

# 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 15<sup>th</sup> January, 2018

## Council Chambers

### Present:

Jane McMinn (Chair: JMcM)  
Bill Roberts (Minutes: BR)  
David Farmer (DGF)  
In attendance -Terry Denton

Isabel Anderson (IA)  
Stewart Auld (SA)  
Sandy Knox (SK)

### 1. Welcome

JMcM extended a welcome to the members present.

### 2. Apologies

Donald Wright(DW): Charlie Marshall(CM): Colin Aston(CA)

### 3. Minutes of Meeting of 11<sup>th</sup> December, 2017

Beach Wheelchair Lease – This has been agreed and both huts have been paid for.

Safety Management System – A review of Life Saving Equipment will be carried out on the 25<sup>th</sup> January. The head of the team from the Life Saving Society will travel up from England.

GDPR (General Data Protection Regulation) – No update, ongoing.

An extra sentence needs to be added before sending out the application forms. **Action: BR**

The minutes were proposed by IA and seconded by DGF

### 4. Safety Incident Reports

Insurance Liability regarding booms becoming afloat in the harbour has still to be checked – Ongoing.  
**Action: BR**

### 5. Declaration of Interest

There was no change from the previous meeting.

### 6. Finance

SK advised that the VAT Liability has been settled at £1,888.28 (with no penalties) but, we have received a further penalty notice for £2,400 which probably relates to the previous demand in early December 2017. SK will go back to Whitelaw Wells & Co for clarification.

A draft copy of the budget was circulated, showing Income and Expenditure figures. SK & BR working with the 2016 figures, 2017 draft figures and 2018 budget figures. Outgoings – as in Heat, Light and Power need further examination. Professional Fees in relation to the SSC planning application should not be recurring.

A FLAG grant has still to come in (about £3K), plus one from ELC towards the North Wall Project, and the seed fund for changing room project still has some of this to spend.

Past prudence, taken forward, means that we could end this year with something to fall back on.

We have an unpaid Sheppard & Wedderburn invoice for fees relating to 2017. This may take us in to a small deficit for 2017.

The budget 2018 figures have to be adjusted for capital expenditure and at presents looks like approx figures of £57,000 unrestricted funds for expenditure and £55,000 unrestricted funds for income.

The Treasurer proposed an increase to all fees (including lets and passenger levies) of 3.5% - a discussion followed.

The proposal to let a block of dinghy park spaces to ELYC was discussed.

The passenger levy at present is set at 30p per adult and lower for children. This applies to all users with the exception of charitable excursions. IA thought that we should be consistent with all other users and raise the 3.5%. IA undertook to search for any previous correspondence with commercial boat operators regarding changes to passenger levies. Returns of passenger numbers by operators are on a good faith basis. **Action: IA**

### **Fees should be increased by 3.5%: - Proposal accepted unanimously.**

IA asked for a protocol to increase the amount collected from launch fees. The Harbour Master and Harbour Assistant could be assisted by members of the committee. Although it is a welcome offer from a local resident, we should not be relying on this, as we would not be covered if they came to any mishap.) We may have to arrange identification for people who carry out this exercise. **Action: BR**

We are running out of space to locate memorial benches and an alternative needs to be found. Would it be possible to erect a Memorial Cairn? **Action: BR**

## **7. HEO – Update**

This has not moved forward – Ongoing. **Action: BR**

## **8. SSC / NMC**

NBHTA held a meeting on 18<sup>th</sup> December 2017 to which our stakeholder and other parties with an interest in the conservation of the harbour area were invited: SSC, NBCC, ELC Councillors; NBCAP, Harbour residents; fishermen; NBHTA tenants were represented.

This wasn't the smoothest of meetings, and no surprises. There has been no formal feedback. The meeting did allow participants to discuss the affect the recent SSC planning application had on the community. The meeting agreed to seek a common future vision for the harbour area. The next meeting is scheduled for Monday 22<sup>nd</sup> January 2018.

NBHTA were approached today (15<sup>th</sup> January) by ELC Councillors asking for our opinion on introducing a female facilitator. If this is Council driven, this would make any further forum meetings the gathering point for future ideas. JMcM said NBHTA have nothing to lose by supporting this proposal, and it would probably help. It is our hope that the SSC agrees.

There will be a meeting arranged to agree a formula to take things forward – not by NBHTA. The outcomes would feed in to public meetings.

IA thanked JMcM for hosting the group meeting.

## **9. North Wall Update**

We have the funding for the preliminary work and this will be progressed once ELC have been advised regarding our plans for the North Wall. **Action: BR**

## **10. Safety Management System**

Emergency Plan almost complete - Ongoing

## 11. Funding Applications

CM has to finalise applications to LEADER & FLAG.

A preliminary drawing (by Sutherland & Co.) of a proposal to renew the sea wall behind the changing rooms at the east end of the dinghy park was circulated at the meeting. This proposal would replace previous plans which had retained the sea wall and existing changing rooms. The latest engineering reports cast doubt on the viability (both engineering and financial) of remedial works on the existing structure. The reports also conclude that demolition of the existing changing rooms would weaken the sea wall.

The proposal is essentially a fresh start building from the sea wall out creating three community units for letting. The new units would be fully "fit-for-purpose" which cannot be achieved through modification of the existing structure. The idea will need community support.

Once it has been agreed and costing is in, CM will be able to go ahead with funding applications. The drawing is not final and should be used for discussion only.

Beach Wheelchairs were very busy last year, and are keen to look at joint funding applications.

The North Wall remains a priority for funding, but different funding may be available for new structures only. ELC will need to be advised and involved in the proposal. Planning permission was gained for something similar a few years ago which should help gain support for this proposal.

FLAG funding has to be applied for by the end of January. We could, hopefully, lodge a note of interest before then. It could be a few years before the money is forthcoming. Preliminary work (professional fees) money has been pledged but funding for structural works has still to be sought.

**Action:-JMCM/CM**

## 12. North Berwick Coastal Area Partnership

The next meeting is scheduled for Tuesday 16<sup>th</sup> January, 2018.

An E-Mail was received from Hilary Smith (Chair NBCAP), advising that they have a small fund available, and would like us to look at using it for a shower to be placed somewhere in the harbour area. A mains water connection would need to be available and a few places have been identified. A water fountain would be more easily accommodated and this would cut down on the use of plastic bottles.

JMcM will respond

**Action: JMCM**

## 13. AOCB

DGF mentioned that there were questions being asked about having CCTV installed in the harbour area. BR has been actioned to approach a commercial installer to see if this is viable. SSC think it would be an added source of information for our Local Police. All parties should work together on this.

BT are proposing to move a telegraph pole from behind the Rockateer; this work is not related to NBHTA. While looking at this it was discovered that the back of the sun lounge building is cracked and in need of repair. To be looked into.

**Action: BR**

The handrail up the steps to Anchor Green should be replaced. Discussion with ELC required.

**Action: BR**

BR advised that an advert will be placed seeking applicants to join NBHTA. SK told the meeting that he was aware of an interested individual. IA reminded the meeting of OSCR guideline regarding recruitment and the need to avoid conflict of interest.

The March meeting will be held on Monday 5<sup>th</sup> March.

**14.Date of Next Meeting**

The next meeting will be held on Monday 12<sup>th</sup> February, 2018 at 7.30pm in North Berwick Council Chambers.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

Harbour Master's Office

Victoria Road, North Berwick. EH39 4JL

Tel (home): 01620 894585 Mobile: 07736 774377

EEmail: [secretary@nbharbour.org.uk](mailto:secretary@nbharbour.org.uk)

Web: [www.nbharbour.org.uk](http://www.nbharbour.org.uk)