

# 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 18<sup>th</sup> March, 2019

### Council Chambers

#### Present:

Jane McMinn (Chair: JMcM)  
Issy Anderson (IA)  
Sandy Knox (SK)  
Alastair Macintyre (AM)  
Donald Wright (DW)

Brian Anderson (BA)  
Colin Aston (CA)  
Sam Lowe (SL)  
Charlie Marshall (CM)  
Bill Roberts (BR) Minutes

#### In attendance

Bill Macnair (BM)

Susan Davies (CEO, SSC Part-time)

#### 1. Welcome

JMcM extended a welcome to the members present.

#### 2. Apologies

Apologies were received from David Farmer (DGF), Sandy Brodie (SB) and Stewart Auld (SA).

#### 3. Presentation by Susan Davies (CEO; SSC)

SD gave a brief outline of the strategic changes SSC propose to make as a result of their recent review. The SSC is considering partnerships ideas which will enable it to focus on all of its charitable objectives and is seeking feedback on the new direction it is taking. SD shared the SSC's strategic framework which sets out what they will be as an organisation. This is an opportunity to reach out to a variety of stakeholders and identify areas of collaboration.

The content of the SSC's education programme is being examined and may expand to include higher level material. Links with layers of communities, from local through to national scientific groups, will be expanded and enhanced. The SSC will not become a lobbying or campaigning organisation but it will gather in information from multiple sources and disseminate it in various media and forums.

SD is task with producing a strategic plan by the end of June 2019.

The SSC internal refurbishment is underway to create a more spacious entrance and improved flow around the café. Although capacity of the café will not be increased some education elements will be introduced to the area. The downstairs will be refurbished during a closure (of that area) during November and December 2019.

A short discussion followed. JMcM was refreshed by the intention to engage with the community and suggested joint projects could be undertaken. SD said the make-up of trustees would change during the year and ELC would no longer nominate a trustee from the Council. IA welcomed the whole approach outline by SD and encouraged a professional recruitment programme to attract the best talent to the trustee roles. CM noted OSCR's concerns over the linkage between CEO and Chairman with regard to good governance.

JMcM thanked SD for her presentation and SD left the meeting.

#### 4. Minutes of Meeting of 11<sup>th</sup> February 2019

The meeting of the 11<sup>th</sup> February 2019 discussed a proposed budget for 2019/20 presented by SK. The minutes are to be changed to reflect this. **Action: BR**

The minutes were approved by CM and seconded by AM.

## 5. Safety Incident Reports

BR advised that a boat had been released from its mooring in the harbour and was found on the west beach. Its outboard motor had been stolen. The boat was recovered by the HM and its owner advised. The HM reported the incident to the police and it will be reviewed at the HMT.

There were no other incidents to report.

## 6. Declaration of Interest

There was no change to recorded interests from the previous meeting.

## 7. Finance

SK reverted to our insurance brokers (Everard) with the results of the reinstatement survey recently completed (by Surveying Solutions). Everard will now put full insurance of the harbour out to tender. The results will inform the Association regarding likely premium levels.

Everard have submitted their quotation for our 2019/20 insurance requirements based on last year's levels of cover. The premium remains the same as last year. The meeting agreed to continue with Everard and approved payment of their invoices.

SK met with Shepherd and Wedderburn to progress our incorporation. S&W will prepare the necessary paperwork. S&W will send out an "Articles of Association" template. S&W suggested we set a target date for completion. The meeting agreed this should be 30<sup>th</sup> September 2019.

The incorporation project will include a review of our current documentation such as leases and contracts. We need to decide whether external professional advice is required to establish market rates for the properties we let, and whether as a charity we should be charging full commercial rates. Current levels of rent have been set based on ELC levels at 2015 (when our lease with ELC was signed). As a first step the current rates will be compared to ELC levels. **Action: SK**  
The meeting noted that ELC are unlikely to have a rate for non-watertight/non-weather-tight properties.

The meeting noted that our customers are asking for a move to electronic payment processes.

## 8. HEO – Update

Nothing to report.

BR reminded the meeting that incorporation needs to be completed to create the legal entity which will have harbour authority powers vested in it.

## 9. SSC

JMcM reported that she was continuing to have dialogue with the SSC. As a suitable small project for NBHTA and SSC to work on, she suggested the development of a network North Berwick related heritage information and/or sites – both real and virtual. Members of the Coastal Communities museum have expressed interest in being part of such a project. Other joint projects with the SSC could involve plastic clearance events.

JMcM will attend the pre-opening event at the SSC on 3<sup>rd</sup> April.

SK is continuing informal meetings with the SSC Chair.

The members discussed SSC attendance at future NBHTA meetings and agreed that it was more appropriate to have periodic formal reviews of the relationship and activities. SSC will be invited to future NBHTA meetings for specific agenda items.

## 10. North West Wall Update

No report.

## 11. Safety Management System

DW, HM and BR attended the annual SMS external audit on 22<sup>nd</sup> Feb. The result was a pass. There are some improvement actions and changes to paperwork to be undertaken. Formal review of sections of the SMS will be undertaken at routine meetings of the HMT. A more defined feedback loop to considered changes to risk assessments will be included in incident report forms. The SMS will be reissued to harbour users. **Action: DW/BR**

JMcM thanked DW for his continuing work on the SMS.

## 12. Funding Applications

Viridor Credits may present an opportunity for funding toward the north west wall project. CM is in dialogue with them. Under this scheme ( [http://www.viridor-credits.co.uk/media/32546/master\\_-\\_slcf\\_guidance\\_notes\\_v270617.pdf](http://www.viridor-credits.co.uk/media/32546/master_-_slcf_guidance_notes_v270617.pdf) ) a maximum of £50k is available for projects which involve the “maintenance, repair or restoration of a building, other structure or a site of archaeological interest which is a place of religious worship, or a site of historic or architectural or archaeological interest and is open to the public.”

The HES application may provide a maximum of £140k. This leaves a funding gap of some £190k for the north west wall.

CM will submit an application to NB Trust for £10k-£20k.

We await HES comments on the proposed engineering solution for the north west wall.

CM continues to press the Scottish Government for news on the future of the Coastal Communities Fund.

Posters are needed to support the Coop funding. Images are to be sent to harbour users. **Action: BR**

SK has suggested a different type of approach to NB Trust. CM will introduce the idea and then pass to SK. **Action: CM**

ELC (Tom Reid) is to be kept aware of progress on funding for the north west wall. **Action: BR**

Local councillors are to be invited to an update on progress over the last year. **Action: BR**

## 13. North Berwick Coastal Area Partnership

IA will continue to attend NBCAP meetings and awaits their protocols regarding full membership.

## 14. Security

The meeting agreed to fund a CCTV installation up to £9k. The planning application process is to be started. **Action: BR**

## 15. AOCB

The SUP business have not confirmed their intentions regarding operations this year.

Two beach huts remain available.

The Lobster Hatchery will re-install containers on 21<sup>st</sup> March.

The Beach Wheelchairs have an opening event planned for 23<sup>rd</sup> March.

Store rent proposal to be prepared and circulated. **Action: BR**

**16. Date of Next Meeting**

The next meeting will be held on Monday 13<sup>th</sup> May 2019 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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