

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 11th May 2023

McArthur's Store

Present: Paul Ingram (PI), Fiona Kibby (FK) Harbour Master (HM) (Minutes), Alison Wilson (AW), Marie-Claire James (MCJ), Tania King (TK), James Bisset (JB), Paul Ingram (PI), Andy Pringle (AP).

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

Supplementary documents, updates and links

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

1.0 MINUTES OF PREVIOUS MEETING ACTION

1.1 The minutes of the meeting held on 13th April 2023 were approved.

2.0 MATTERS ARISING

Comments on the Harbour Incident and Evacuation policy are requested. ALL

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

1 reported incident of the mast of a yacht coming down after heavy swell in Victoria Harbour on 24/04/23. No serious damage was reported to the yacht and members of the Dunbar Sailing Club (DSC) were requested to check that all fittings were tightened after mast raising and crane in. 2 volunteers from DSC checked rigging on a number of yachts in Harbour after the incident and found that some had worked loose, or not been tight enough. FK

3.2 Risk assessment review

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

G) Vehicle falling into harbour

H) Dropped load or lifting Incident

I) Crush or pinch when mooring

It was reported there have been no reported incidences of the above since the last review. However, it was discussed that the reference to training should be removed as Davit training is not carried out by DHT staff, and RA resubmitted for next meeting. 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 There was a surplus in the month of £3,037.

4.2 Grants were received during the month from

a. Area Partnership for Battery Amphitheatre step nosings.....£ 1,301

b. East Lothian Council for payroll contribution.....£17,500

c. East Lothian Council for Harbour Bridge costs.....£ 2,500

The payroll grant is spread evenly across the whole year. The other two grants have been placed in the restricted funds. Both pieces of work have been commissioned but are not yet paid for.

4.3 As expected the costs of gas and electricity are very high and will be monitored over the year.

4.4 The specific funds at 30 April 2023 were

a. Castle survey project	£111
b. Fishermen's Monument project	£31
c. Battery improvement fund	£3,660
d. North Wall Art	£800
e. Visitor experience	£5,000
f. Bridge fund	£6,725
g. Thelma Band Fund	£6,514
h. McArthur's Store fund	£26,306

5.0 HARBOURMASTER'S REPORT & HARBOUR MANAGEMENT

5.1 Bridge painting and maintenance through Browns has started this week. Some extra work is required on the metal work, new in-fill plates. FK

5.2 Harbour Clean-up - Request for a skip to assist with a tidy up was approved. Although Fishermen are responsible for disposal of their own commercial waste, it makes sense to support a major tidy up for DHT to order one. It is noted that domestic and other commercial waste is being dumped into our bins.

5.3 Parking / Motorhomes are causing some problems with complaints received , especially at bank holiday weekends. HM request that we progress with white line painting and agree an on-going strategy for management of parking.

5.4 Retail (agreed menu's) – have received a complaint about selling/ not selling soft drinks and overlap of menus. Request a letter to come from DHT to all retailers reminding them of the terms of lease.

6.0 POLICIES REVIEW

6.1 The Harbour Evacuation Policy was reviewed and rewritten by FK. Has been circulated to AS and PI. Awaiting PI comments, and will send to Ron Bailey for feedback. PI/ FK
Fuel purchasing policy is also under review by FK and will be circulated for next board meeting. Feedback welcome on the old policy. 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 did not happen on 6th April. No update at this meeting.

8.0 RETAIL AND EVENTS

See HM notes above.

9.0 Retail & Waste Management Working Groups

No update at this meeting.

10.0 IT UPDATE

- 10.1 Set up of Microsoft 365 is complete, all Directors and HM's have new DHT email addresses. Some require support to set up and access.
- 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.

Social media – AW, FK, MCJ have formed 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

The meeting finished at 20:05

Date of next meeting: Thursday 8th June