has pledged funds toward the project. HMCK will talk to ELYC about funding as they might have a contribution from a different party. The deadline for NBTL submissions is 25th May 2021. KH thanked BM for a potential contribution of matching stone.

HMCK has found an instrument maker who had recently restored a very similar device and was willing to work on the NB on.

10. North Berwick Coastal Area Partnership

A meeting is scheduled for Tuesday 11th May.

11. Staff Wages

BR presented the employment terms for the Harbour Assistant. The meeting agreed to adopt Living Wage terms.

The meeting reviewed the terms of our Admin Assistant. The meeting asked BR to provide additional details.

The meeting agreed to establish a total employment cost (all current and any proposed employees) before deciding.

12. Conditions Relating to The Allocation and Use of Mooring/Dinghy Parking Bays

BR proposed that the wording in the Conditions be changed from:

- “Should it be found that an application form contains false or misleading information, then the applicant may, (at the sole discretion of **ELC**) forfeit their Mooring/Dinghy Parking Bay”
- to
- “Should it be found that an application form contains false or misleading information, then the applicant may, (at the sole discretion of **NBHTA**) forfeit their Mooring/Dinghy Parking Bay”

The meeting discussed the proposal and agreed to ask ELC if they would support the change and thereby confer these rights to the Association. If so, the Association will further consider the need for an appeals procedure.

13. Mr Ingle

BR will revert to ELC.

14. AOCB

HMCK confirmed his offer to become involved in management of FbtS. JMcM asked to ensure that NBHTA representatives are on site to oversee the layout.

BM asked if discussions regarding queuing at the Lobster Shack had reached agreement on the use of an “App” to avoid queuing. BR replied that this has been suggested to Mr Stewart but BR is not aware of an intention to implement it.

BM asked if anyone knew who was responsible in the past for flying “danger” flags to warn swimmers of difficult sea conditions. SA was suggested as source of information. CA undertook to resubmit his design for a “no Swimming” sign to be erected at the end of the NW pier.

KH asked that anyone contemplating resigning have a conversation with members first.

15. Date of Next Meeting

The date of the next 14th June 2021 at 7.30pm by video conference following the AGM.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

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