

# **NORTH BERWICK HARBOUR TRUST ASSOCIATION**

**Registered Charity N° SC045318**

**Chairperson: Jane McMinn**

**Secretary: Bill Roberts**

**Treasurer: Sandy Knox**

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## **AGM – Minutes**

**Monday 14 June 2021 at 7.30pm  
By Video Conference**

### **Members Present:**

Jane McMinn (Chair: JMcM)  
Brian Anderson (BA),  
Andy Duns (AD)  
Ken Hutchison (KH)  
Sam Lowe (SL)  
Charlie Marshall (CM)

Colin Aston (CA)  
Isabel Anderson (IA)  
David Farmer (DGF)  
Sandy Knox (SK)  
Hugh MacKenzie (HMCK)  
Donald Wright (DW)  
Bill Roberts (Minutes: BR)

### **In Attendance:**

Sandy Brodie (SB) took part after item      Bill Macnair (BM) joined at item 9

### **1. Apologies**

JMcM welcomed all to the meeting.  
Apologies noted from Stewart Auld (SA) who was unable to gain access to suitable video technology.

### **2. Minutes of Previous Meeting on 29<sup>th</sup> June 2020 –**

The minutes were presented by JMcM. The minutes were proposed by DGF and seconded by DW.

### **3. Annual Report from Chairman**

The Chair's Report was circulated before the meeting. IA noted that there are figures to be inserted for the reserves and queried the reference to the Kirkness Peninsula. An updated version will be circulated. There were no other comments or questions.

### **4. Resignations and Appointments**

Donald Wright and Stewart Auld had intimated their intention to resign their membership from the date of the AGM. Bill Roberts resigned as Secretary, Harbour Manager and Trustee. Bill will remain as a member of the Association to help with transition if required.

JMcM has written to SA to thank him for the benefit of his encyclopaedic knowledge, his long service, and his offer to remain as a friend of the harbour.

JMcM thanked DW for his contribution to the many seemingly "boring and tedious" tasks he took responsibility for including the Harbour Management Rules; the Byelaws; the Safety Management System; the CCTV Policy; and more. Donald's professionalism and grace will be missed.

JMcM thanked BR for his work as Secretary and Harbour Manager and his contribution to the procedures and infrastructure of the harbour.

The meeting joined JMcM in offering thanks to Donald, Stewart and Bill and accepted these resignations.

SB has applied to re-join the Association proposed by JMcM and seconded by BA. The meeting unanimously approved the proposal.

In response to the advertisements placed in local newspapers and circulations, two applications have been received and will be processed for consideration at the next meeting.

## **5. Accounts**

The accounts are being prepared and audited. A general meeting will be called to present and approve them.

## **6. Election of Officers**

Bill Roberts reported that only one set of nominations was received:

Jane McMinn	Chairperson
Treasurer	Sandy Knox
Andy Duns	Secretary
Ken Hutchison	Officer
Sandy Brodie	Officer (subject to Item 4 above)

JMcM proposed that the above Office Bearers be elected. CM and AD supported the proposal and it was agreed unanimously.

## **7. Declaration of Interest**

No annual declarations of interest have been received.

## **8. Approval of Articles of Association Circulated on 2<sup>nd</sup> June 2021**

KH asked for points of clarification before the meeting approved the articles:

- Our solicitors have suggested we use their office as our registered office as an interim measure. We can have a separate operational address. This needs to be finalised with our solicitors and Section 4 amended to reflect the decision.
- In section 14 the intent is to have five trustees at a meeting, but it will be possible for three trustees to make a decision; S&W to clarify the wording.
- At section 24.2 there is a spelling error.

The meeting approved the articles subject to the changes and corrections above.

## **9. Overview of Proposed Structure**

AD spoke to the previously circulated paper on a proposed structure. The meeting agreed that the next step should be a move to incorporation and to instruct the solicitor accordingly.

The proposed structure is now in place with a recognition that a period of transition is required.

## 10. AOCB

There were no items and JMcM closed the meeting at 8.05pm

Signed

A handwritten signature in black ink that reads "W. P. Roberts". The signature is written in a cursive style with a large, looped initial 'R'.

**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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