

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors Thursday 9th March 2023 McArthur's Store

Present: James Bisset (JB), Paul Ingram (PI) (Chair), Fiona Kibby (FK) ((Harbourmaster) HM), Tania King (TK) (minutes), Kenny Maule (KM), Andy Pringle (AP), Alison Wilson (AW)

Apologies: Alasdair Swan (AS), Eric Robertson (ER), John Williams (JW), Robin Hamilton (RH)

Supplementary documents, updates and links

- Risk Assessments (PI)
- Mooring Chain Repair (Victoria Harbour) Lady Angela Bow chain (FK)
- Harbour Master Risk Assessments (FK)
- Harbour Master's Update
- Dunbar Harbour Site Visit 21/02/2023 - MacScott Bond Ltd. (FK)
- George Brown & Sons Quotation RM 2/23 Bridge Painting Top Side 20/02/23
- Dunbar Harbour Management Committee meeting minutes

1.0 MINUTES OF PREVIOUS MEETING

ACTION

- 1.1 The minutes of the meeting held on 9th February 2023 were approved

2.0 GOVERNANCE

- 2.1 New trustee, Andy Pringle, was warmly welcomed to the board.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

PI/FK

Major incidents - none reported

Minor incidents - none reported

"Medium" incidents - two incidents were reported i) A fishing boat bow mooring cleat sheered off from the effect of wave action and the boat moved backwards onto another moored boat causing damage to the boat behind. The issue is being dealt with between the two boat owners and repairs are being effected.ii) the stern line of a pleasure boat had come free, due to a shackle failure, which was reported by another boat owner, no damage was recorded. A suggestion was made that joining links be used instead of shackles for certain mooring connections.

FK

A complaint from a store owner has been received regarding an incident that was intended as a joke. The issue has now been resolved. The store owner requested that this is noted in the board minutes.

3.2 Risk assessment review - Vessel Alongside (RA2)

PI

3.2.1 - Falls from climbing - Personal injury or death

3.2.2 - Trips on uneven surfaces - Warning notices , Mark dangers, Repair programme, Regular harbour inspections

3.2.3 - Fall to water or deck of vessel - Ladder inspection, Barriers during events, Training where bad practice is seen

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.

4.0 FINANCE REPORT

PI/AS

- 4.1 Report for February finances was not available for this meeting.

5.0 HARBOURMASTER'S REPORT & HARBOUR MANAGEMENT

ER/FK

- 5.1 Bridge maintenance by MacScott Bond on 21st Feb was completed (see attached).

FK/RH

Ongoing inspection and outstanding maintenance passes to Browns now. Browns were present on 21st to inspect the work and gain familiarity with Bridge.

- 5.2 Bridge and railing painting - a quote has been received from Brown & Sons, and a further 2 quotes are now being sought so that the trust is eligible to apply for funding from ELC .

FK

A G Thompson has been contacted re infill of the wheel - these can be removed and painted off-site. It was suggested that the cogs within the manual system are painted blue

FK

- or bronze so the rust does not show.
- 5.3 Bridge safety chains have been attached, to close off bridge when work is being done or crane operations. Also to be used by HM during busy days to assist safety management being carried out or events are in progress at The Battery
FK
- Method and Risk Assessments for Lady Angela Chain replacement are completed, and the work awaits the next low tide, suitable weather and number of volunteers/ divers
FK
- 6.0 POLICIES REVIEW**
No policies were reviewed at this meeting
- 7.0 RETAIL AND EVENTS**
- 7.1 Events, booking procedure and point of contact
FK
It was agreed that any request for large scale/extensive/complex events must be discussed at a board meeting.
- 7.2 It was confirmed that RNLI day will be held on 15th July
FK
- 7.3 HM is to provide the retailers with dates of events
FK
- 7.4 Dunbar Sailing Club has confirmed 14th April as the crane -in date for 2023. HM to confirm with Mark Gibson.
FK
- 7.5 Approval for trading by Mr Donut has been granted by the trust, The retailer is requested to check in with the HM regarding dates when he wishes to trade at the harbour.
FK
- 7.6 Retail & Waste Management Working Groups
No update at this meeting.
- 8.0 HARBOUR IMPROVEMENT PLAN**
- 8.1 Dunbar Castle Condition Survey and Conservation Project
JW
An update is to be circulated via email
- 8.2 Boundary wall between the Enjoyleisure site and the Harbour
AS
No update at this meeting.
- 8.3 Battery Garden
AS
No update at this meeting
- 9.0 ANY OTHER COMPETENT BUSINESS**
- 9.1 PI suggested that all board members should have a DHT email address as there are certain addresses that he is unable to send emails to
PI
- 9.2 It was confirmed that DHT public liability insurance applies to DHT events only.
- 9.3 KM reported that an oral history of the castle given by Gordon Easingwood has been filmed by Jeff Carter. KM reported that this film will be put together as 2 videos - one for funding purposes, and the other for general use. KM also plans to make similar films about The Battery with Steve Anderson. It was also suggested that a third film could be done on MacArthur's Store, to include creel making and that these films could be put onto YouTube
KM
- 9.4 It was agreed that a risk assessment for visitors to the castle is now needed following the Castle Condition Survey
FK
- 9.5 Boulders - Kevin Thompson plans to put these into place at the end of March.
FK
- 9.6 Toilets - DMHC has requested that the trust revisits the possibility of installing a portacabin toilet unit in Victoria harbour. It was agreed that JB and FK would discuss the possibility of connection to mains/sewerage with Kevin Thompson and to obtain a quote for these works. Following this (and approval from the board) TK will contact Portakabin for an updated estimate for a single unit (for harbour personnel and retail use only).
JB, FK,
TK
There was also agreement that signage for the nearest toilets should be placed around the harbour and planning permission for these should be sought.
FK/TK

The meeting finished at 20:30

Date of next meeting: Thursday 13th April at 18:45.