

# 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

Monday 12<sup>th</sup> December 2016

### Council Chambers

#### Present:

Jane McMinn (JMCM; Chair)  
Brian Anderson (BA)  
Stewart Auld (SA)  
Donald Wright (DW)

Sandy Knox (SK)  
Isabel Anderson (IA)  
Charlie Marshall (CM)  
Bill Roberts (BR: Minutes)

#### 1. Welcome

JMCM extended a welcome to the members.

#### 2. Apologies

Apologies were received from Colin Aston (CA) and David Farmer (DGF).

#### 3. Minutes of Meeting of 14<sup>th</sup> November 2016

JMCM read through the minutes of the previous meeting. Corrections were required: to note the discussion on the choice of legal entity to be created through the HEO and authorisation for tidal works in the HEO. Also, to note that CM had approved the minutes of 10<sup>th</sup> October 2016.

#### Declaration of Interest:

All declarations have been received.

#### Lobster Container

All payments have been made.

#### Galloway's Pier Update

No update was presented.

#### Finance

Check that all passenger boat returns and payments have been made

**Action: BR to confirm**

#### Beach Huts

A public announcement regarding the start of the project will be required (**Action: BR**). CM will help provide the substance of the announcement.

#### Insurance Policies

The valuations used in the current policies were provided to the broker by the past Chairman. IA asked that a second broker be consulted over our policies.

The assurances given in the proposed minute of agreement regarding a significant structural failure of the harbour caused by sea water, are to be confirmed to Eamon John (ELC) in writing. (**Action BR**).

#### AOCB

With regard to the accumulation of sea water at the east end of the Esplanade (by the new sea wall), Martin Anderson's (Anderson Group) advice was to level the ground to allow the water to drain through the existing outlet in the south wall.

BA advised that the Northern Lighthouse Board had confirmed the existing navigation lights were satisfactory.

The minutes were approved by CM and seconded by IA

#### 4. **Safety Incident Reports**

There were no recorded incidents.

#### 5. **Declaration of Interest**

No changes to members' declarations of interest were made. No declarations of interest were made with respect to items on the agenda or items likely to be discussed.

#### 6. **Finance**

The meeting discussed charges for next season.

The Association needs to understand its capacity to expand income levels. There was a one-off increase this year as the VAT element of charges was retained. There will be no similar increase in future years and the base for increasing income will be inflation related. IA raised the issue of charitable status and said that reserves are needed for contingency; there is no need to build up reserves. The meeting noted that the Association may face additional or above inflation costs for items such as insurance. Charges would need to cover these costs. A budget is required.

JMcM suggested putting something aside a North Wall contingency fund – say £80k.

OSCR advocate a reserve of two to three times annual recurring costs.

JMcM suggested that a budget be prepared over January and February.

CM advised that monies “set aside” should be allocated to projects.

CM noted that Council funding will be lower next year and therefore likely to mean that Community Partnership funding will be reduced.

SK asked to ensure that provision is made for inspection and maintenance programmes.

BR intimated two large revenue items: the invoice for the crane repair and an electricity rebate from Scottish Power.

#### 7. **HEO**

BR advised the meeting that the ELC solicitor who has been handling the HEO and Management Rules has been away from work due to illness for a couple of weeks and was expected to be off for an extended period.

JMcM and BR met with Eamon John (ELC) to seek assurance that the HEO process was still supported by the Council.

In the absence of the Council solicitor, Kirsty Preston is pursuing the outstanding actions and is trying to progress all of the documentation.

#### 8. **Next Phase of Development**

##### a. **Beach Huts**

JMcM advised that two contractors had each been asked to make two huts. **(Action: BR to write letter of engagement)**. Two will be ready in two weeks. SA and JMcM are looking for storage. The suppliers will undercoat and paint the huts. At the start of the season they will need to be taken out of storage and erected.

CM advised that a press release is needed at each stage to show funders.

SK asked when advertising to prospective tenants should start so an early income stream can be developed. The lets need to have a term specified. The meeting discussed various

principles of allocation and required rates of return. JMCM asked the meeting to consider how the huts should be allocated with a view to preparing a statement of intent from the next meeting. **(Action: All)**

#### **b. Changing Room Area**

The three cost options based on refurbishment of existing building had been circulated to members. . The meeting agreed that any available funding would not best be spent on a structure which will continue to degrade.

JMCM does not want to drop the project and the meeting discussed other options. There is some concern that there may be a crack in the rear wall and, if so, there needs to be a change focus to a sea defence wall project. One option is to dismantle the existing rooms; refurbish the sea wall and create new build out from it. Steve Wood (David Narro Associates) will be asked to have a preliminary inspection of the sea wall when he visits the North Harbour Wall in January. **(Action: BR)**. This may lead to a formal inspection and the meeting agreed to £2k budget should this be required.

BA asked if an engineering report was prepared when the new seating was built in 2014. BR confirmed that he has already asked Eamon John (ELC) to find any report on the structure. (Action; BR to check planning permission for any information)

IA agreed with JMCM that there is a concern over wall and that a two pronged approach to stabilise the wall and develop the area was appropriate.

CM supported the idea of getting professional help to prepare ideas about what might be done with space and to show what it will look like. The meeting agreed to use funds from the Community Partnership grant for this.

SK said that a long term investment needs a vision to meet future demands. Any vision not clear to SK. IA advised that a consultation previously undertaken and the current process is reflective of existing users and our charitable purposes.

SK asked if the vision is accessible and in a form that can be transmitted on.

#### **c. West beach Slipway**

BR met with Martin Anderson (Anderson Group) and Martin is now preparing proposals with costings. DGF has offered to manage this project.

### **9. North Wall Update**

BR has a date to meet with Steve Wood (David Narro Associates) on 16<sup>th</sup> January 2017.

### **10. Safety Management System**

DW has provided safety check lists to the Harbour Master to provide a record of checks: fire extinguishers and alarm; life-saving equipment, etc. A template risk assessment has also been provided from which the Harbour Master can prepare assessments for routine tasks and use as basis for specific events.

DW produced a quote for advisory signs around the harbour. The meeting approved a £3k spend for signage.

### **11. Funding Applications**

**(Action BR: Circulate table of applications)**

CM had been asked by FLAG LAC sign-off two changes to our application. This has been done.

CM has made no other funding applications since there are no new projects being proposed.

### **12. Insurance Policies**

Covered under matters arising.

### 13. AOCB

JMcM received a request from NBRC who would like to erect their own hut (3m x 5m) on the Esplanade or Dinghy Park.

The meeting discussed the request and agreed to SA's offer to meet with NBRC to gather more detail on their requirements. **(Action: SA)**

IA reminded the meeting that she has agreed to attend the Coastal Partnership meetings as a representative of NBHTA but would not become a member. JMcM advised the meeting that some Members of Community Partnership are now members of Community Council; some of whom are members of the North Berwick Trust.

JMcM offered to meet Hilary Smith to update her on harbour activity.

The Coastal Museum is proposing to create a corridor exhibition with a harbour theme. SA will speak to them about ideas and artefacts.

BA asked there a minimum number of payment days for the Lobster Shack. **(Action: BR to check the lease).**

### 14. Date of Next Meeting

The next meeting will be held on Monday 16<sup>th</sup> January 2017 at 7.30pm in North Berwick Council Chambers.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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