

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes: Monday 8th April, 2019

Council Chambers

Present:

Jane McMinn (Chair: JMcM)

David Farmer (DGF)

Alastair Macintyre (AM)

Stewart Auld (SA)

Sandy Knox (SK)

Donald Wright (DW)

Bill Roberts (BR) Minutes

In attendance

Bill Macnair (BM)

1. Welcome

JMcM extended a welcome to the members present.

2. Apologies

Apologies were received from Issy Anderson (IA); Sandy Brodie (SB); Charlie Marshall (CM); Sam Lowe (SL).

3. Minutes of Meeting of 18th March 2019

The SUP business has been in touch with JMcM; plans for 2019 still to be finalised. The Beach Wheelchairs had a good opening event. Thanks were offered to NBHTA for their support and special thanks were offered to SB for his work in preparing the store. The Lobster Hatchery containers were back in place on the Esplanade.

The minutes were approved by AM and seconded by DW.

4. Safety Incident Reports

BR reported a tripping incident involving the HM. The incident will be reviewed by the HMT.

There were no other incidents to report.

5. Declaration of Interest

DGF and AM have resigned from their roles as Flag Officers of ELYC. There were no other changes.

6. Finance

No accounts were presented. SK presented the current account status.

All annual invoices have been presented with the exception of the Lobster Shack and new store. The lease terms of the new store have to be finalised. **Action: BR**

The accounting system will be updated over the coming months. An offer of help from an ex-Association member has been accepted. GDPR compliance has to be checked. **Action: SK**

Financial information is being sent to the auditors for preparation of the 2018 accounts. The meeting agreed to approach ELC to have restricted funds applied to North West wall costs. **Action JMcM** (to draft) This should not delay sending the accounting information to the auditor. **Action: SK**

The meeting heard of several issues that now need to be discussed and brought to the attention of with ELC. **Action: BR**

SK has started discussions with NB Trust regarding funding.

The provisional date for the NBHTA AGM was agreed for Monday 10th June. TBC at next meeting on 13th May **Action: BR**

The meeting supported SK's proposal to form a working group to prepare Articles Association (in preparation for incorporation). AM agreed to assist SK. The group will present draft papers for review by JMCM and IA (subject to IA's agreement).

Incorporation will require assignation of the head lease to the new entity. ELC to be approached for discussion and agreement. **Action: SK**

Incorporation will also require a review of all leases. As an interim measure the meeting discussed and agreed a one year extension with a 3.5% increase, to all leases that expire in March/April 2019. **Action: BR**

Our insurance cover has been renewed and SK confirmed that all new trustees are included.

7. HEO – Update

Progress is now focused on incorporation.

8. SSC

JMCM has had several meetings with the SSC specifically to find common ground for collaborative projects. The heritage and culture trail was agreed as a starting point and JMCM has held meetings with Coastal Museum, North Berwick Environment Trust (incorporating Sustainable NB and Kirkports project), and North Berwick Coastal Partnership. All were interested but more likely to provide or verify historical content than actively place dated plaques. JMCM will progress with SSC and maintain contact with relevant community.

JMCM is working with SSC on the interpretation board renewal at the top of the steps going down to the harbour area.

The NB Coastal partnership is encouraging the idea of beacons at harbours to celebrate Year of Coastal Waters YoCW 2020. Hilary Smith (NBCAP Chair) has contacted other harbours and ELC to see if overall project possible.

JMCM to attend Coastal Partnership AGM on 23rd May 2019 where the Trust agreed for NBHTA to become a voting member with JMCM as nominated attendee. A substitute is allowed if named beforehand.

9. North West Wall Update

We are waiting on confirmation from the HES district architect on the suitability of the proposed engineering solution. Steve Wood (David Narro Associates) has had an initial discussion with HES and intends to revert to HES to explain the reasoning behind vertical pinning rather than underpinning.

10. Safety Management System

Improvement actions flowing from the external audit and discussed at the last meeting have been implemented:

- New incident reporting forms (with two modifications) have been issued for use;
- Process for continuous review of risk assessments through HMT has been agreed.
- Process for continuous review of SMS through HMT has been agreed.
- Process regular internal audit of SMS has been agreed. DGF has agreed to contribute to this.
- Engagement with larger users groups agreed
- Distribution to other users agreed

Risks posed by and to wild swimmers were discussed. Risk assessment to be reviewed at HMT. **Action: DW**

11. Funding Applications

JMcM spoke to CM's (previously circulated) funding matrix.

A meeting was held with IA, CM and JMcM where the funding matrix was discussed and agreed.

12. North Berwick Coastal Area Partnership

The meeting supported a proposal to become apply to become a full member of the CAP.

13. Security

A meeting to start the planning process for a CCTV installation has been arranged

Action: BR

14. AOCB

The SUP business has been in contact and are finalising their operation plans for the coming year.

Fringe by the Sea are to be contacted and reminded of their obligation to apply for use of the Esplanade and make arrangements for dinghy storage on the Elcho Green **Action: SA/BR**

ELC local councillors have been invited for and an update on NBHTA activities.

15. Date of Next Meeting

The next meeting will be held on Monday 13th May 2019 at 7.30pm in North Berwick Council Chambers.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

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