

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 8th June 2023

McArthur's Store

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

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

Supplementary documents, updates and links

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

1.0 MINUTES OF PREVIOUS MEETING

ACTION

- 1.1 The minutes of the meeting held on 11th April 2023 were approved.

2.0 MATTERS ARISING

- 2.1 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 and MCJ preparing content for scheduled posting.
- AW/
MCJ

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

Two incidents were reported and incident forms distributed.

1. Diesel spill from vessel in Cromwell Harbour on 07/06/23. The vessel was unbalanced as the tide retreated, resulting in it tipping away from the harbour wall. Diesel from the tank leaked into the harbour while the vessel was in this position until discovered in the early hours of 08/06/23 date. FK
2. Oil contaminated mud was spotted at low water in Cromwell harbor on 11/05/23. It is presumed that the vessel was automatically pumping bilges while moored and at low tide.

There followed a discussion on removal of contaminated silt and mud from Cromwell harbour. JB offered a suggestion of trialling dredging the channel from Broadhaven to Cromwell where a sand bank is building.

3.2 Risk assessment review

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

J) Washed off sea walls during high seas

K) Run down by vessel entering harbour or passing around and between harbours, while diving or swimming

L) Electric Shock

It was reported there have been no official reported incidences of the above since the last review. KM notes that youths had been seen jumping into harbour entrance on 7th

June. This is noted to be difficult to police out of HM working hours.

- 3.3 The risk assessment review (and draft of guidance notes for visitors) to the castle area was circulated prior to the meeting. A RA for falling rock from Castle is requested to be added to the general risk assessments for public and users to the harbour. **PI**

4.0 FINANCE REPORT

Notes to May Accounts

- 4.1 There was a deficit in the month of £(9,433).
The principal reason for the month's deficit was the long overdue repair to the harbour bridge which has cleared out our restricted bridge fund.
- 4.2 There were also significant repair costs to davits and the introduction of electrical meters for our retailers.
- 4.3 Landing fees have been surprisingly strong, given the bad weather we had in the early part of the year.
- 4.4 Grants were received in May from:
- Community benefit fund for Sparkling Dunbar £1,500
 - Rotary for north Wall Art £ 150
- 4.5 The specific funds at 31 May 2023 were
- Castle survey project £ 111
 - Fishermen's Monument project £ 31
 - Battery improvement fund £ 2,450
 - North Wall Art £ 950
 - Visitor experience £ 5,000
 - Bridge fund £ -
 - Thelma Band Fund £ 8,597
 - McArthur's Store fund £26,216

5.0 HARBOURMASTER'S REPORT & HARBOUR MANAGEMENT

- 5.1 Creels and storage - The number of creels in the harbour is increasing. Although slowly being laid at sea at this time of year, there will be a storage issue in winter. In order to tackle this now, there are a number of options to consider as amends to existing Creel Policy Dunbar Harbour Creel Policy last reviewed in 2022.
1. Try to set a max limit per vessel on number of creels on site (difficult to monitor)
 2. Create more storage space e.g. allow creels at enjoy leisure or battery parking spaces.
 3. encourage off-site storage (e.g. look at options to support affordable storage space)

Following discussion it was agreed that option 2 could include clearing of the common ground, and support from ELC will be requested. FK to review Creel storage policy and discussion wider implications of these options with fishermen. **AS**
FK

- 5.2 **Retail-** Letters have been sent to all retailers as per last meeting. Donut van has not been back on site since the question was raised about teas/ coffees.
Crab shack has been closed this week due to power issue in the shack. Repair under way and he hopes to re-open on Friday.
Pizza van trading has started and seems to be doing well. He is not using pizza boxes (unless pizza is on a home delivery option). HM has ensured he has waste bin out as big

belly bin is too full. Has asked for additional Saturdays which has been approved on an adhoc basis.

5.3

Events - Black Agnes Festival Saturday 10th - Insurance and Risk assessments received. **FK**
Some support from harbour volunteer group on the day.

Rowing Regatta Saturday 17th - Risk Assessments for Pontoon use to be completed.

6.0 POLICIES REVIEW

6.1 AS circulated GDPR policy, although adopted in 2022, the policy requires to be adapted to suit DHT more proportionally. **AW**

7.0 HARBOUR IMPROVEMENT PLAN

7.1 Cromwell mooring branders for small fishing vessels. The beams are ordered by AGT, waiting for delivery and installation timeline, Board confirmed this project can go ahead.

7.2 Murals for North wall are underway by local schools and Sea Cadets. DHT are to fund a mural via a local artist. Board is asked for input on what they would like to see represented. **ALL**

7.3 The Dunbar Sailing Club (DSC) have presented a proposal for maintenance bay adaptations to enable yachts to use the berth. RH will find out costs and return to Board for further discussion. **RH**

7.4 The Crown Estate grant, for bike racks/ resources for schools/ Visitor experience needs plan to take forward.

7.5 Black Agnes statue, a discussion on a proposal to tender sculptors on ideas for a statue of Black Agnes to be sited somewhere in the harbour concluded that this would be a interesting project to pursue but due to other time commitments the Board would revisit in October.

8.0 RETAIL AND EVENTS

See HM notes above.

9.0 Waste Management Working Group

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. It is noted that John Williams is not yet set up. **JW**

11.0 ANY OTHER COMPETENT BUSINESS

1. AS discussed store lease policy, where rental is at discretion of DHT taking into account overall contribution to the harbour, credit record and wait list time. The recently vacated store is approved to be offered to R Kittrick.
2. Succession Planning – AS has set up Teams channel to support his handover as Chair. He is required to step down in April in accordance with the legal set up of the Trust.
3. FK requested approval for model 'Herring Fish Wives' for decorating the harbour in Sparkling Festival- to discuss with Yvonne Wemyss.
4. AW is working on a fund raising event and has requested use of the Battery on 26th/ 27th August.

Date of next meeting: Thursday 13th July