

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 13th July 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), Andy Pringle (AP), Paul Ingram (PI), Eric Robertson (ER),

Apologies: John Williams (JW), Robin Hamilton (RH), Tania King (TK), James Bisset (JB),

Supplementary documents, updates and links

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

1.0	MINUTES OF PREVIOUS MEETING	ACTION
1.1	The minutes of the meeting held on 8 th June 2023 were approved.	
2.0	MATTERS ARISING	
	None	
3.0	PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT	
3.1	<u>Incident log review</u> 3 Incidents were recorded in June 18/06/23 – Report from residents in Cromwell harbour of youths digging up cobbles from Cromwell hard stand and throwing them into the mud. Photographs and report has been passed to local police. 25/06/23 - Youth fall from rocks at harbour entrance reported by local bird watchers who contacted HM and called police. Casualty recovered by RNLI/ ambulance crews, Police attended and managed the scene. HM has spoken to community liaison police officer and received advice on how to manage these type of situations. HM agreed to review use of body camera. 30/06 – Diesel spill in Victoria Harbour. Unknown source but possibly due to a fishing boat being inadvertently left tied as tide subsided. 12/07/23 - Waste oil tank damaged by forklift and minor oil spill onto quayside and into Victoria harbour. Briggs Marine attended as part of emergency response. Full report to be prepared by FK.	
3.2	<u>Risk assessment review</u> RA 3 - On shore risks to the general public and users of the harbour M) Fuel spills – this was reviewed and agreed to add waste oil spill and response actions into this into this RA N) Falling Rocks – note on Castle project, discussion on HM office threshold where the risk is higher, roped off area to continue and reference to the visitors policy, shared a June meeting, which states that there should be a risk assessment for all contractors entering castle area. A) Falls from climbing – no changes.	
4.0	FINANCE REPORT	

	Notes to June 2023's accounts	
4.1	There was a surplus in the month of £3,634 There has been growth in the number of boats fishing out of Dunbar this year. The weather in May was indifferent and the Landing fees (received in June) were 30% down on 2022's level.	
4.2	Fuel drawings in June were 13% down (in volume) from last year's level, so we may expect a similar decline in landing fees next month. The value of fuel sales in June was down 35%, and the difference between the 13% and 35% is an indication that the fishermen are receiving some relief from the very high fuel prices that were experienced last year.	
4.3	Public moorings are currently slightly down on last year. A few people have decided not to bring their boats to Dunbar, opening up opportunities for others.	
4.4	The 'equipment rental' relates to the hire of a van for Sparkling Dunbar and this has been funded out of the Thelma Band Fund (see below).	
4.5	The fishermen's monument was re-painted during the month.	
4.6	Grant were received in June from: a. Community benefit fund for Fishermen's Monument £ 520 .	
4.7	The specific funds at 30 June 2023 were; a. Castle survey project £ 111 b. Victoria Street Well Head project £ 100 c. Fishermen's Monument project £ - d. Battery improvement fund £ 3,213 e. North Wall Art £ 916 f. Visitor experience £ 5,000 g. Bridge fund £ - h. Thelma Band Fund £ 8,390 i. McArthur's Store fund £25,650	
4.8	Business rate communication - AS has challenged this successfully and is now accepted that we are eligible only for zero rate.	
4.9	The Directors confirmed the Statutory Accounts circulated by AS are agreed.	
4.10	The Trust currently operates across 2 bank accounts, with one being set up to manage building account for rents and costs for McArthurs store. The logic of running a separate account for this is now less compelling with most business going through the main DHT account. The ring-fenced fund for McArthurs Store is reported separately in any case. The recommendation by AS to move to one account was agreed.	AS
5.0	HARBOURMASTER'S REPORT	
5.1	Weather station and Camera technical support from Excite - The HM is reviewing options to install an anemometer and weather station in the harbour. This work would be facilitated through the Kittiwake camera project through the Seabird centre and Excite. A technician from Excite is due to visit harbour and prepare a proposal, which would include improvements to the cctv in the harbour.	FK
5.2	Crown Estate grant and visitor experience - FK has requested support from the Seabird centre to plan how we can use this grant to build resources for visitors to the harbour,	

	incorporating our current interpretation panels. Dora Roden has proposed some dates for a brainstorming session.	FK
5.3	The HM has successfully rehomed all the abandoned boats in Cromwell near Fisherman's	2

	monument.	
6.0	Dunbar Harbour Management Committee Report	
6.1	North Wall Murals – 2 completed (Belhaven Hill School and East Linton Primary) are in the HM store waiting to be varnished.	FK
6.2	Campervan parking is outstanding issue and there have been reports of people (visitors? anglers?) using behind Battery as a toilet. The car park white line painting proposal will be drafted and ER to follow up with AGT to get this progressed.	ER
6.3	The Directors harbour walkabout date will be circulated by FK	FK
6.4	Harbour walls inspection was carried out by AGT, RH and HM's. A further inspection of Victoria harbour will take place in early August.	
6.5	Toilets – quote for £64K approx. estimate incl.VAT was received. Ground works to be added to this (AGT still to quote) and planning permission needs to be re-applied for. The question of temporary toilets was raised again, however the Boards preference is for 1 project not 2 parallel approaches. Preferred option is to apply for planning permission and seek funding for permanent solution.	ER
7.0	POLICIES REVIEW	
7.1	Creel policy – AS discussed recent correspondence with ELC and Norman Hampshire requesting support to clear the common ground in front of Fishermen's monument. He proposed that the DHT Creel storage policy and governance is extended into this area. The HM is to encourage fishermen to dispose of old and unusable creels.	FK
	Potato box storage – AS circulated a policy on prawn boat equipment storage and a process to review and authorize the number of potato boxes stored on site by each boat. All to read policy and agree/ comment.	ALL
8.0	HARBOUR IMPROVEMENT PLAN	
8.1	A New '3 Year Plan' is to be drafted by the Board - MCJ will discuss with harbour users and record details of what is desired and will include in the proposal. KM can support on a power point. The plan should include the Castle Project. Details can be shared via the newsletter.	MCJ
8.2	Signage at the Battery – Fumigation area is to be improved/ repaired – Yvonne Wemyss is working on this.	
8.3	Battery steps to be built where the erosion is happening. MCJ to arrange meeting with FK and Trevor.	MCJ
8.4	Branders at Cromwell are in AGT yard. Installation dates to be followed up by FK.	FK
9.0	IT UPDATE	
	AS requests all to report on their IT issues with Microsoft email and teams. AW can support individuals if needed.	
10.0	Succession Planning	
10.1	AS following up with MCJ, KM and ER as signatories for the bank accounts.	AS
10.2	AS also requested all continue to search for new Directors to fill posts. AW requested that the 3 year plan will be used to support allocating Director roles and projects.	
11.0	ANY OTHER COMPETENT BUSINESS	
	<ul style="list-style-type: none"> KM requested update on modification of maintenance bay for sailing club. RH is 	

pricing this with AGT.

- KM also requested update on OSC reef project, AS reported that no further updates had been received.
- I paper - request to use photos from our FaceBook page was received via FB messenger. AW to respond.

Date of next meeting: Thursday 10th August.

