



# North Kessock Community Pier (SCIO)

## Office of the Scottish Charity Regulator No SC042532

'To purchase, repair, upgrade, manage and maintain the redundant ferry slipway at North Kessock as a heritable community run amenity, providing leisure facilities which will be made available to members and the wider community. This will in turn improve the conditions of people's lives in the community and of persons using the facility'.

**AGM Meeting 16<sup>th</sup> September 2013**

**North Kessock Mission Hall**

**Apologies: George Brown, Maragret Martin, Keith Martin.**

**Present:**

Jim Prentice (JP)	Jim Murren (JM)	Maggie MacDonald (MM)	Betty Prentice (BM)	Patrick Flacherty (PF)
Mike MacBeth (MMb)	Owen Smith (OS)	Colin Hampton (CH)	Kevin Baird (KB)	John Prentice (JP)
Danni Murren (DM)	Val MacDonald (VM)	Alan Skea (SK)	Rolf Schmidt (RS)	Gordon Beaton (GB)
George M Brown(GmB)	David C McLennan (DcM)	Keith Leech (KL)	Donald MacLeod (DML)	

Previous minutes of the meeting held on 27/08/ 2012 approved and seconded by George Brown and Keith Leech

### **1. Chair's Report**

JP gave a brief account of the actions on the pier over the last year. He stated that we were very fortunate that THC agreed to finance the work carried out on the pier last autumn and were very lucky with the contractor that was chosen for the job. The contractor was very sympathetic towards our cause and provided extensive good quality work to help us achieve the most of the work. A meeting has been set up with the contractor to discuss further work and to make the most of the funds we have so far. The work carried out by THC and the contractor has resulted in us being able to use the pier throughout the summer.

Local MSP Dave Thomson visited the pier in May and JP would like to take the time to thank everyone that helped prepare the pier for the visits, those that attended on the day and the boats that visited.

With regards to the transfer of ownership the councilors haven't given their approval and the manager of H.C harbours has requested the property legal department to conclude the transaction. They have not yet contacted our solicitor but JP will contact them to progress the matter further. Initially THC were asking £1,000 for the property and for NKCP to cover the cost of their legal fees. The committee replied stating our position as a charity, promoting public access and pleading poverty. They agreed to lower the sum to £250 and cover their own legal fees. The committee had applied to the black isle ward fund for a grant to cover the cost of legal fees and the purchase cost of the pier, the committee members are hoping to reallocate this grant to other uses for the pier.

We have negotiated public liability insurance for an annual premium of £565. We are shortly to receive the completed business plan.

With regards to the buildings; as agreed at our last AGM a general consensus was for a separate group to be formed if this is to be pursued. The development sub group

successfully obtained a grant and commissioned a feasibility study and options appraisal, which was presented at a committee meeting in March. They have subsequently held a public meeting and are in the process of forming a group to take this forward. We wish them all of the best and hope to enjoy a mutually friendly and beneficial future. The sub group and position of Development Officer have subsequently terminated.

In June one of our members photographed a rather large workboat using the pier inappropriately, well-done Gordon this is one of our big fears and just shows how easily the pier can be damaged by large commercial craft. JP contacted the harbour manager and he in turn contacted the operators responsible, notifying them of his displeasure. So please do report any inappropriate use of the pier, especially when we do own it. The boat currently on the pier is expected to be moving to Muirton Basin this month. Incidentally JP was contacted by a commercial operator, enquiring of the possibility of conducting scheduled operations from the pier. I explained our position, which he accepted.

As far as the committee knows we've met all of our governance requirements and our annual return to the charity regulator was submitted successfully in good time, thanks to Danni Murren our treasurer. The committee has held 4 meetings and members of the committee have spoken to, and met with, various bodies and individuals in the course of our duties. JP has also tried to keep you up to date with progress reports, emails and minutes from committee meetings.

JP would like to say "that he has spent some time on the pier this year in company with others and has enjoyed it. Even when you're fighting the tide with a toy power washer or drilling or scraping there's always plenty to see and often a bit of crack. In fact the wall scraping squad discovered the remains of a boat on the other side of the wave wall, probably an old ferry. So I'm looking forward to more of the same this coming year and hopefully much improvement to the pier".

## 2. Treasure's Report

**Total membership for 2012-2013 was 39 in comparison to 41 members in our first year.**

Accounts and Trustee's Annual Report are available on OSCR's website. You can search via our charity number.

### **Appendix 2**

Gives you an overview of the financial year

**Total Unrestricted Income                      £1,102**

- £320 from donations
- £2 from bank interest
- £780 from membership

**Total Restricted income                      £13,200**

- £6,000 from the Black Isle Trust
  - o Procurement of business plan

- o Immediate repairs for the pier
- £7,200 from the big lottery fun for feasibility study into the building and surrounding areas

**TOTAL INCOME FOR FINANCIAL YEAR = £14,302**

**Total unrestricted expenditure £182**

- £100 towards the concrete repairs
- £58 on hall hire
- £24 on stamps

**Total restricted expenditure £5,000**

- £1,500 restricted fund for feasibility study from a £2,000 grant received in 2011.
- £3,500 for enhancement of immediate repairs for North Kessock. The remaining £500 was put towards the concrete repairs.

**TOTAL EXPENDITURE FOR FINCAIAL YEAR £5,182**

**Unrestricted funds carried forward into this finical year £921**

**Restricted funds carried forward is £8,200**

**Restricted funds:**

£8,200 from 2012-2013 plus £2,000 from 2011-2012. Gives us £10,200. Plus £2,100 for the grant we have received this year. This leaves a total of £12,300.

However we have committed to spending this money on the following items:

- £7,200 on the business plan for the buildings and surrounding areas (this has been paid).
- £3,000 for business plan and conveyance
- £2,100 (for the purchase of the pier but proposed to put forward for repairs

**Unrestricted funds:**

Brought forward from 2012-2013 =£921 plus £1,042 from 2011-2012 plus £90 since April leaving us with £3053.

However we have spent some of this on:

- £53.50 (on paint)
- £60.00 (signage)
- £20 (hall hire)
- £300 (leafleting)

This leaves us £2619.70. with an estimated £700 for this years subs gives us a total of 33319.70. However we have to pay insurance which will be around £600. so this leaves us with approximately £2600 left to spend for this financial year.

### **3. Development Officer's Report**

#### **Improvement Works - Progress Report** **Aug 2012-Sept 2013**

The following is a summary of progress made over the last year, and how the committee intend to progress matters in the forthcoming year.

Any members that wish to comment on, contribute to, or advise on anything contained in this report, please let the committee know.

#### **Pier deck replacement & new timber edge beam**

The contractor, (Robbie Mackenzie, Lochinver), started the works in October 2012. The completed works were as below,

1. Break out the worst areas of the existing damaged concrete surface & reinforcing bar.( The broken out material was taken to a local farm as bottoming for a hardstanding area). Remove substandard \ damaged timber edge beam. Remove debris from exposed surface.
2. Fill exposed visible voids on the exposed surface with concrete to help stabilise the pier structure.
3. Lay \ fix new steel reinforcement and pour new C50 grade concrete as pier surface with brushed non slip finish.
4. Fit new larch timber edge beam. This was bolted horizontally through the beam and tied to the reinforcing provided within the new surface. Concrete was then placed to bind all the components together.

Funding for this major part of reinstating the pier to a safe and usable standard, was kindly offered by the Highland Council. Cost for this work was approx £15,000 plus vat.

As work progressed, the contractor pointed out that it would be a good opportunity to carry out some extra concreting while the plant was on site. This would make good the worst sections of the surface over the whole pier. The area allowed for in the quotation was exceeded and an additional £3,000 was required. The committee agreed to spend £600 from current funds and a further £3,000 was received from the Black Isle Ward Discretionary Fund.

The contractor did a very good job, and the cost was extremely competitive when compared against the consultant's budget sum allowed for this work item.

#### **Replacement Mooring Eyes**

In April 2013, new mooring eyes were fixed into the pier surface. Thanks to Roddy MacDonald for forming and supplying the eyes, and Roddy and Jim Prentice for fixing them in position.

## **Wave Wall Paint**

50 litres of white masonry paint was bought for the wave wall. Thanks to Danni Murren for negotiating a figure of £1 \ litre with the paint supplier.( Castle RePaint, Fife). Thanks also to Caledonian Logistics who transported the paint free of charge. The paint is in storage at the moment.

## **Future Works**

The committee decided that in order to obtain future funding for improvements, the project should be broken down into a number of smaller work packages.

This will allow for funding applications to be more accurate, with smaller amounts requested, and help identify exactly what the money is to be spent on to potential funders.

It was felt that it would be unlikely that any potential funder would be agreeable to donate the full upgrade cost in a single payment.

It is proposed to obtain budget costs from contractors to help with more accurate estimated costs for future applications.

There are a variety of works required to reinstate the pier, from cosmetic work to enhance the appearance of the pier, to specialist works that will require external funding.

## **Members \ Work Party**

Remove 2no. lamposts from the wave wall, cut to lengths, sell for scrap value

Remove lampost base from seabed, (unknown if pole is still attached at this time)

Powerwash the pier surface and wave wall (remove worst of seaweed from wave wall prior to powerwash ).

Lighting was discussed during the meeting and there is no obligation on the pier to provide any lighting on the pier but it could be mentioned to THC if a light from the road could be directed onto the pier.

Rake out joints in east facing wave wall and patch with concrete

Fix new signage after transfer of ownership

Fix honesty box to wave wall after transfer of ownership

Paint wave wall

Prices are currently being obtained for hire or purchase of a pressure washer. It is envisaged that cleaning of the pier surface would be carried out approx 4 times per year. The first feedback from suppliers indicates that hiring would be the cost effective option. Costs and a trial of the pressure washer will be reported before a decision is made. Pressure washing will be by use of water only with no biocide additives to discourage weed growth

## **Specialist Contractor**

New sheet piling \ stabilisation of existing sheet piles

Replacement concrete to lower end of pier\ fill voids

Larch edge beam to lower end of pier

The west facing wave wall is in a worse condition than previously thought, and repairs to this side of the wall should be high priority.

## **Specialist Contractors – Upgrade Works**

**Constructing the proposed small boat slipway, and raising the height of the wave wall as safety barrier. Planning dept. to be contacted to confirm if raising of the wall is permitted development.**

#### **4. Work Group**

The committee stressed the importance of needing to form a work group. There are several small jobs that could be carried out before the winter months. A meeting with a contractor has been arranged to get an idea of costs and work list that needs to be done to the pier. JP will contact all members via email to organise a work group to do any small tasks before the winter months.

#### **5. Funding**

JP asked for volunteers to help with funding, Once ownership of the pier has been transferred we need to start applying for funding packages as soon as possible. The committee needs as much help as possible in order to achieve this therefore if anyone is able to offer any help or form a small sub group then the committee would be very grateful. Anyone interested should contact Jim Prentice. It was also suggested from the members that the committee could contact the black isle ward trust to apply for some funding in order to get help with funding applications.

#### **6. Rules and Constitution**

The rules of the pier are to be kept but will be re worded slightly. Members present all agreed this was okay.

#### **7. Change of financial year**

There were no objections to the proposal to change the end of financial year from the 1<sup>st</sup> of April to the 31<sup>st</sup> of March.

#### **8. ACOB**

The litterbin on the pier was brought up stating that is often full. OS said he will put in a request from the community council regarding the bins in the village.

Gift aid- if members are interested in giving gift aid to the committee then they need to sign a form that can be obtained from the treasurer or the chairman. This will allow the committee to claim any gift aid on the membership subs received from members.

Mike Burns is an editor for the Reed's almanac and mentioned that he could put promote the pier as a stopping point. The canal should be supportive of this and it was suggested that we could also contact the Clyde Cruising Group to advertise the pier.

#### **9. Election of committee members**

All members stood down from the committee and re elected to stand again. The committee will agree on roles at the next committee meeting on the 0<sup>th</sup> September.

#### **10. Renewal of subscriptions**

Members are required to fill out a member subscription form with their details and give to the treasurer with their annual fee.

Minutes submitted by: Danni Murren

Minutes approved by: Jim Prentice.