

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes from Monday 29th June 2020 at 7.30pm

By Video Conference

Present:

Jane McMinn (JMCM)
Issy Anderson (IA)
Sandy Brodie (SB)
Sam Lowe (SL)
Charlie Marshall (CM)
David Farmer (DGF)

Brian Anderson (BA)
Colin Aston (CA)
Sandy Knox (SK)
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).

3. Minutes of Meeting of 9th March 2020

The minutes were approved by DGF and seconded by AM

JMCM acknowledged the work that has been continuing through the lockdown period to progress the NNW repairs and corporate restructuring. Additional work has included implementation of Xero and banking online; VAT registration and submission; and preparation of accounts for 2019/20. On behalf of the Association, JMCM offered thanks to SA, SK, YD, DGF, AM and BR.

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.

IA raised the issue of people breaching the barrier on the SW pier suggesting it should be recorded as a safety incident. BR confirmed that the assistance of the coastguard and police was sought on several occasions to disperse gatherings (on piers) whose numbers exceeded the Scottish Government guidelines for COVID 19. All incidents were recorded.

6. North West Wall Update

JMCM & BR summarised the previously circulated update which was prepared by BR.

JMCM successfully applied to ELC for a small business COVID relief plan; a grant of £10k was awarded. The meeting approved the allocation of the grant to the NWW; proposed by IA and seconded by CM.

7. Finance

SK offered thanks to BR for his work on the NWW contract.

SK gave a verbal account of monies in accounts and the flow of funds through the NWW project. The first VAT repayment claim has been received into our account. The next VAT repayment will be in October. There should be no cashflow issues resulting from the NWW project. SK noted that

NBHTA had contributed £25k toward the NWW project to get the project to the stage where applications for external grants could be submitted. This is in addition to the £50k previously authorised and the £10k from the ELC COVID relief fund.

SK suggesting checking with our insurers to see if the NWW COVID related costs could be recovered from our business interruption insurance. **Action: SK**

JMcM offered thanks to SK for his work on VAT.

8. Incorporation

JMcM proposed a video conference with Greig Honeyman (Shepherd and Wedderburn) to give members the opportunity to put any questions to our legal advisor. The meeting was agreed for 13th July 2020 at 4.00pm. SK's discussion paper to be circulated in advance. BR to arrange with GH.

Actions: BR

9. SSC

JMcM said SSC have had a disastrous season due largely to the corona virus epidemic. They had been closed through the lockdown period with staff furloughed. They launched a public appeal and sought private grants and donations. Fund raising has been successful.

The SSC's difficulties raised concerns over what might happen to the land and buildings if the SSC were to close permanently. JMcM proposed that at our next meeting with SSC, we focus on resolution of lease issues.

CM noted that normal running costs exceed the public target amount for fund raising.

IA said that SSC members had received a lot of communications from SSC which had set out to raise £200k. If achieved, this amount would comfortably meet their immediate requirements. IA said that we should not be speculating that the SSC is going into illiquidity at this time. IA said the SSC will have reserves and will have completed an internal audit. IA said the SSC had done well in difficult circumstances we should not jump to conclusions. We should work with the SSC to help make them viable and work to resolve the lease.

CM said the SSC do not have reserves and we should hope for the best but plan for the worst.

SK noted that the SSC accounts to 31st December 2020 are due to be published in the next few months and we will know their position at that time. We also know that their income has been limited from the early part of this year. It is not NBHTA's job to manage the SSC so long as the SSC does not interfere with the management of the harbour and the problems there are directly related to renegotiation of the lease. Having established better communications with the SSC it is now a question of restarting the discussions which were started but did not get anywhere.

10. Safety Management System

No report. Our action is to get in touch with the new designated person once the corona virus situation allows.

11. Funding

JMcM and CM will look at finding options for the South West Wall (the crane pier). JMcM proposed that we approach NBTL. CM supported this.

The next HES submission deadline is not until the end of this calendar year.

SK suggested the larger house building firms working locally could contribute. CM said the amounts available were not significant in terms of projects to repair piers.

12. North Berwick Coastal Area Partnership

JMcM was unable to attend a sub-group meeting.

13. CCTV

CCTV system has been installed and is working.

A couple of upgrades are possible: an external antenna to improve 4G connectivity and an upgrade to storage capacity to be able to keep images for 56 days.

Images can be copied from the original and kept individually.

IA and CM asked for images to be kept for as long as possible.

The meeting agreed to spend up to £500 for upgrades.

14. AOCB

JMcM asked members to nominate anyone they think would be suitable and would want to join the Association. SK suggested we could advertise for members and get a succession plan in place.

BR is working toward getting online banking for Chair; Treasurer; Secretary and Admin.

The Association is considering changing its accountants to Chiene and Tate after working with them to complete VAT registration and implementation of Xero. A quotation is to be sought.

JMcM suggested we should have a debt policy in place. The meeting agreed. JMcM to investigate.

CCTV: DW to seek definitive answer regarding length of time images can be held.

CM to liaise with JMcM regarding funding opportunities.

BR gave notification of his intention to resign at the time of the AGM next year.

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

Harbour Master's Office

Victoria Road, North Berwick. EH39 4JL

Tel (home): 01620 894585 Mobile: 07736 774377

EEmail: secretary@nbharbour.org.uk

Web: www.nbharbour.org.uk

16. 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

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