

# 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 from Monday 9<sup>th</sup> December 2019 at 7.30pm

North Berwick, Council Chambers

**Present:**

Jane McMinn (Chair & Minutes: JMCM)	Issy Anderson (IA)
David Farmer (DGF)	Charlie Marshall (CM)
Colin Aston (CA)	Sam Lowe (SL)
Alastair Macintyre (AM)	Sandy Brodie (SB)
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 Stewart Auld (SA) and Brian Anderson (BA)

**3. Minutes of Meeting of 11<sup>th</sup> November 2019**

There were no amendments to the minutes of 11<sup>th</sup> November.

SB has to complete an accident report form from October 2019

There has been no contact from Peter Sinclair the proposed Designated Person for the SMS;

**Action to contact Dunbar Harbour Trust (BR)**

The minutes were approved by CM and seconded by DGF

**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**

There were no incidents to report during the period.

**6. Finance**

SK and BR have been cloud based accounting systems which would provide more flexible access to authorised users. Discussions have been held with Lothian Accounting to implement a new software package and integrate the existing customer information held in a spreadsheet. The offer of submiing for the North West Wall project has increased demand on our resources in the early part of next year. Consideration was given to delaying the accounting system project. However the VAT implications of the NWW funding and the need to provide a digital return to HMRC might accelerate the need for a new accounting package.

SK provided a budget update showing income inline with expectations and expenditure below budget. Additional income is due before the end of the financial year.

**7. HEO Progress**

The paper prepared by BR to stimulate thoughts and support discussion on future arrangements with ELC and the HEO was discussed. SK said that a fundamental requirement is a business plan which identifies our strategic direction and our risks. CM said future finding would be easier if we could be positive on our structure. Incorporation is proceeding as a necessary step for any envisaged organisational construct.

## 8. SSC

The joint application to NBTL for funds to support a heritage trail project was rejected. Other parties are considering heritage related projects and NBTL encouraged more collaboration with these groups.

## 9. Safety Management System

DW and BR reported on their meeting with some free swimmers. The free swimmers are not represented by any single organisation. We hope to engage with some representatives to agree a message on safety which will reach as many participants as possible.

## 10. Funding

CM reported that applications to Viridor, NBTL and HES had all been rejected. ELC had received a total of £50k from the recent allocation of Coastal Communities funding by the Scottish Government; we are unlikely to receive any significant amount from this. An application to ELC Capital Intervention fund still looked positive.

Discussions with HES will be continued with a view to resubmitting a bid at the next round.

The meeting noted the offer of funds toward the NWW project; an application is being prepared. JMCM briefed the meeting on this offer and the implications for expenditure in advance of funding being received. The meeting unanimously agreed to proceed with the project to make emergency repairs to the NWW. BR gave commitments contain the exposure until funding was received.

## 11. North Berwick Coastal Area Partnership

JMCM is still not receiving notices of meetings.

## 12. AOCB

Check the cheque for the Coastal Museum has been left at the HM Office.

Scotland has declared 2020 as the year of coasts and waters. Several projects are being discussed. The Beach Wheelchair group would like to join in.

## 13. Date of Next Meeting

The next meeting will be held on Monday 13<sup>th</sup> January 2020 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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