

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 13th April 2023

McArthur's Store

Present: Alasdair Swan (AS) (Chair), Fiona Kibby (FK) ((Harbour Master (HM)) (Minutes), Kenny Maule (KM), Alison Wilson (AW), Marie-Claire James (MCJ).

Apologies: Tania King (TK), James Bisset (JB), Paul Ingram (PI), Eric Robertson (ER), John Williams (JW), Robin Hamilton (RH), Andy Pringle (AP).

Supplementary documents, updates and links

- Risk Assessments (PI)
- Dunbar Harbour Management Committee meeting minutes
- March Management report

1.0 MINUTES OF PREVIOUS MEETING

ACTION

1.1 The minutes of the meeting held on 9th March 2023 were approved.

2.0 GOVERNANCE

- 2.1 Marie- Claire James attended this meeting and is co-opted onto the Board of Trustees.
2.2 Following the AGM, it is confirmed that the Chairman, Vice- Chairman and Secretary continue in post for 2023.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

No safety incidents are reported.

1 incident reported under the crime policy relating to some spray paint vandalism on the outer perimeter wall of the Battery. HM has reported to Police Scotland who have followed up with a call and will seek cctv footage. Harbour users have been asked to be aware and report any groups of youths hanging around Harbour areas.

FK

3.2 Risk assessment review

RA 3 - On shore risks to the general public and users of the harbour

D) Vehicle pedestrian interaction

E) Trips on fishing equipment

F) Hit by ropes during mooring of vessel

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

PI

- 3.3 The risk assessment review (and draft of guidance notes for visitors) to the castle area is still outstanding and carried forward.

FK

4.0 FINANCE REPORT

4.1 The March finance report was reviewed -

There was a surplus in the month of £11,567.

The principal reason for this surplus was the receipt of grants that are restricted. These can only be used only for specific purposes. The expenditure on these projects will not take place until 2023/24.

Community Benefit Fund grant for Harbour Bridge repainting	£2,500
Crown Estate grant for transforming visitor experience	£5,000
Community Benefit grant for North Wall Art	£ 800

The same reason lies behind the surplus for the full year of £10,290. This figure might move a little if the year-end reconciliations throw up adjustments that are needed for the statutory accounts which will be submitted to Whitelaw Wells for independent

examination.

However, it should be noted that there is a depreciation charge of £31,854 before arriving at this surplus. This is a non-cash item that adds to the bank balance unless there has been capital investment in the year. Because some of our planned projects never got the right traction in the year, the capital expenditure was limited to £1,567 in 2022/23. This means there is money in the bank to fund such projects as the Cromwell Harbour branders, or further work on the Harbour Bridge.

2022/23 was a record year for our fishing industry with landings income at £39,689 beating the previous best figure of 339,370 in 2018/19.

Thanks to the excellent work of our harbourmasters and Avril Anderson, the Trust also recorded increased income for the year in –

Angling and marine tourism

Fishing Fleet moorings

Public moorings

Launching fees

Visitors' fees

Thanks, in particular, to the creative work of Eric Robertson creating a donation box, the annual donations have risen by over £4,000 in the year

There was a fall in income from retail outlets as the East Coast Crab Shack arrived part way through the season. The major cost fluctuations in the year were –

Payroll costs – there was no harbourmaster for three months of the previous year.

Events – Sparkling Dunbar returned during the year, but has a restricted fund to cover its costs. These included the increased printing costs for the Tide & Time festival.

Project costs – fully funded survey report on Dunbar Castle by Ben Tindell

Utility costs – increased as a result of rising prices

The specific funds at 31 March 2023 were

Castle survey project	£ 111
Fishermen's Monument project	£ 31
Battery improvement fund	£ 2,359
North Wall Art	£ 800
Visitor experience	£ 5,000
Bridge fund	£ 4,268
a. Thelma Band Fund	£ 6,514
McArthur's Store fund	£23,266

- 4.2 It was noted that expenditure on the construction of the bike racks is lower than initially expected, the bike rack to be installed temporarily over bridge on a trial basis to check location, usage and construction is suitable. ER

5.0 HARBOURMASTER'S REPORT & HARBOUR MANAGEMENT

- 5.1 Bridge painting approval received, Browns to go ahead as soon as ordered paint is received, weather suitable etc. Metal cabinet housing bridge electric junction to be repaired. FK
- 5.2 Mooring committee working on allocations for moorings for those on waiting list for spaces in Broadhaven and Cromwell. Mooring Committee received an update from HM on Blue Wild vessels. Thalassa is to be sold and a temporary hired rib to be used. Mooring allocation to be same as last year.
- 5.3 Lady Angela mooring chain repair completed with support from James Bisset. A repair is also required to the second main ground chain in Victoria harbour. HM to complete end April, tide and weather permitting. FK

6.0 POLICIES REVIEW

- 6.1 The Harbour Evacuation Policy was reviewed and it was generally accepted to be lacking in some detail. A more broad policy on Harbour incidents including McArthurs store, that would require an evacuation was proposed. FK offered to complete. FK

7.0 HARBOUR IMPROVEMENT PLAN

- 7.1 No update at this meeting from JW on the Dunbar Castle Condition Survey and Conservation Project.
- 7.2 No update at this meeting on the Cromwell mooring branders for small fishing vessels. The beams are ordered by AGT, waiting for delivery and installation timeline.
- 7.3 Battery Improvements – meeting with the Ridge is now arranged for Monday 6th April, to review building steps at Battery and pointing of Enjoy Leisure boundary wall and possible removal or advice regarding the graffiti.
- 8.0 RETAIL AND EVENTS**
- 8.1 FK confirmed the retail unit for The Crab Shack arrives on 14th April and Donut Van had first traded at Easter (DV has been reminded via email on agreement regarding sale of hot drinks and cans). FK to email pizza van to establish his plans for Harbour trade. FK
ER
- 9.0 Retail & Waste Management Working Groups**
No update at this meeting.
- 10.0 IT UPDATE**
- 10.1 Set up of Microsoft 365 under DHT account is underway
- 10.2 Board to agree file store structure and Microsoft Teams use. This will include agreement on what needs to transfer from existing Dropbox files. AS
New Website, work completed by AS, KM and FK is near completion and will go live after a final review. AS
Social media – AW, FK, MCJ to form a social media group. Objective is to agree use and scheduled posts. AW to link Facebook account to new Instagram account. AW
- 11.0 ANY OTHER COMPETENT BUSINESS**
- 11.1 It was noted by KM that fishing vessels were leaving bridge up. This was also noted at DHMC and HM to remind all vessels to close. FK
- 11.2 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). There was also agreement that signage for the nearest toilets should be placed around the harbour and planning permission for these should be sought. This is to carry forward to next meeting. MCJ discussed composting toilet information that could be shared with TK who has already completed research and shared info with DHT.

The meeting finished at 20:05

Date of next meeting: Thursday 11th May