



# NORTH BERWICK HARBOUR TRUST ASSOCIATION



Registered Charity No SC045318

Chairperson: Jane McMinn

Secretary: Andy Duns

HO: Sandy Brodie

## Actions and Matters arising from July the 12<sup>th</sup> 2021

1. Welcome	JMcM
2. Apologies SL/CA/	AD
3. Minutes approved from June the 14 <sup>th</sup>	AD
4. Declaration of Interest – no declarations received	AD
5. Port Marine Safety Code a. Safety Incident Reports – none reported b. Safety Management System – on schedule for Audit	SB
6. Finance a. Current Status	SK
7. Capital Maintenance Programme a. Kayak storage is the next key priority - KH/SB to create plan and call to action to construct, order materials etc . b. Tidied up capital plan sent to CM and JMcM for review of funding. Update all members KH. Update at next meeting. And an overview of any funding proposals	KH
8. Incorporation Progress a. New company is now incorporated with trustees appointed, KH, SK, AD, JMcM, SB as office holders, members will be added later. b. Instructions given to solicitor to share articles and documents with Transport Scotland and OSCR to seek charitable status c. Need to establish bank accounts for new entity – SK to advise d. Requirement to resolve the complex lease situation with ELC including SSC in discussion. Permission was granted to JMcM to engage SSC in initial outline discussions on how we might harmonise the lease and form an agreement. All agreements must be agreed at NBHT meetings. We also discussed the need to frame an overall plan for the lease activity and set up the correct team framework to do the work. e. Terms of reference for these discussions are to be prepared JMcM f. Clarify whether we transfer the VAT number or make a new application – SK to investigate and report back	JMcM
9. New Member Applications were discussed and agreed by vote , a. Judy Lochart – coms and social media – Agreed b. Iain Dove – Secretarial – Agreed c. Stirling Stewart – Harbour plan – rejected for trustee role and agreed for member status d. R. Montgomery – rejected e. Subject to all members observing the OSCR guidelines and not promoting any self interest.	AD
10. Funding Applications a. CM/JMcM reported that discussions had taken place on the capital plan and initial thoughts developed on program of funding and sources of funding. Including looking at NBT as a source of funds for larger scale projects only. To be updated at next meeting - CM share at next meeting	CM

<p>b. Ranking and sorting excise underway but the need for a 5 year plan + was discussed as needed to frame future applications and prioritise</p>	
<p>11. Fringe by the Sea – update  a. Generator issues were reported as resolved  b. Concerns over the workload were expressed as well as initial push back from harbour users</p>	<p>HMCK</p>
<p>12. Operations Update/Plans  a. Sula 111 – closed for this year and berth allocated  b. Gypsy Girl – Permission granted for sale of business and transfer of mooring  c. Benches and planters complete  d. No new complaints  e. Blue Wild application – approved for occasional operations outside harbour  f. Rat infestation reported – so agreed a tidy( removal of creels etc ) up and pest control to be contracted</p>	<p>SB</p>
<p>13. Org transition – all issues with e-mails now resolved.</p>	<p>AD</p>
<p>14. Benches –  a. SB reported a number of verbal issues around bench ownership/sponsorship and the rules that apply. ie not wanting benches re stained, located etc  b. KH circulated an older policy document for review and to set out the current framework  c. Further discussion is needed but will take place at HMT to clarify rules several interests in buying/sponsoring etc ? discuss and agree if we should move something forward</p>	
<p>15. AOCB – BBC request for filming. Agreed to proceed</p>	
<p>16. Date of next meeting Monday 09<sup>th</sup> Aug 2021</p>	<p>JMcM</p>