

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes from Monday 17th August 2020 at 7.30pm

By Video Conference

Present:

Jane McMinn (JMCM: Chair)
Issy Anderson (IA)
Sandy Knox (SK)
Charlie Marshall (CM)

Brian Anderson (BA)
Sandy Brodie (SB)
Alastair Macintyre (AM)
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), David Farmer (DGF) and after the meeting Colin Aston (CA).

3. Minutes of Meeting of 29th June 2020

The minutes were approved by AM 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

BR reported that members of the public gained access to Galloway's Pier during cleaning. The pier was closed with a barrier at the top gate and "Closed" signs had been posted at the time. Additional barriers will be put in place during cleaning; at the foot of the access walkway and at the top of all steps leading up from the seaward side. Additional warning signs have been bought to put on these barriers.

IA suggested photographing and recording the precautionary measures taken prior to cleaning and other similar activities. The meeting supported this.

IA suggested buying body cams for use by the Harbour Master and Harbour Assistant. This would add to the body of evidence showing we are doing everything we can. She recalled an earlier meeting with community police during which they said body cams can act as a deterrent apropos aggression and assaults at the harbour. BR expressed concern that the environment at the Harbour was such that body cams were necessary. BR was unwilling to be involved in the management of personnel in such an environment.

The meeting discussed the options around mobile phones, body cams and CCTV, and their suitability for various scenarios around the harbour. The meeting reached a majority decision to replace the current harbour mobile phone but not implement body cams at this time. BR agreed to purchase a replacement mobile phone capable of taking photographs. A budget of £100 was agreed by the meeting. BR will review the mobile phone contract and see if savings can be made. **Action: BR**

6. North West Wall Update

BR gave an update on the NWW project;

Funding:

- Scot Gov grant almost fully spent
- Original works contract value has now been extended. This leaves a small reserve.
- Latest valuation has been received but we have not had an invoice yet.
- All 16 anchors in the final design have now been instructed.

Programme:

- Mason has completed all accessible pointing.
- All 7 drill holes which were left open during lockdown now have anchors fitted
- Work on anchor 10 is underway
- Best programme would have 3 anchors per week installed. Not anticipating completion anchor drilling before end August.
- Local Notice to Mariners: Positioning of drilling rig has allowed continuous operation of harbour for all vessels

Design:

- 16 anchors
- Grouting at foundation level and at top course
- Tie bar may be installed - face of wall at scuntion to storm wall
- Funding limits the extent of pointing in "desirable" areas (inner harbour)

IA offered thanks to those involved for progressing the project during these extraordinary times. IA asked if any concerns remained. BR replied saying there are still risk involved in drilling into the bedrock and during the injection of grout to create a solid slab at the base of the scuntion.

7. Finance

SK provided a brief update for trustees.

Following an action from the last minutes our insurance brokers advised that we could not benefit from a claim against our business interruption insurance for the consequences of corona virus.

SK summarised the cash position of the Association. He identified the significant costs met during the period and sundry debtors' total. The next VAT receipt is due in October.

Copies of the signed accounts have been received from WW and the OSCR return has been completed.

IA asked if there was any progress in moving to C&T as our auditor. SK replied that a tender process will be undertaken once the WW account for this past year has been settled; this year has been WW's best performance to date.

8. Incorporation

Greig Honeyman (Shepherd and Wedderburn) has been instructed to progress incorporation of the Association into a company limited by guarantee, and to contact OSCR to have our charitable status transferred to the new legal entity.

9. SSC

JMcM spoke to the CEO and reiterated NBHTA' s intention to focus on resolution of the anomalies between the respective leases but given current pressures on SSC and ELC it is likely to be some months before a meeting of the parties can be arranged.

SSC have not published their 2019 accounts yet.

10. Safety Management System

No report.

11. Funding

No new funding has been received.
CM will contact NBTL this week.

Action: CM

HES submission date has been extended from July to 31st December 2020
The second round of the new Coastal Communities fund is imminent and may to award ELC circa £110k. ELC will decide how this fund will be used.

Most funders have been focusing on COVID related issues, but this is starting to change. Non-COVID related grants have been more difficult to secure recently and CM is hoping for a general improvement in the funding landscape.

12. North Berwick Coastal Area Partnership

JMcM participated in the recent meeting (but was restricted by IT connection issues); IA was able to listen to the whole meeting. NBCAP are helping address mental health issues in schools. They have also been working hard to support the community through COVID and lockdown.

NBTL sought NBCAP's views on funding opportunities for the trust. NBHTA proposed writing to NBTL to suggest investing capital in older buildings / history / culture of North Berwick. The meeting supported the idea.

BM said NBTL were trying to gauge the views of the town regarding use of the fund with options ranging from a "for ever" fund to a one-off investment. A "for ever" fund could include investment in local commercial opportunities which would produce a return.

13. CCTV

BR gave a report on the upgrade of the CCTV system – now complete.

14. AOCB

No report on progress with debt policy.

JMcM has spoken with two potential new members. JMcM suggested that additional members or officers should speak with the new applicants. JMcM proposed that the Association should take on board two or more additional members. IA noted that the recruitment process should abide with the OSCR policy.

Following a discussion, the meeting agreed to expand the process by placing an advertisement and utilising our social media channels.

Action BR

BR will write to ELC to remind them that Elcho Green is used to displace dinghies during FbtS

BR to circulate notes from meeting with GH of Shepherd & Wedderburn

DW reported that there is no definitive length of time for storage of CCTV images

15. Date of Next Meeting

The date of the next to be announced.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

Registered Charity N° SCSC045318

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