

Memorandum of Understanding between East Lothian Council Museum Services and Eskmuthe Coastal Rowing Club.

Project introduction.

Eskmuthe Coastal Rowing Club propose to build their second St Ayles Skiff at Prestongrange Museum, Morison's Haven, Prestonpans, East Lothian. EH32 9RY. Their construction project is part of the Scottish Coastal Rowing Association initiative. The Scottish Coastal Rowing Association was formed to encourage coastal rowing and racing around the Scottish coastline and Lochs. Communities are encouraged to become involved in the building of new boats to be rowed for pleasure or in competition. The project is being led by the Scottish Fisheries Museum in Anstruther, Fife. For more information see: <http://scottishcoastalrowing.org/about>

Background to Eskmuthe Coastal Rowing Club

Eskmuthe Coastal Rowing Club was officially founded on 17th October 2012, following two years spent trying to find premises in which to build their first boat. In November 2010 the aims of the group were stated as follows.

1. To promote and revive interest in the traditional skills of rowing and boat building and raise awareness of local heritage and traditions in the community of Musselburgh and Fisherrow.
2. To provide leisure and recreation for local people and, at the same time, encourage use of the harbour, sea front and beach by local people and help make the area more attractive to visitors.
3. To take part in other other communities competitions and regattas who are already involved or wish to become involved in this project.(e.g. Port Seton, Portobello, North Berwick, Dunbar etc). This will provide a focus of interest for the community and help raise the image and profile of Musselburgh and Fisherrow.
4. Involvement is open to all members of the community, families, youth groups, schools etc, and individuals of all ages are welcome. Previous experience in boating is welcome, but not required.

Venue, Prestongrange Museum.

1. **East Lothian Council Museum Services(ELCMS)** will provide Prestongrange Museum Powerhouse as a venue for the construction of Eskmuthe Coastal Rowing Clubs second skiff.
2. The powerhouse is the museum's temporary exhibition gallery and a space well used for events therefore **ELCMS** require it to be returned to the same condition as it was found at commencing the project.
3. **Eskmuthe Coastal Rowing Club(ECRC)** will be asked to pay a contribution for electricity they use.
4. **ECRC** must confirm that the finished boat will fit out of the Powerhouse, this may involve removal of the inside rails to one of the doors. If this is required they will undertake to replace them as good as new.

Welfare Facilities.

1. **ELCMS** will provide access to the Archaeology Store where their group may use toilets, hand washing and seating.

Working Safely.

1. **ELCMS** will provide a space that is safe, secure and watertight.
2. **ECRC** will use the Powerhouse for the purpose only to construct their second St Ayles Skiff and will be responsible for all elements of the work from bringing in materials to the work space and taking everything away at the end of the construction.
3. **ECRC** will work in a safe and proper manner. They will provide a method statement for the work detailing risk and control measures.. They will provide information on power tools, working practice, set up layout of the workshop and protective clothing and equipment. They will provide **COSHH** assessments for all substances being used and will detail how these will not lead to any damage to the museum floor and surfaces.
4. **ECRC** will follow the detailed instructions outlined at <http://scottishcoastalrowing.org/about-the-kit/build-instructions/> and append to the end of this document.

Timescale

1. The construction will happen between **1st October 2014** to**March**
2. **ECRC** must have completely removed all tools, materials and boat from the Powerhouse by**March**
3. **ELCMS** will work with **ECRC** to provide a space that is set up for work.
4. **ECRC** will attend the museum on**March** to prepare the Powerhouse for the season.

Security

1. **ECRC** will provide a copy of their constitution.
2. **ELCMS** will provide one set of keys to **ECRC** who will let themselves in and out of the Powerhouse for the purpose of constructing their second St Ayles Skiff.
3. **ECRC** will not make any additional copies of keys.
4. **ECRC** will return all keys on**March**.
5. **ELCMS** will provide training in the secure opening and closing of the Powerhouse including deactivating the alarm.
6. **ECRC** will provide one nominated key holder who will also be responsible for controlling the alarm system. Keys and alarm codes are not to be disseminated further in the group. Any increases in key holders may only occur after discussion with **ELCMS**.
7. **ECRC** will be responsible for securing the Powerhouse at the end of each working period.
8. **ECRC** will fully secure the Powerhouse if it is being left unattended during a working day.
9. **ECRC** will also be responsible for securing the Beam Engine building as the Powerhouse alarm is activated/deactivated within this building.
10. **ECRC** will liaise with **Katherine Weldon** and **Quonya Huff** throughout the project and **ELCMS** will visit the museum to see the boat underway.
11. **ELCMS** may wish to access the Powerhouse during the St Ayles Skiffs construction, **ELCMS** will make every effort to liaise with **ECRC**, but may attend without prior notice.
12. **ELCMS** will provide **ECRC** with a list of contacts covering evenings, weekends and week days.
13. **ECRC** will keep all volunteers contacts and next of kin details in a book in the work space. They will all sign in and out everyday they come to work on the boat. **ECRC** will as a group have their own insurance(private/public etc). All will be club members, or members of other coastal rowing clubs who have offered to help.

Management

1. **Katherine Weldon** will manage the project from **ELCMS** side, keeping **ECRC** updated at all stages.
2.will manage the project from **ECRC** side , keeping **ELCMS** updated at all stages.
3. **ECRC** will communicate any issues to **ELCMS** that will impact on the schedule or development of the project.
4. **ELCMS** will provide professional support in terms of the following staff members.
Katherine Weldon, Museum officer(Exhibitions).
Quonya Huff, Visitor Services Officer.

Termination

1. **ECRC** may terminate this agreement at any time upon giving notice to **ELCMS** and arranging removal of boat and materials.
2. **ELCMS** may terminate this agreement at any time upon giving written notice to **ECRC**.

This agreement has been signed for and on behalf of the parties:

Signed by Katherine Weldon, Museum Officer
For and on behalf of East Lothian Council Museum Services,
Museum Headquarters,
Dunbar Road,
Haddington.
EH41 3PJ.

Signature.....**Date**.....

Signed by Shaun Innes. Acting Chair,
For and on behalf of Eskmuthe Coastal Rowing Club
65B Market Street,
Musselburgh.
EH21 6PS

Signature.....**Date**.....