

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes: Monday 11th June, 2018

Council Chambers

Present:

Jane McMinn (Chair: JMcM)
Issy Anderson (IA)
Sandy Brodie (SB)
Sam Lowe (SL)
Donald Wright (DW)

Brian Anderson (BA)
Stewart Auld (SA)
Sandy Knox (SK)
Alastair Macintyre (AM)
Bill Roberts (Minutes: BR)

Geraldine Prince (GP) representing NB Community Council in attendance other than for the discussion on new membership

1. Welcome

JMcM extended a welcome to the members present.

2. Presentation by SSC

JMcM introduced David Windmill (Chairman Scottish Seabird Centre) who gave a presentation on the SSC's status and activity since November 2017. Mr Windmill also talked about the SSC's vision for the future in relation to the wider community and the process for defining that vision. Mr Windmill left after answering questions from the members and accepting an invitation to speak to the Community Council.

3. Apologies

Apologies were received from Colin Aston (CA); Charlie Marshall (CM); David Farmer (DGF). On behalf of the Association, JMcM wished CA and DGF well and speedy recoveries.

4. Minutes of Meeting of 14th May, 2018

AM noted a typo in Para 3. Minutes are to be corrected and reissued.

Action: BR

The minutes of the meeting of 14th May 2018 were approved by SA and seconded by BA.

5. Safety Incident Reports

BR reported there were no incidents in the period. IA reminded the meeting that (per our SMS) reviews of safety incidents need to be recorded in formal minutes. BR assured the meeting that this will happen. Blank safety incident recording forms are held in the HM Office in the SMS folder.

Action: BR

6. Declaration of Interest

There was no change to recorded interests from the previous meeting. The declaration forms of new members need to be completed.

Action: BR

7. Finance

GP was asked to respect the confidentiality of the discussion on accounts and remained in the room during the agenda item.

SK presented the final version of our 2017 accounts which had been received from Whitelaw Wells (WW) that morning. The meeting unanimously approved the accounts which will now be presented for formal approval at the AGM on 25th June 2018.

IA asked that passenger levies be monitored closely in the coming years and also suggested that a 6 month review of this year's budget be presented. SK agreed to do this at the July or August meeting.

Action: SK

SK presented a previously circulated report on this year's accounts.

SK and BR have met to review of our insurance warranties. SK continues to try to get Everards (our insurance brokers) to visit site for a review. Everards are to be notified of the increase in numbers of our members.

Action: SK

8. HEO – Update

BDB (ELC's Parliamentary agents and author of the HEO) have performed a review and sent off the revised draft HEO to Transport Scotland for their consideration and comments. JMcM will seek regular updates on progress.

BDB are looking for confirmation we are progressing pre-application consultation and other application documentation while we awaiting Transport Scotland's comments on the Order.

JMcM has confirmed we are preparing background information that substantiates our abilities so far to run and maintain the harbour. This includes past successful planned projects their funding and completion, along with an outline maintenance programme and intended funding applications. We will also outline current and future projects in a similar manner and write to the list supplied by BDB in August 2017. This will all take time but can take place in parallel with the HEO progression.

We are also going ahead with a planned migration towards a company limited by guarantee with the transfer of the charitable status to this corporate body.

Action: BR/JMcM/SK

9. SSC / NMC

JMcM will deliver the NBHTA vision presentation to SSC trustees on 20th June

JMcM/SK/BR are to meet with ELC/SSC regarding leases and access rights on 20th June. We have decided not to invite our solicitor to this meeting. ELC's agenda and is unclear at this time but we will listen and report back; no agreements will be made.

JMcM advised that she continues to encourage an immediate widening of participants in the vision process.

10. North Wall Update

DGF has clarified with David Narro that the number of inspection holes included in the tender document was three times the budget figure suggested by David Narro. The correct figure is the lower. The tender price for the works is now much closer to the budget.

CM and DGF met regarding funding applications for this project. CM sees the project as two separate funding applications; a local fund for the investigative works then Heritage Lottery most likely for the actual repair costs.

CM and DGF reviewed the information supplied by David Narro Assoc and identified some areas where there may be further costs (e.g. preparing a new costed list of recommendations after the investigation). DGF has since emailed David Narro asking for confirmation of some of these points.

CM suggested holding off instructing David Narro to proceed in case it jeopardises the funding. David Narro have now provisionally planned works for late July so we will need to decide how long to wait before confirming this.

Action: DGF/CM

11. Safety Management System

No new developments to report; No decisions required

The Galloway's Pier incident was reviewed at the HMT. Inspections for cleaning and cleaning activity are to be recorded.

The SMS has been published on the NBHTA website and through social media; Stakeholders have been advised of PMSC/SMS and offered familiarisation sessions; NBRC have expressed interest and we await their formal request.

Action: BR

12. Funding Applications

CM Reported that our application to Stella Moffatt Charitable Trust for safety equipment was unsuccessful. They suggested that NB Trust would be more aligned to this project. The closing date for the next round is imminent.

Action: CM

13. North Berwick Coastal Area Partnership

Nothing to report.

14. AOCB

FbtS have been asked to confirm in writing that they have secured dinghy parking on Elcho Green. A rota for site supervision and set-up has still to be established.

BBEL have been asked for a statement of their programme
The Tom Shearer lunch has been agreed

Seed fund monies still to be checked for New Sea Wall Project

GP asked for impressions of the recent NB Community Day.. JMcM reported that NBHAT did not have a presence.

BR reported that he and SK had met representatives of the NB Rowing Club to discuss ways of improving the relationship between the two organisations.

The meeting noted that the Stirling Stewart (Lobster Shack) had received planning permission for a storage shed in the Dingy Park at the recent Planning Committee meeting. The Planning Committee overturned their Planning Officer's refusal to grant permission.

The meeting noted the involvement of the police in threats made to commercial fishermen based at the harbour. The meeting agreed to keep as comprehensive a log as possible of all such instances and will involve police, MCA and ELC in implementing ways to protect our tenants.

GP left the meeting at this point

15. Membership Application

The members discussed an application for membership received since the last meeting. The Officers presented a recommendation not to invite the applicant for interview after referring to the "Guiding Principles – Membership" from Transport Scotland's document "Modern Trust Ports for Scotland". The meeting supported this recommendation. The applicant will be advised of the decision.

Action: BR

16. Date of Next Meeting

The next meeting will be held on Monday 9th July, 2018 at 7.30pm in North Berwick Council Chambers.

The AGM will be held at 52 Forth Street, North Berwick on Monday 25th June at 7.30pm.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

Registered Charity N° SCSC045318

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