



Full Meeting – Agenda

Monday 15th Nov 2021 at 7.30pm at NBRC and by Zoom link

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| 1. Welcome | |
| 2. Apologies – CA, DF, SL &SS | |
| 3. Minutes of meeting Monday 11th Oct 2021 & Matters Arising Twitter & Instagram accounts set up, Facebook link to be added to website KH proposed acceptance, JL seconded | DF |
| 4. Declaration of Interest- no nchage | |
| 5. Port Marine Safety Code a. Safety Incident Reports - none b. Safety Management System | |
| 6. Finance - Financial summary - Barometer costs to be reclaimed from NBT and RI to be contacted to agree to gift aid and donation to other activity (ID) - Need to register for VAT Digital - Debit card applications submitted - Commercial leases need legal review, schedule to be sent to SK | SK JMcM / SK |
| 7. Capital Maintenance Programme a. Kayak storage - complete b. SW wall fund application not submitted. Design requested c. Barometer – complete, unveiling to be organised for 4/12 d. Lifeboat slipway – work to commence by 8/12 on limited scope. Then out to tender for remainder. Stuart Martin to be updated e. Detailed maintenance list – updated, allocated to headings & prioritised. To be reviewed then circulated. Next step is to contact all stakeholders to ask for volunteers | HMCK KH KH JL |
| 8. Funding Application and funding program - Discussed, agreed to submit to ELC Partnership Fund for individual recruit, role to be clarified! - Matrix of funds / dates / status/ etc. to be created by mid-December - Need to clarify status of Crown Estates application - Also to request NBT to match funds for SW wall - Consider application to ELC Capital Fund & circulate if appropriate - Approach Coastal Area Partneship? | ID ID AD KH / ID ID ID |
| 9. Incorporation Progress a. No update on Application for charitable status b. Meeting updated on SSC alignment / ELC meeting – three phase approach over a number of years. c. Lease re-assignment becoming critical d. £700 approved for drawings e. Need to publicise plans, draft a paragraph to Connect? | JL |
| 10. Operations Update/Plans. a. Complaints - none b. Winter schedule - needs volunteers c. Mooring plans – to be discussed, ELYC contacted | SB |
| 11. Paper on waiting list charges, fee's and deposits complete, ELC favour lower charges so to be re-drafted | AD |

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| 12. Future Plans update and meetings held with interested groups | JMcM |
| 13. Date of next meeting Monday Dec 13th 2021 @ Nether Abbey 6:00 | |
| 14. AOB <ul style="list-style-type: none"> - (Re 7 / 8) Draft letter to be sent to all stakeholders seeking volunteers. NB Seabird Centra already have a similar group, worth approaching them? - Public toilets – we have key so OK for now but need clarification if open or not, then consideration for longer-term - Parking plan to be submitted to ELC so that they can include it in their plan - Proposal to record sea levels, find out where this is done - Contact Sustainable NB to request review of harbour area | JL AD TBD HMCK JMcM |
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