



## Full Meeting – Minutes from Monday 8<sup>th</sup> February 2021 at 7.30pm

### By Video Conference

#### Present:

Jane McMinn (JMCM: Chair)  
Issy Anderson (IA)  
Sandy Brodie (SB)  
David Farmer (DGF)  
Sandy Knox (SK)  
Hugh MacKenzie (HMCK)  
Donald Wright (DW)

Brian Anderson (BA); Part Meeting  
Colin Aston (CA)  
Andy Duns (AD)  
Ken Hutchison (KH)  
Sam Lowe (SL)  
Charlie Marshall (CM)  
Bill Roberts (BR: minutes)

#### In Attendance:

#### 1. Welcome

JMCM extended a welcome to the members present.

#### 2. Apologies

Scott Black (SAB); Stewart Auld (SA) is unable to join video conference format meetings and has presented an apology.

#### 3. Minutes of Meeting of 11<sup>th</sup> January 2021

The minutes were approved by IA and seconded by DGF. IA noted the date of the next meeting needs to be corrected.

#### 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

JMCM thanked IA for her work on the Reserves Policy and KH for his work on the Capital Maintenance Programme. JMCM noted that additional work needs to be done to marry the two documents. IA noted that CM was looking for a signed-off Reserves Policy by the end of March 21.

#### Accounts

SK provided a brief update for trustees noting the current cash position; expenditure in the period; debtors, and VAT account. SK believes we do not have a full accounting for passenger levy but the amount is unlikely to be material.

#### Reserves Policy

SK explained the rationale behind the entries he contributed to the Reserves Policy.

JMCM proposed a general reserves level of £80k which she based on two years of operating costs without any income.

IA asked about the effect of business interruption on the reserves policy. NBHTA has business interruption cover for one year (but in common with many other policies, it did not cover us for the effects of the pandemic this year). The question regarding “years of interruption cover” is whether

that should be reserves to cover one year plus insurance for a second, or three years in total. NBHTA could extend business interruption insurance to cover two years but SK counselled the meeting to hold reserves to cover any period of insurance cover.

Regarding general insurance costs our annual premium is due at the end of March and will likely have an annual increase. A much more significant increase in insurance costs will result from the HEO (circa £12k - £13k). SK felt that a reserve of £80k is justified particularly in the light of uncertainty introduced by the pandemic and is similar to the level proposed by JMcM (albeit arrived at by differing approaches).

IA agreed with the level of reserves at £80k and proposed the Reserves Policy be accepted. IA also noted that the policy should be reviewed on a regular basis alongside the management accounts.

The meeting discussed designated and restricted funds which (per the Reserves Policy can be held in addition to reserves. HMcK supported the £80k reserves level and suggested that it should be notionally attributed to help support applications for additional funding. The capital maintenance and Opex budgets will largely achieve this.

### **Opex Budgets**

KH proposed that the Opex budget be allocated to the HMT to undertake the work and manage the budget. SK noted that the process for authorising payments within the accountancy system may need to be reviewed to ensure that Admin have the appropriate paperwork and payments have the correct level of designated approval. The meeting agreed that the HMT should manage the Opex budget with regular reporting to the full meeting.

### **Capital Maintenance**

KH explained the process undertaken to arrive at the capital maintenance programme of £18k for 2021/22 and asked for approval for that budget. The meeting agreed.

KH asked for approval to spend £3,820 of Opex budget this financial year. The meeting agreed.

KH queried how to record the legal fees associated with incorporation/HEO. The meeting agreed to spread the cost across the next two financial years noting that ELC should be making a contribution.

KH noted that several projects for next year require a business case. These were discussed and agreed:

	<b>Business Case</b>	<b>Costs</b>
Kayak Storage	SAB	SB
Esplanade Valves	AD	AD
Benches	KH	SB
Galloway's Pier	BR	BR
Toilet Block Refurbishment	SAB	SB
Dinghy Park Layout	SB	SB

Once business cases are prepared this committee will review and approve.

### **Capital Investment**

KH noted that leads need to be assigned. BR to prepare list

**Action**

KH proposed an annual professional survey of harbour structures to create a record of condition; inform prioritisation of maintenance and investment; and support funding bids and management of insurance premiums.

SB offered to lead the dinghy park layout but needs views and support from a team.

## **7. Incorporation**

No progress to report.

## 8. North West Wall Update

BR reported that the agreed snagging list is not being progressed due to cold weather. The practical completion certificate has been issued and requires sign-off. This passes the site and asset back to NBHTA and we become liable for insurance. BR reported the final cost will lie in a range from £481k to £464k depending on the outcome of disputed costs. The initial budget was £478k. Retentions (@2.5%) will be paid next financial year.

## 9. SSC

The SSC have appointed a new Chairperson, Stuart Housden.

The Centre remains closed until at least until the 15<sup>th</sup> March.

The SSC CEO has asked if we would like to submit a joint application for a small grant to put in a water filler station at the water tap beside the boat office. The meeting discussed the options for funding and locations. The meeting decided not to proceed.

The meeting agreed to write to the new CEO to congratulate hm on his appointment and to invite him to a "welcome" meeting later in the summer.

## 10. PMSC - Safety Management System

Nothing to report

## 11. Funding

The EMFF managers (within Marine Scotland) ([https://ec.europa.eu/fisheries/cfp/emff\\_en](https://ec.europa.eu/fisheries/cfp/emff_en) & <https://www.gov.uk/guidance/european-maritime-and-fisheries-fund-emff-apply-for-funding>) advised us they a fund available for distribution to projects that can be completed by 31<sup>st</sup> March 2021. NBHTA has been invited to apply but we do not know how much is available. The meeting discussed options a paper identifying a range of work packages that we could bid for. The meeting agreed to bid for funding to complete additional pointing on the NWW (Packages 1 & 2). CM will submit an application based on the paper circulated to the members.

## 12. North Berwick Coastal Area Partnership

No report

## 13. Letter from Mr Montgomery

The meeting discussed a letter from Mr Montgomery asking a range of questions regarding his position on the waiting list for a commercial berth. The meeting agreed to respond noting no change in circumstances since his last enquiry.

## 14. AOCB

The meeting agreed to set charges for season 2021/22 at the next meeting.

IA and DGF have been discussing the safe swimming campaign and have already reissued the guidance we prepared last year. The guidance has been sent to the Bass Rock Swimmers Group, the local RNLI; the MCA, and has posted on our own social medial platforms. The meeting discussed options for further engagement with wild swimmers. Our current guidance is to be circulated to all Association members.

The People's Postcode Lottery fund is open and an application for funds toward Galloway's Pier access walkway repair will be prepared.

CA raised an issue with the voids under Galloway's Pier. The details will investigated further and reported to members.

## 15. Sula III

BA and CA left the meeting at this point.

The meeting discussed the mooring proposed arrangements around Sula III.

The meeting agreed that the engagement of an independent expert on mooring installations should be engaged and that a meeting be held with Sula III operators to explain why that is necessary.

**16. Date of Next Meeting**

The date of the next 8<sup>th</sup> March 2021 at 7.30pm by video conference.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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