

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes from Monday 14th October 2019 at 7.30pm

North Berwick, Council Chambers

Present:

Jane McMinn (Chair & Minutes: JMcM)	Brian Anderson (BA)
Issy Anderson (IA)	Sandy Brodie (SB)
Sandy Knox (SK)	Alastair Macintyre (AM)
	Donald Wright (DW)

In Attendance:

Bill Macnair (BM)

1. Welcome

JMcM extended a welcome to the members present.

2. Apologies

Apologies were received from Colin Aston (CA), Stewart Auld (SA), David Farmer (DGF), Sam Lowe (SL), Charlie Marshall (CM) and Bill Roberts (BR)

3. Minutes of Meeting of 9th September 2019

Para 7; second sentence should read "The SSC have "
The minutes were approved by BA and seconded by IA.

4. Declaration of Interest

There were no changes to the register of members' interests and no declarations of conflict with any agenda item.

5. Safety Incident Reports

SB to send incident report in for a fall he had.

Action: SB

6. Finance

a. Financial Report

SK presented the budget vs expenditure with £10K shortfall in maintenance to be further discussed at HMT regarding outstanding work.

b. Transfer of Insurance from Everard to Kinsman

It was proposed and agreed to move insurance broker to Kinsman as soon as possible rather than wait for renewal anniversary in March 2020. SK was pleased by service and proposal of £12.5K insurance premium projected for all the harbour area; SK to progress.

Action: SK

7. HEO Progress

a. Articles of Association

JMcM and IA sent input to SK who is meeting with Greig Honeyman of S & W on 17th Oct

8. SSC

a. Report on Meeting of 17th Sept

Summary of meeting presented and JMcM to try to organise next meeting in November with more positive ideas of moving forward as suggested by SK of third body manage whole area lease, for example.

b. Transfer of management of public toilets to SSC

Discussion took place and it was decided that SB would get pricing for the toilet upgrades, stonework and roof assessment, so we are better informed of the likely costs. Ideally would like to cost, get a grant and refurbish ourselves then get council to pay for the SSC to manage

them. It was important to keep things under our control. JMCM to try to find out what ELC suggested for funding. SK stated that the NB Trust may look favourably on a project for upgrade.

9. Safety Management System

a. Change of Designated Person.

Graham Vale to Peter Sinclair: DW proposed we accept Peter Sinclair as next designated person which was agreed unanimously.

10. Funding

a. Funding applications

A funding summary was presented by JMCM who asked for confidentiality on the numbers. A question was asked about how much we might put towards the North Wall Project ourselves and SK stated it required further work on looking forward on our sustainability and succession planning etc.

Co Op running at £812 due for payment into our account 15th November for safety equipment.

Joint application by SSC and NBHTA to NB Trust for Heritage Trail, SSC managing project working closely with JMCM, also potential Richard Leslie donation of approximately £1000 originally for barometer restoration could also contribute to this project because of the Stevenson family connection, Richard Leslie being a descendent of RLS mother!

The meeting would like to record thanks to CM for all his efforts to date.

See scanned funding matrix.

11. North Berwick Coastal Area Partnership

IA attended meeting on 8th October where many things voted on and discussed, JMCM was unable to attend and had no direct notice of this.

12. Donation to Community Council for AED installation at Harbour

This was summarised as reported in the minutes from last meeting that NBHTA would apply for planning permission and pay for this and architect fees but would not take responsibility for any other aspect of operation or maintenance. SB to liaise with ELYC regarding power and actual installation, NBHTA pay for small installation cost and BM to take operational issue back to the Community Council (CC) to sort out registration and ongoing care. **Action: SB**

13. Proposal to have AOCB intimated 48hrs in advance of meeting

Discussion took place and we agreed the following: agenda items asked for should be used more; AOCB allowed on the day and any AOCB item requiring more time and in depth discussion can then be carried forward to next meeting and/or referred to HMT.

14. AOCB

BA proposed that applications for regattas and events using our facilities should be submitted at least 2 months before event, ideally annually to be incorporated into a calendar on display at HM office. Discussion took place about the requirements to be submitted and who has responsibility regarding risk assessments and Forth Ports Authority approval etc. It was decided to be a good idea and should be further discussed at the next HMT

The signage for the harbour area was discussed and agreed that signs are to go up. Further discussion on this should take place at the next HMT on the actual wording should be metres instead of yards, and are harbour management rules not bye laws. Also further and ongoing development of education and what else we can be doing for health and safety around the harbour and in the water.

It was stated that Trustees are invited to apres fireworks in the ELYC Clubhouse on 5th November. Fireworks start at 7.30 and still looking for collectors.

Forth Estuary Forum membership was discussed and the meeting agreed that for approximately £125 it would be useful for networking and into about the Forth so we will join next season.

15. Date of Next Meeting

The next meeting will be held on Monday 11th November 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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