

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 10th August 2023

McArthur's Store

Present: Alasdair Swan (AS), Fiona Kibby (FK) Harbour Master (HM) (Minutes), Marie-Claire James (MCJ), Kenny Maule (KM), Andy Pringle (AP), Paul Ingram (PI), Eric Robertson (ER), Tania King (TK), John- Robert Eunson (Observing).

Apologies: John Williams (JW), Robin Hamilton (RH), James Bisset (JB), Alison Wilson (AW),

Supplementary documents, updates and links

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

1.0	MINUTES OF PREVIOUS MEETING	ACTION
1.1	The minutes of the meeting held on 13 th July 2023 were approved.	
2.0	MATTERS ARISING	
2.1	AS reported that the Statutory accounts are now lodged with Companies House and OSCR.	
2.2	FK is progressing the Crown Estates (Visitor Experience) project with support from Dora Roden of the Sea Bird Centre. There is a meeting on 30 th August to share and plan ideas. White line painting at Victoria Harbour car park is still to be progressed.	FK
2.3	Harbour Walkabout date for Directors still to be circulated.	ER
2.4		
3.0	PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT	
3.1	<u>Incident log review</u> 0 Incidents were recorded since the last Board meeting. HM gave an update on the waste oil tank replacement. The tank has been re-sited to avoid the need to move it for events on south quay and to be closer to spill kits. Checks are in place to ensure it is checked for leaks into the bunded area each time it is emptied. There was a discussion on the use of DFA fork lift, it was agreed in the August DHMC that maintenance and insurance records are to be requested from DFA and driver refresher to be reviewed.	FK
3.2	<u>Risk assessment review</u> <u>RA 1 – Vessel Transit to and from Harbour approaches to alongside</u> Ref A - Technical failure- vessel Collision with quayside Ref B - Technical failure- vessel Grounding Ref C - Technical failure- vessel Collision with another vessel The Directors present confirmed they had reviewed the risk assessments and made no amends.	
4.0	FINANCE REPORT	
	Notes to July 2023's accounts - There was a surplus in the month of £5,174	

4.1	There has been growth in the number of boats fishing out of Dunbar this year reflected in the higher fishing fleet income	
4.2	The landing fees received during the month of July were up 23.6% on last July's, and year-to date are slightly ahead of 2022	
4.3	Fuel drawings in July were 11% up (in volume) from last year's level, reflecting an encouraging level of activity during the month.	
4.4	Public moorings remain down on last year.	
4.5	Utility prices have increased very significantly over the last year. Turning the heating off over the summer in McArthur's Store is the reason why the gas cost is so small.	
4.6	The loss on disposal of an asset refers to the old waste tank which has had to be written off £515 refers to the write-off of the old waste oil tank.	
4.7	<p>Capital expenditure during the month of July included –</p> <p>a. Maintenance Bay improvements and Cromwell Harbour branders £6,214</p> <p>b. New waste oil tank £1,200</p> <p>There will be further expenditure on the waste oil tank as a new plinth has been built for it (and is not yet accounted for)</p> <p>Grants were received in June from:</p> <p>a. Sparkling Dunbar from DELAP £ 1,232</p> <p>b. Well Head project from Rotary £ 350</p> <p>Grants have been awarded but not yet received for the Well Head project from Community Windpower Ltd and Dunbar History Society</p>	
4.8	<p>The specific funds at 31 July were</p> <p>a. Castle survey project £ 111</p> <p>b. Victoria Street well head project £ 450</p> <p>c. Battery improvement fund £ 3,213</p> <p>d. North Wall Art £ 73</p> <p>e. Visitor experience £ 5,000</p> <p>f. Thelma Band Fund £ 9,461</p> <p>g. McArthur's Store fund £24,188</p>	
5.0	<p>HARBOURMASTER'S REPORT</p> <ol style="list-style-type: none"> 1. Wall Inspection Cromwell harbour completed on Wednesday 3rd August. Identified 3 areas that need attention on the outside of wall and some pointing on the top of wall, and replacing stones on walkway. In Victoria harbour inner walls there are no obvious areas in addition to the outer area voids already identified. On the north quay near bridge there are some voids to fill. RH is still trying to get MS support with funding. 2. Waste fuel tank is relocated nearer to stores. A new plinth to level the ground is complete and tank arrives Friday 11th August. The new location is nearer to spill kits and removes the need for tank to be moved for events. New tank is lower and will be discreetly tucked into the corner. Inspection of the bunded area will be included when tank is emptied. 	

	3. ELC land in front of the Fishermen's Monument - The HM has now spoken to Mr Fairgrieve. Waiting for him to identify or remove items he wishes to keep. Will support to remove nets for recycling and metal to scrap. Have asked ELC to affix notices.	
6.0	Dunbar Harbour Management Committee Report	
6.1	North Wall Murals – 2 completed (Belhaven Hill School and East Linton Primary) are on the North Wall, new sign to be ordered. Gail Wallace working on one in Sparkling Festival and Annabel Jepson working on another.	
6.2	Campervan parking - ER has discussed with AGT for contact to paint white lines, ER to look at the layout of spaces.	ER
6.3	Toilets – quote for £64K approx. estimate incl.VAT was received. Ground works cost to be added to this (AGT still to quote for ground works). AGT are meeting ER on 16 th August to progress the quote.	ER
6.4	Retailers update – Big Blu pizza using paper plates and the volume of these are blocking the big belly bin. Pizza boxes being used even though they are supposed to be for takeaways only. ER will discuss with retailer.	ER
6.5	Bike rack installation in Battery (to ER's design) are waiting for welder to return from holiday. The Seagull proof bin to replace the Big Belly still requires to be ordered. Details will be sent to AS who will place the order on receipt.	ER ER
7.0	POLICIES REVIEW	
	The proposed amendments to the Hardstanding Policy were approved.	
8.0	HARBOUR IMPROVEMENT PLAN	
8.1	A New '3 Year Plan' is to be drafted by the Board - MCJ is still planning to meet with harbour users and other groups to include their needs in the plan. She is also planning an online survey to gather ideas and feedback.	MCJ
8.2	Battery eroded area – MCJ to progress quote with Trevor.	
9.0	ANY OTHER COMPETENT BUSINESS	
	<ul style="list-style-type: none"> Kenny has sold a coracle. Funds will go into Sparkling income. Another one to auction. Electrics in the Battery need some repair. RCD needs replacement and repair at Lighting cover. Stage sockets are working but have to be reconnected at times. All have been given to Davie Brady to do. 	
	Date of next meeting: Thursday 14th September.	