

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors Thursday 14th September 2023 McArthur's Store

Present: Alasdair Swan (AS), Fiona Kibby (FK) Harbour Master (HM) (Minutes), James Bisset (JB), Kenny Maule (KM), Andy Pringle (AP), Paul Ingram (PI), Eric Robertson (ER), Fearghal Kelly (observing).

Apologies: John Williams (JW), Robin Hamilton (RH), Alison Wilson (AW), Marie-Claire James (MCJ), Tania King (TK).

Supplementary documents, updates and links

- Risk Assessments (PI)
- August Management report

1.0	MINUTES OF PREVIOUS MEETING	ACTION
1.1	The minutes of the meeting held on 10 th August 2023 were approved.	
2.0	MATTERS ARISING	
2.1	3 year plan – waiting for an update from MCJ	
2.2	Battery eroded area – MCJ to progress quote with Trevor.	
3.0	PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT	
3.1	<u>Incident log review</u> 1 Incident (anti-social and dangerous behaviour) was reported at this meeting. HM reported incidents with youths jumping into harbour entrance from rocks above. A number of incidences had been noted during the spell of warm weather. On this occasion the HM approached some older youths to request that they move for their own safety. After receiving little respect, and some verbal abuse, she left them. 1 further crime incident was reported to HM on date of the meeting, this will be investigated and reported at next meeting. HM noted that the reporting format and policy should be reviewed. HM will make proposal for report format and classification of incidents at next meeting.	FK
3.2	<u>Risk assessment review</u> <u>RA 1 – Vessel Transit to and from Harbour approaches to alongside</u> Ref D - Skipper failure – Collision with quayside Ref E - Skipper failure – Grounding Ref F - Skipper failure – Collision with another vessel The Directors present confirmed they had reviewed the risk assessments D and E and made no amends. ON RA ref F – there was a discussion to include specific risks for collision with small craft such as kayaks and SUPs. The controls listed do not apply to these craft and consideration should be given to ensuring safe exit and entry to the	

	harbour through communication of harbour rules and safety advice. PI to review RA and HM to review safety advice.	PI/ FK
4.0	FINANCE REPORT	
	Notes to August 2023 accounts	
4.1	There was a surplus in the month of £3,8942.	
4.2	August included income and expenses related to the Sparkling Dunbar Festival which was delivered superbly by Yvonne Wemyss within budget – (see Thelma Band fund in note 12 below.)	
4.3	Missing from the accounts is the cost of the RNLI Day fuel spillage clear-up. This cost will be recovered in full from the insurance company in September and will be accounted for in that month.	
4.4	The landing fees received during the month of August were down 45% on last August's, and the year-to date income from landings is now behind 2022's fees. Landing fees received in August reflect the business done in July. The weather in that month was not kind to the fishing fleet.	
4.5	Fuel drawings in August were 2.5% down (in volume) from last year's level, so it will be interesting to see the level of landing fees that come in during September.	
4.6	Public moorings remain down on last year.	
4.7	Launching income was down but visitors' fees were up on last year.	
4.8	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.	
4.9	Capital expenditure in the financial year to date as follows; a. Maintenance Bay improvements and Cromwell Harbour branders £6,214 b. New waste oil tank £1,200 c. Plinth for oil tank £1,097 (Part of the cost of the oil tank and plinth will be recovered through the insurance claim) d. Seagull proof litter bins £ 758 (Not yet delivered due to supply chain problem – due end September)	
4.10	A grant was received in August for: Well Head project from Community Benefit Fund for £1,700. A donation of £100 was received from the History society for the Well Head project in August. Donations to date for this project now amount to £250. Grants amount to £2,050	
4.11	The specific funds at 31 August 2023 were; a. Castle survey project £ 111 b. Victoria Street well head project £ 2,300 c. Battery improvement fund £ 3,388 d. North Wall Art £ e. Visitor experience £ 4,607 (The excess spend on the North Art project has been allocated to the Crown Estate grant of £5,000). f. Thelma Band Fund £ 7,592 g. McArthur's Store fund £24,051	
4.12	Price Increases for 2024-25	

	<p>AS proposed that Berthing price increases for the coming year were maintained at 3%. The Trust aims to limit the financial burden on all harbour users. All were agreed that this was a fair and reasonable increase given current inflation levels and other cost of living increases.</p> <p>Slip way fees and visitor mooring fees are to remain at current price with no increase. No changes to T&C's were noted at this meeting. All are encouraged to review T&C's and make proposals for changes as soon as possible.</p>	
5.0	HARBOURMASTER'S REPORT	
5.1	<p>Bridge Repair- Browns have been working with AGT to uplift the existing plates from AGT yard. Due to the increased movement in the planks especially on the North side, they have recommended that prior to laying the new chequered plates on top of existing timber at either side, the timbers are lifted and repaired. Also, the long plates (that rattle as traffic goes over) have begun to show rust deterioration. Browns quoted the following costs – The Board agreed that the following work can go ahead.</p> <ul style="list-style-type: none"> □ Fixing planks prior to chequered plate overlay the top of them incl. welded and c/sunk screws + painting □ Material costs to Browns Plates etc. £ 1350.00 + vat this is over and above what will be received from AG Thomsons □ Labour to fit and Install Chequered plates , we are assuming not a big job to lifting and refix timbers. labour costs £ 3552.00 + vat 	FK
5.2	Clearing ELC land at Fishermans Monument - waiting for ELC to come with skips (they have staff on leave and has caused a delay). There is still a dispute over the number of boxes that can remain and Mr Fairgrievies has indicated he intends to move boxes to Port Seton. However, he will need to do this before ELC, otherwise the items will be removed.	
5.3	A large quantity of net is suitable for recycling. HM has been working with a recycling organisation called Journey Blue who are looking at a solution to come and collect it. Also have linked up with Eyemouth Harbour who may be able to site a collection container that we can share.	
6.0	Dunbar Harbour Management Committee Report	
6.1	Marine Scotland Grant – AS has worked with RH to apply to Marine Fund Scotland for essential wall repair and maintenance works (80K). The application has been submitted on 12 th September and will take 6-8 weeks before we receive any further information.	
6.2	AS has ordered a new gull proof waste bin to be sited over the bridge, replacing the Big Belly bin which is in disrepair.	
6.3	ER is working on the new bike racks, waiting for welder to complete brackets that will secure the wood beams.	ER
6.4	Street lighting that is not working is to be logged on the ELC site. HM will follow up if needed.	
6.5	Pot holes on the road way on south quay need to be filled – HM to discuss with AGT.	FK
6.6	Harbour Toilet facilities – AGT have reviewed waste locations and noted discrepancies in Scottish Water drawings as to the location. A separate / new consultant is needed to prepare a proposal for waste connections as BluePrint who did drawings for toilet building are not able to complete this part.	ER
7.0	POLICIES REVIEW	

7.1	AS prepared a new Fair Work Statement, as required by Marine Fund Scotland. This was reviewed by Directors and approved. <i>At Dunbar Harbour Trust “fair work” means secure employment with fair pay and conditions, where workers are heard and represented, treated with respect and have opportunities to progress. Employees are encouraged to participate in what needs to be done and to arrange their working patterns to optimise their work/life balance.</i>	
7.2	It was noted that the Welfare Committee members are due to be rotated. AS to review and discuss with Directors to arrange next meeting	AS
8.0	HARBOUR IMPROVEMENT PLAN	
8.1	A New ‘3 Year Plan’ is to be drafted by the Board - No update from MCJ at this meeting. The HM has a list of suggested projects/ work list to share with MCJ for inclusion in the new plan	MCJ/ FK
8.2	Crown Estate Grant project – Enhancing Visitor Experience The following installations are proposed - Beach Wheelchair trial to improve safe access to all harbour areas for those with mobility problems (need some volunteers) FK to review costs and plans. Bike repair station approx. £990 set of available tools to be sited next to bike racks, will assist cyclists, wheel chair users and small craft users through access to some basic tools which are held in the unit. Fishing line bins – KM suggested that these would reduce the hooks and line which are found discarded around harbour.	FK FK KM
9.0	ANY OTHER COMPETENT BUSINESS	
9.1	Chairperson Handover – AS has circulated a list of tasks that need to be handed over. The Board require to review and volunteers needed to pick up these actions, also prepare to appoint a new Chairperson at next AGM (by March 2024.)	
9.2	Webcam/ live harbour view - was discussed. However current cameras are not working fully but once the network is fixed it may be possible to use the harbour entrance view as a live feed.	PI
	Date of next meeting: Thursday 12th October.	