



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

### By Video Conference

#### Present:

Jane McMinn (JMCM: Chair)  
Issy Anderson (IA)  
Sandy Brodie (SB)  
Andy Duns (AD)  
Sandy Knox (SK)  
Charlie Marshall (CM)

Brian Anderson (BA);  
Colin Aston (CA)  
Scott Black (SAB); part meeting  
Ken Hutchison (KH)  
Hugh MacKenzie (HMCK)  
Donald Wright (DW)  
Bill Roberts (BR: minutes)

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

#### 1. Welcome

JMCM extended a welcome to the members present.

#### 2. Apologies

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

#### 3. Minutes of Meeting of 8<sup>th</sup> February 2021

In response to a question from IA, BR confirmed that our Safety Swimming publication has not been circulated to new members. **BR to action.**

The minutes were approved by SB and seconded by HMCK. 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.

JMCM asked for the PMSC and Safety Management System items to be combined on the agenda

#### 6. Finance

##### Accounts

SK provided a brief update for trustees noting the current cash position; expenditure in the period; debtors, and VAT account. The cash reserves are sufficient to provide cashflow (jnc. VAT) for the NWW additional works.

The meeting agreed to take out Tax Investigation Insurance as per the previously circulated paper prepared by SK. **Action: SK**

SK updated the meeting on quotations for audit services and he is continuing discussions with two companies. SK expects the next meeting to be able to make a decision.

## **Opex Budget and Fees**

SK discussed the Opex budget. The expense figures have been prepared by SB, KH, and BR looking at recurring items and a maintenance programme. SK has built the income figures using 2020 figures but items such as passenger levy have been scaled back to recognise the continuing impact of COVID. BR expects all storage, mooring and parking facilities to be fully subscribed. SK has built this assumption into the budget.

SK illustrated the effect of a 2% increase in fees but reminded the meeting that this will be the first year users have to pay the full historical fee plus VAT.

IA suggested that the HMT be asked consider improvements to recovering all launching fees.

**Action: BR**

The meeting discussed fees to be charged for 2021\_22. IA suggested an increase equal to the current rate of inflation. JMCM thought that the VAT increase was a significant increase. SK recalled harbour users' reaction last year to VAT being imposed; albeit the fees were not increased.

JMCM proposed that fees for 2021\_22 remain the same as for 2020-21. SB seconded the proposal. There were no objections. No discounts, similar to 2020\_21, were proposed.

The Opex was accepted by the whole meeting. KH reminded the meeting that a further £3,820 of Opex expenditure this year had been agreed at the last meeting. The meeting agreed that this was still approved.

## **Capital Maintenance**

KH spoke to the update paper that was circulated to members.

A small group needs to decide a way forward on the disputed items in the main NWW contract.

**Action: BR**

HMCK spoke to the Wheelchair Access project and the meeting discussed the options for involving ELC. HMCK proposes forming an alliance with ELC to generate a joint approach to the Scottish Government for funding. IA would like to clarify ELC's statutory obligations and, if appropriate, petition ELC to fund the whole project. Other members saw value in taking advantage of private funding if it is available.

The meeting authorised expenditure of up to £1,000 for a disability access audit.

## **Capital Investment**

KH thanked HMCK for following the new process when developing the Wheelchair Access project. This gave KH a real example to demonstrate the application of the framework and identify the investment category. The framework will be applied to future projects.

SB asked if the disability access audit could cover the whole area. HMCK suggested that the Association should have a Disability Policy which would be used to guide future investment/projects.

## **7. Incorporation**

JMCM reported the return of the Articles of Association from our solicitor with requested changes made including the move from three directors to five. The articles have been sent to ELC. ELC have confirmed they have no objections these being sent to their parliamentary agents, OSCR and Transport Scotland.

JMCM proposed that Andrew Duns, Kenneth Hutchison and Scott Black become directors of the new company and there were no objections to the proposal.

JMCM asked people to continue to work in smaller groups transferring responsibilities and reducing the reliance on this larger meeting format.

IA asked for a charted progress report on incorporation.

8. **SSC**

No report

9. **PMSC - Safety Management System**

Nothing to report

10. **Funding**

CM has asked HES three times for an update on progress regarding our application for SWW repairs but no decision has been made.

We believe we have completed the formal EMFF application but, despite chasing, there is no further information on status.

During March we intend to submit a bid to the People's Post Code Lottery for funding for repairs to the Galloway's Pier access

11. **North Berwick Coastal Area Partnership**

No report

12. **Mr Ingle**

Mr Ingle has issued threats against a member of the Association. The matter has been reported to the police and ELC. The meeting agreed to continue reporting to the police and ELC, all incidents involving threatening behaviour and misuse of NBHTA/ELC facilities by Mr Ingle.

The meeting agreed to a spend of up to £500 to extend the CCTV system around the Fisherman's Store.

13. **AOCB**

JMcM asked the email received from Matt Gibbons (regarding notification of his intent to establish a Surf Life Saving Club in North Berwick) be circulated. **Action: BR**

KH has asked for a copy of Association contact details to be circulated. There were no objections.

The meeting agreed to decline the "The Big Hare Trail" a location at the Harbour this coming year as COVID restrictions and practices are likely to continue through much of the season.

DW asked if the Beach Huts would be rented-out this year. The huts will be let as soon as COVID restrictions permit.

14. **Sula III**

BA and CA left the meeting at this point.

The meeting discussed the previously circulated paper.

The meeting agreed to explore the feasibility of an alternative mooring for Sula III on the north west wall and to develop an appropriate agreement to be attached to any mooring which might be offered to Sula III in the harbour.

**15. Date of Next Meeting**

The date of the next 12<sup>th</sup> April 2021 at 7.30pm by video conference.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

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