



## Full Meeting – Minutes from Monday 14<sup>th</sup> December 2020 at 7.30pm

### By Video Conference

#### Present:

Jane McMinn (JMCM: Chair)  
Issy Anderson (IA)  
Sandy Brodie (SB)  
Andy Duns (AD)  
Sandy Knox (SK)  
Hugh MacKenzie (HMCK)  
Donald Wright (DW)

Brian Anderson (BA); Part Meeting  
Colin Aston (CA): Part Meeting  
Scott Black (SAB)  
Ken Hutchison (KH)  
Alastair Macintyre (AI).  
Charlie Marshall (CM)  
Bill Roberts (BR: minutes)

**In Attendance:** Bill Macnair (BM)

#### 1. Welcome

JMCM extended a welcome to the members present and in particular to our new member Andy Duns

#### 2. Apologies

Sam Lowe (SL) and David Farmer (DGF). Stewart Auld (SA) is unable to join video conference format meetings and has presented an apology.

#### 3. Minutes of Meeting of 16<sup>th</sup> November 2020

The minutes were approved by SB and seconded by HMCK with a correction to No 12: NBHT to be changed to NBTL

#### 4. Declaration of Interest

There were no changes to the register of members' interests.

Prior to the meeting BA and CA declared an interest in the arrival and mooring of Sula III and left the meeting for that item.

#### 5. Port Marine Safety Code – Incidents

There were no incidents to report in the period

#### 6. Finance

SK provided a brief update for trustees noting the current cash position; expenditure in the period; debtors, and VAT account.

#### 7. Incorporation

JMCM has instructed our solicitor to make changes to the Articles based on questions raised by members (SB – number of directors). These changes can be altered at future reviews as we receive feedback from Transport Scotland, ELC, and OSCR.

#### 8. North West Wall Update

BR reported that there is very little work left to complete the project. Replacement of benches and repair of an access ladder have been removed from the contract to be undertaken by NBHTA. There is a predicted overspend of £14k which will be mitigated by any successful disputed claims up to a maximum of £20k.

BA noted that a metal ring used to retain booms needs to be reinstated.

## 9. **SSC**

There is still nothing to report regarding progress of discussions on leases and management of the whole harbour area. SSC are still progressing the recruitment of a replacement for their Chair.

## 10. **PMSC - Safety Management System**

DW and BR have held a video meeting with our newly appointed Designated Person (Ron Bailey - RB). RB's interpretation of our Management Agreement with ELC is that they are the Duty Holder in terms of the PMSC; ("*Clause 5. The Council will remain responsible for health and safety matters*"). BR has raised this with ELC and now needs to formally engage with ELC to agree a management process which meets the requirements of the PMSC. **Action: BR/DW**

As DW and BR have intimated their intention to retire in June 2021, AD has offered to become involved in SMS /PMSC responsibilities.

## 11. **Funding**

CM has submitted an Expression of Interest to HES for repairs to the SWW including an associated interactive historical and local interest interpretation project. The full application will be worked on in advance of HES' formal response to the EoI.

KH reported on the outcome of the investigation work undertaken to arrive at the report being used to support the bid to HES for funding. Costings for the project were received on 14<sup>th</sup> Dec. and KH explained the breakdown of costs. The meeting discussed options to phase and/or prioritise elements of the whole project. KH confirmed that the works stop at the Fisherman's Slipway and do not extend to the Granary building. The Granary building needs attention, but this will be treated as a separated project. The final version of the report is to be circulated to members. **Action: BR**

ELC are to be made aware of the conclusion of the report and a financial contribution to the repairs sought. **Action: BR**

The meeting discussed options for the provision of contingencies and the possibility of a claim against insurance.

## 12. **North Berwick Coastal Area Partnership**

No meetings have been held but JMcM has taken part in voting to support local projects.

## 13. **Fringe by the Sea**

FbtS live performances will take place in the Lodge. FbtS have applied to make use of the whole Esplanade area for a mix of an "open mic" stage and a food/drink/crafts fair. The meeting decided to negotiate retention of a portion of the Esplanade as an emergency dinghy parking area. **Action: BR**

The meeting agreed a fee of £1,400 ex VAT

HM has volunteered to assist with FbtS preparation.

## 14. **AOCB**

BR was asked to approach Marine Scotland regarding the availability of "end-of-year" budget availability.

BA asked if the Lobster Shack was remaining in place over the winter. HM asked that arrangements with the Lobster shack should be reviewed.

## 15. **Sula III**

BA and CA left the meeting at this point.

The meeting discussed the mooring of Sula III including papers prepared by BR and one submitted by the owner.

**16. Date of Next Meeting**

The date of the next 11<sup>th</sup> January 2021 at 7.30pm by video conference.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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