

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes from Monday 9th March 2020 at 7.30pm

North Berwick, Council Chambers

Present:

Jane McMinn (Chair & Minutes: JMCM)	Brian Anderson (BA)
Issy Anderson (IA)	Colin Aston (CA)
Sandy Brodie (SB)	Sandy Knox (SK)
Sam Lowe (SL)	Alastair Macintyre (AM)
Charlie Marshall (CM)	Donald Wright (DW)
Bill Roberts (BR).	

In Attendance:

Bill Macnair (BM)

1. Welcome

JMCM extended a welcome to the members present.

2. Apologies

Apologies were received from David Farmer (DGF) and the Chair offered David best wishes for his imminent operation.

3. Minutes of Meeting of 10th February 2020

The minutes were approved by IA and seconded by CM

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. North West Wall Update

BR read the circulated update on the NWW repair project.

CM told the meeting about other funding opportunities – Tarmac and SEPA (Scottish Landfill Communities Fund). The meeting agreed to apply to exiting funders for top-up.

SK explained the cash flow issues that need to be managed through the project and noted that the ELC grant was needed early.

7. Finance

SK has completed the VAT registration application and we are VAT register but awaiting our VAT number.

SK described the project to transfer our accountancy system to Xero.

C&T have provided an acceptable quote to assist with our transfer from Sage to Xero to include training for SK and YD (Admin). A set of demo company accounts is available to experiment on. We will remain with the Sage system until the financial year end. A manual VAT return will need to be prepared by 31st March.

IA noted that our VAT number would need to be included on all appropriate correspondence.

8. Incorporation

SK has provided feedback to S&W on the draft articles for our incorporated company. The intention is to allow members to raise issues on incorporation and related matters with Greig Honeyman (of S&W) so that decision can be made on an informed basis. A paper will be circulated in advance.

9. SSC

JMcM has been maintaining contact with the SSC CEO.

SB has provided a budget for the toilet upgrade (£22k) and this figure will be discussed with the SCC.

The SSC have invited NBHTA to identify and join a biodiversity project with them. Investigation of rats on Craigeith, and their elimination, is a candidate.

Discussions with SSC need to become more focused on the resolution of anomalies between our leases from ELC and our desire to have the whole of Kirkness peninsula under a single management authority. SK is preparing a framework paper.

10. Safety Management System

Ron Bailey has been identified as a suitable (and willing) designated person for our SMS.

11. Funding

Covered above under NWW update.

A return needs to be produced for the FLAG grant toward the beach huts.

12. North Berwick Coastal Area Partnership

JMcM is attending meetings. The meeting discussed the NBCAP proposal for parking in the High Street.

13. AOCB

CCTV – the policies and procedures produced by DW must be checked prior to the system going live. Images are to be kept for 90 days. Check whether a warrant is required before images can be released to the police.

ELYC - have advised us of (and asked for support for) their "Push the Boat Out" weekend on 3rd and 4th April.

ELYC have asked for a representative to attend NBHTA meetings. The meeting decided against the idea but agreed to organise a series of meetings with ELYC.

ELYC to be advised of our VAT registration.

The NB Coastal Museum sent its thanks for our donation to their project.

The meeting recorded its thanks to SB for the work to locate a Community Council defibrillator by the gents toilet at the harbour.

14. Date of Next Meeting

The next meeting will be held on Monday 20th April 2020 at 3.00pm in North Berwick Council Chambers.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

Registered Charity N° SCSC045318

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