

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 9th February 2023

McArthur's Store

Present: Alasdair Swan (AS) (Chairman), James Bisset (JB), Paul Ingram (PI), Fiona Kibby (FK) ((Harbourmaster) HM), Tania King (TK) (minutes), Kenny Maule (KM), Eric Robertson (ER), John Williams (JW)

Apologies: Alison Wilson (AW)

Supplementary documents, updates and links

- Risk Assessments (PI)
- Management Finance Report & accompanying notes (PI/AS)
- Equal Opportunity Policy (AS)
- Harbourmaster's update via email (FK)
- Victoria Harbour Moorings Improvement Project (FK)
- Kittiwakes AI Monitoring Trial Proposal Draft (SSE Renewables' (SSER) Digital Ventures (DV))
- Dunbar Harbour Management Committee meeting minutes (FK)
- Dunbar Castle Condition Report & Conservation Management Plan - final report

1.0 MINUTES OF PREVIOUS MEETING

ACTION

1.1 The minutes of the meeting held on 12th January 2023 were approved

2.0 GOVERNANCE

2.1 Resignation of Yvonne Wemyss from Board of Trustees

The Chair and Trustees are very grateful to Yvonne Wemyss for her valued contribution to DHT over so many years and wish her well for the future.

2.2 Appointment of Andy Pringle to Board of Trustees

The Chair and Trustees agreed to appoint Andy Pringle as a new director and warmly welcome him to the trust.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

Major incidents - none reported

Minor incidents - none reported

PI/FK

3.2 Risk assessment review - Vessel Alongside (RA2)

3.2.1 - Mooring failures - Collision through unplanned movement

3.2.2 - Grounding on Debris in harbour - Hull damage and/or vessel sinking

The trustees confirmed they had read and reviewed the risk assessments, that no changes to them are required and noted there have been no reported incidences of the above since the last review.

It was agreed that a major incident plan will be drafted for DHT (this has been requested recently by other harbour user groups including the RNLI)

PI

FK

4.0 FINANCE REPORT

PI/AS

4.1 There was a deficit in the month of £(463), not unexpected at this quiet time of the year.

4.2 The principal variances were:

i) the grants of £2,551 received for the battery improvements which have still to be paid for

ii) £1,000 paid for the harbour survey project, the grants for which have been received in previous periods

iii) This year we have a harbourmaster. Last year's low wage cost reflects the absence of a harbourmaster

4.3 Landings received in January were 25% down on last year.

4.4 The invoicing process for 2023 moorings continues. At the end of January -

iv) 45 leisure moorings invoiced for £12,488

- v) 11 hardstandings invoiced for £775
- vi) 22 fishing boats invoiced for £7,610

4.5 The cash position remains strong. There are no credit control issues.

4.6 The specific funds at 31 January 2023 (with the movements for the month) are:

a.	Castle survey project	£ 1,399	Down £1,000
b.	Fishermen's Monument project	£ 31	No change
c.	Battery improvement fund	£ 2,359	Up £2,359
d.	Bridge fund	£ 3,323	No change
e.	Thelma Band Fund	£ 6,422	No change
f.	McArthur's Store fund	£26,036	Up £3,144

5.0 GRANT APPLICATIONS

5.1 Marine Scotland - decision not to make an award at this time, although there may be a possibility for consideration for funding later in the spring/summer (see DHMC minutes). RH

5.2

5.3 Castle Survey Project - funds are being withdrawn JW

MacArthur's Store fund - has increased. FK is awaiting a quote for new light fittings in MacArthur's Store. FK

6.0 HARBOUR MANAGEMENT

ER/FK

6.1 Marine Scotland funding has not been awarded (see section 5.1) RH

Heron - break-up and removal awaited FK

Notice board for HM Office door has been agreed FK

Crane in date - 14th April FK

Notice board for Mac Arthur's store has been agreed FK

7.0 HARBOURMASTER'S REPORT

FK

7.1 Kittiwake Monitoring & Warden Project (see "Kittiwakes AI Monitoring Trial Proposal Draft") FK

There was discussion around the fact that the project proposes to install masts into operational areas of Victoria Harbour, and about the potential implications for liabilities and responsibilities of the trust. There was also discussion about the importance of ensuring that camera feeds and hardware/display equipment are provided for the trust in addition to those planned for the Scottish Seabird Centre. This had been discussed and agreed upon in the initial meeting held on 3rd November 2022 but no mention was made of this in the project outline. The trustees also discussed the potential to provide live feeds for other venues in Dunbar e.g. schools and the importance of wider community engagement (e.g school children, students, public being able to be involved in aspects of the project/monitoring/research). It was agreed that this project proposal would be discussed further by email and that FK would collate ideas/follow up.

7.2 Ground chains in Victoria Harbour (see "Victoria Harbour Moorings Improvement Project") FK

Dunbar Harbour Trust and Dunbar Sailing Club have formed a joint working group to identify the optimal future development of the ground chains used for mooring leisure craft in Victoria Harbour. Initial efforts have focused on reviewing ground chain specification, sources and costs, and on improvements to both the access to and layout of moorings, and safety improvements to moorings. The Sport Facilities Fund, which makes awards of up to £20k has been identified as a potential funding source.

The trustees agreed that the ground chains form part of the harbour itself and as such that they should be included in harbour improvements that are funded by the trust (in a similar way to funding of the installation of branders). FK is to continue working with the joint working group to further plans and funding application for the chains and moorings improvements.

Social media strategy - FK has developed a tool for social media posts. Further thought is needed around the social media strategy including criteria for appropriate posts. FK requested that notification is given for upcoming events so that these might be posted on social media. There was discussion around timings/scheduling for the posting of notable events (? weekly), a broader communication strategy, and whether articles and filler items from the newsletter could be included. FK

8.0 POLICIES REVIEW

8.1 Equal Opportunities

AS

This has been reviewed and a small number of typographical changes made. These

changes were approved by the board.

9.0 RETAIL AND EVENTS

9.1 Events, booking procedure and point of contact

FK

It was agreed that booking requests for events would be managed through a single point of contact. The HM has offered to undertake this role and will collate information about proposed events and present this to the trustees for approval at board meetings. There was also agreement that in future events would be limited in number with a reduced burden on trustees. It was further agreed that DHT is not able to provide any logistical support, equipment, or personnel for events that are not being run by the trust itself.

9.2 Sustainability and environment

TK

It was agreed that the trust would work with retailers and events organisers to eliminate the sale/use of plastics (e.g. through the use of plastic free drinks bottles, non plastic straws, plastic free cups, plates and cutlery, and non-single use plastic sachets), and the trustees agreed in principle that revenue generated from retails/events outlets could be used to support this. TK is to explore current usage and options.

9.3 Retail & Waste Management Working Groups

It was agreed that these two groups would be merged.

10.0 HARBOUR IMPROVEMENT PLAN

10.1 Dunbar Castle Condition Survey and Conservation Report

JW

A final draft of the report has been circulated that includes comments/feedback from trustees and the HM. A close out meeting with the Conservation Architect who carried out the survey and prepared the report is scheduled for Friday 10th February

10.2 Branders for small boats

AS

The order has been placed with A G Thomson.

10.3 Boundary wall between the Enjoyleisure site and the Harbour

AS

This has not yet been repaired by The Ridge. The plan has been agreed and the order has been placed by Enjoyleisure.

10.4 Battery Garden

AS

Materials have now been purchased, nosings for the steps has been chased up, and a design for the path is being sought.

10.5 Bridge

FK

No further update at this meeting

11.0 ANY OTHER COMPETENT BUSINESS

11.1 Website

AS

It was agreed to migrate the DHT website onto hostings provided by Sustaining Dunbar. The current content of the website has been reviewed by AS. It was agreed that the site might be further developed to include resources for schools/educational material. It was agreed that The Battery website will be incorporated into the DHT website, but would retain its prominence by users being directed to a dedicated section within the DHT website (via a tab or similar).

11.2 Other IT issues - to await further discussion upon the return of AW

AW

11.3 Connected Communities is running an " Introduction to Fundraising Course" on 21st Feb & 3rd May

PI

11.4 The trustees thanked Eric Robertson and colleagues for The Battery "Cannon" collection box which has now been installed.

11.5 Sea cadets 65th Anniversary celebrations are being planned and may involve the harbour/DHT (current ideas include a march to The Battery and a mural for the north wall at Victoria Harbour)

11.6 It was noted that several directors will be absent from the next meeting but at present it seems that there will be sufficient numbers for a quorum (5) so the meeting is expected to go ahead.

The meeting finished at 20:30.

Date of next meeting: Thursday 9th March at 18:45.