

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes

Monday 8th May 2017

Council Chambers

Present:

Jane McMinn (Chair: JMcM)
David Farmer (DGF)
Charlie Marshall (CM)

Isabel Anderson (IA)
Sandy Knox (SK)
Donald Wright (DW)
Bill Roberts (Minutes: BR)

1. Welcome

JMcM extended a welcome to the members.

2. Apologies

Apologies noted from Brian Anderson (BA).

3. Minutes of Meeting of 10th April 2017

Information and safety signs are to be erected asap. DW will try to get it done this week.

Action: DW

BR to meet with John Irvine of NBRC to discuss dinghy parking area and store

Action: BR

BR will send an email to ELC to notify them that since all procedural steps have been taken and in the absence of formal notification of any objections, NBHTA take this as tacit agreement that the new Management Rules are in place.

Action: BR

The beach huts are now on site although one needs to be repositioned following work on the sea wall valves. CM will create a report for FLAG and work with them to prepare the final submission.

Action: CM

CM will write to NB Trust regarding the donation of £4,500 (toward the huts).

Action: CM

BR will prepare a lease template lease for use with the tenants of the huts.

Action: BR

The Lobster Hatchery will occupy a hut until tenants are found. Interest has been expressed by A Wright (crafts and pictures); JaneR Design (upcycling); Fultons (pottery demonstrations). The meeting agreed with JMcM's proposal to support these applications. R Sutherland has suggested applying for change of use to include retail and the meeting agreed to do this at the end of the season. IA noted that the SSC may object to certain types of retail activity. The lease should be for display and promotion. Tenants will be able to take orders for fulfilment elsewhere. Tenants will be responsible for insuring contents.

IA will write to stakeholders to leave with the Harbour Master any of their promotional material they wish to be displayed.

Action: IA

L Lamb intends to work with the charity Beyond Boundaries to promote kayaking and surfing to people with disabilities and mental health issues. The lease for the store will remain with L Lamb.

There was insufficient information available to the meeting to discuss an application to set up a paella retail concern.

The minutes were approved by SK and seconded by CM

4. Safety Incident Reports

There were no incidents recorded during the period since the last meeting.

5. Declaration of Interest

No changes to members' declarations of interest were made.

DW declared a potential conflict of interest with A Wright's expression of interest in a beach hut.

6. Finance

SK advised the meeting that the 2016 invoices had been issued showing a VAT element. This was an error. They were the first of the annual invoices to be prepared since NBHTA became a lease holder and collected payments directly. The 2015 annual invoices were prepared and issued before the NHTA were lease holders. The 2017 invoices did not contain a VAT element.

SK is engaged in a discussion with our accountants regarding the treatment of VAT in relation to the grant for the sea wall.

Action: SK

BR will organise a Special General Meeting to approve the accounts.

Action: BR

7. HEO

BR had received an email from ELC (I Forrest (IF): Solicitor) to advise that their parliamentary agents they were considering the implications of NBHTA becoming a corporate body and were also pursuing Transport Scotland for comment on the current draft of the HEO. IF confirmed that ELC will deal with the documentation associated with the transfer of title. IF also confirmed that the SSC and NBHTA lease maps were prepared to match and agree.

8. Next Phase of Development

a. Beach Huts

Dealt with under matters arising.

b. Changing Room Area

No update

9. SSC / NMC

S&W have provided legal opinion on NBHTA's access rights under the terms of the lease.

The meeting discussed the possibility of commissioning an engineering survey on the condition of the Harbour and buildings prior to construction commencing.

CM has completed the selection of an independent consultant to undertake an economic and social impact assessment. CDK Galbraith was appointed following comments received from members. An early meeting of stakeholders is being organised for 18th May. The meeting agreed to approach some stakeholders for a contribution to costs. The E&SIA will be circulated as soon as it is available. BR suggested that in the meantime NBHTA's position on the proposal to create an NMC should be reserved.

10. North Wall Update

BR is waiting on a prioritisation of the urgent works and names for contractors who have the necessary skills to could produce quotations to be used for budgeting and fund raising.

Action: BR

11. Safety Management System

The meeting discussed the proposal from G Vale to act as Designated Person and approved his appointment subject to confirmation that he has appropriate insurances in place.

Action: BR

12. North Berwick Coastal Area Partnership – Design Charrette

IA asked that NBHTA respond to the charrette consultation. JMCM will respond online. Individual members were encouraged to respond.

13. Funding Applications

There are no applications in progress.

Action: BR to update and circulate funding matrix

14. AOCB

JMCM met with H Smith of the Community Council and undertook to keep the CC informed of NBHTA's activities.

IA and SK will host the Viridor Trustees on 14th June.

JMCM is to meet with K Kelly of Marine Scotland

The meeting agreed to try to meet the new local councillors at an early date.

DGF offered to help prepare the Association for imminent changes to the Data Protection Act. (May 2018)

15. Date of Next Meeting

The next meeting will be held on Monday 12th June 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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