

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes: Monday 12th November, 2018

Council Chambers

Present:

Jane McMinn (Chair: JMcM)
Issy Anderson (IA)
Sandy Brodie (SB)
Sam Lowe (SL)
Donald Wright (DW)
Note CA joined after start

Brian Anderson (BA)
Colin Aston (CA)
David Farmer (DGF)
Charlie Marshall (CM)
Bill Roberts (BR) Minutes

In attendance

Geraldine Prince (GP).

1. Welcome

JMcM extended a welcome to the members present.

2. Apologies

Apologies were received from Alastair Macintyre (AM), Sandy Knox (SK) and Stewart Auld (SA).

3. Minutes of Meeting of 10th September, 2018

A letter has been sent to Mr Montgomery in response to his email of 24th October 2018

The minutes were approved by IA and seconded by BA.

4. Safety Incident Reports

BR reported that our Harbour Assistant (C. Gordon) had slipped while painting handrails. The HMT will conduct a review once CG has completed incident report forms.

Action: BR

5. Declaration of Interest

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

6. Finance

Our insurance brokers (Everards) are waiting on replies to questions they have asked following their visit to assess the property for full cover.

IN his absence SK had submitted a written Treasurer's report. SK recommended that the Association move to become a Company Limited by Guarantee. JMcM asked the meeting for approval from the meeting to make that change now. There was unanimous support for this. We should cap the legal costs involved once an estimate has been received from our solicitor. We need to understand the ramifications of dissolution of the Association. The meeting agreed that we can proceed to instruct a solicitor.

IA asked for clarification of any impact to our charitable objectives as a result of the change. The intention is to transfer our charitable status to the new legal entity. OSCR will be involved in this process. The intention is to keep our current charitable objectives.

BR briefed the meeting on discussion held with Eamon John (EJ) of ELC. We will seek reimbursement of the legal costs associated with the change to our legal status from ELC.

BR will circulate this year's harbour works budget in preparation for 2019.

Action: BR

7. HEO – Update

SK and BR met with EJ of ELC to explain our current position with regard to the HEO.

A series of questions need to be prepared for Transport Scotland (V Ferguson). This will include clarification on the impact of the HEO on other property owners within the defined harbour area.

8. Stakeholder Meeting & SSC

JMcM presented a precise of the presentations and the subsequent open discussion from the Stakeholder Meeting held on 12th September 2018. Much of the discussion concerned SSC future plans. The meeting was told about the SSC's strategic review and internal refurbishment.

We have received several responses to JMcM's request for comments on stakeholders' space requirements.

JMcM read from a report by SK on his recent one-to-one meeting with D Windmill (DW). NBHTA then discussed the question of access to the site for SSC building works. The meeting noted SK's intention to take the matter forward with the SSC Interim CEO. If appropriate, access can be granted for the duration of the project.

GP asked if moving any art installations around the harbour had been raised by or with SSC. It has not been discussed.

9. North West Wall Update

DGF presented a report on the recommendations for refurbishment of the north west wall. The engineers are proposing a concrete berm around the base of the wall to secure the footings. Forecast costs are £342K to £461k ex VAT. CM has asked that three tenders for the work be sought. The report does not contain a forecast of timings for completion of the work. The work on wedges for the outer face is classified as urgent.

The engineers are to be asked for a report on the wall under the crane.

10. Safety Management System

A professional survey of the harbour area showing levels relative to chart datum has been found. The single outstanding item on our SMS audit can now be completed.

NBRC have asked for a meeting to discuss the SMS. BR is meeting the convenor this week.

11. Funding Applications

Bell's Nautical Trust may be a source of funding for education related activity. CM has asked for ideas.

SL suggested information boards could carry bar or QR (Quick Response) codes which, when used with mobile phones or tablets, could link to information present on the device.

We have been successful in our application to the Coop fund for local charities. The value of the award depends on the votes cast by in-store shoppers. To be successful, this requires a campaign with a consistent message to be presented to the community; all our social media channels and "word-of-mouth" need to carry this message. CM will commission an image (budget £120) to be displayed at the voting station and elsewhere

12. North Berwick Coastal Area Partnership

Nothing to report

13. NBCC: Community Emergency Resilience Plan

IA has attended (3rd Nov 2018) workshop to review and update the plan. She recommends NBHTA stays on the asset register. IA will attend the next meeting on 8th Dec. Item to be removed from agenda.

14. Lobster Shack Proposal

The terms of a new lease for the Lobster Shack have been agreed with S Stewart. The details were approved by the meeting.

15. Security

BR has met with a second contractor and received their quotation. The proposals will be discussed with PC Allen Paul the East Lothian Community Safety Officer at a meeting on 23rd Nov.

A third installer may be contacted.

16. Sula II Boat Trips

A letter from the owner of Sula II was discussed. The letter set out the future options for the Sula boat trips. The meeting supported the proposals put forward in the letter.

17. NB Rowing Club

A request for a "change-of-use" to the lease of the store let to NBRC has been received. The meeting approved the request with the proviso that any consequent costs be borne by NBRC.

JMcM had meet with the convenor of NBRA are presented the range of options for increased and/or different space to be let to NBRC. Several of the options are impractical and these largely relate to building onto or extending the current structure. NBRC are considering these options.

18. AOCB

The planning permission applied for the north east corner store has a determination date of 19th Nov. Beach Wheelchairs will contribute to the costs associated with breaking through the external wall and modification of the electrical installation.

A meeting is to be arranged with NBRC and ELYC to take forward discussions on space requirements.

A firm able to undertake repairs to the barometers has been found in Fife. The owner of the Fisherman's Hall has given approval for any works and for us to take entry as required. The barometer will be monitored to see if it is currently working.

SB will examine options for the installation of a water fountain.

The options to modify the two sets of stone steps into the harbour (to prevent them from becoming slippery) will be discussed at the HMT. The quayside storage of creels will also be discussed.

19. Date of Next Meeting

The next meeting will be held on Monday 10th December 2018 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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