

## DUNBAR HARBOUR TRUST

### Minutes of a meeting of Directors

Thursday 12<sup>th</sup> October 2023

McArthur's Store

Present: Alasdair Swan (AS), (Minutes), James Bisset (JB), Marie-Claire James (MCJ), Kenny Maule (KM), Paul Ingram (PI), Eric Robertson (ER), : John Williams (JW), Fearghal Kelly (FK)  
JR Eunson (JE) Christopher Pryce-Hawkins (CP)

Apologies Andy Pringle (AP),) Alison Wilson (AW), Tania King (TK). Fiona Kibby (FK) Harbour Master

Supplementary documents, updates and links

- Risk Assessments (PI)
- September Management accounts

<b>0.0</b>	<b>WELCOME TO NEW DIRECTORS</b>	<b>ACTION</b>
	<p>The Chairman welcomed JR Eunson, Fearghal Kelly and Christopher Pryce-Hawkins to the meeting. Formal applications had been received from the first two and JE and FK were co-opted on the Board. AS will inform Companies House of these appointments. CP can submit a formal application in due course but in the meantime he will attend Board meetings in a non-voting capacity, until a vacancy occurs, at which time his application can be considered in the normal way.</p> <p>The Board now has its maximum number of twelve Directors.</p> <p>It was noted that AS has to step down at the end of March as he will have served his twelve years on the Board. PI, ER, JW are up for re-election at the beginning of 2024/25 if they choose to stand again.</p> <p>JRE is co-opted into the vacancy that has until the end of 2023/24 to run, when he can stand again.</p> <p>FK is co-opted into the vacancy that runs until the end of 2024/25, when he can stand again.</p> <p>With PI, ER, JW being up for re-election at the end of this year and KM likely to be out of the country, a decision can be made at the next meeting as to whether AS should chair the Appointing Body in March for the last time.</p>	AS CP
<b>1.0</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
1.1	The minutes of the meeting held on 14 <sup>th</sup> September 2023 were approved.	
<b>2.0</b>	<b>MATTERS ARISING</b>	
2.1	Gullproof waste bins have been installed	
2.2	Battery eroded area – MCJ to progress quote with Trevor. Carry forward	MCJ
2.3	South Pier pot holes . Carry forward.	FK
2.4	Status of CCTV and webcams. Some limited progress has been made, but we are now awaiting work on the system. To be reviewed again next month.	PI/FK
2.5	The review of the reporting format and procedure for H&S incidents will be carried forward to the next meeting	FK
<b>3.0</b>	<b>PORT MARINE SAFETY CODE AND THE HEALTH &amp; SAFETY REPORT</b>	
3.1	<u>Incident log review</u>	

	There were no new incidents to review															
3.2	<p><u>Risk assessment review</u>  <u>RA 1 – Vessel Transit to and from Harbour approaches to alongside</u>  Ref G – Unexpected wind strength or direction – Grounding  Ref H – Unexpected wind strength or direction – Collision  Ref I – Unexpected tidal conditions including swell – Grounding</p> <p>The Directors present confirmed they had reviewed the risk assessments G to I and made no amendments.</p> <p>There was a discussion on the methodology used and it was agreed to continue with it as it is well recognised across the industry.</p> <p>The “risk” is established as the product of “likelihood” (0-10) and “severity” (0-10), so an extremely likely hazard with very severe consequences could in theory have a risk factor as high as 100.</p> <p>There followed a discussion as to how the final risk scores had been determined. This had taken place after a review of the efficacy of the controls. The review of the risk assessments at these Board Meetings should challenge whether the conclusions are still correct and consider, in particular, whether any recent incidents through any of the assessments into doubt.</p>															
<b>4.0</b>	<b>FINANCE REPORT</b>															
	<b>Notes to September 2023 accounts</b>															
4.1	There was a surplus in the month of £8,826															
4.2	The cost of the RNLI Day fuel spillage clear-up has been recovered in full, the funds being received in October.															
4.3	The landing fees received during the month of September were up 57% on last September’s and the year-to date income from landings has now recovered to be just ahead of last year’s income.															
4.4	Fuel drawings in September were over double the amount drawn in September 2022, indicating a very active month for our fishing fleet this year.															
4.5	Visitors’ fees were massively down on last year, but this is easily explained. We had no crew transfers this year.															
4.6	Public moorings remain down on last year.															
4.7	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.															
4.8	There was no new Capital expenditure in September															
4.9	<p>The specific funds at 30 September were</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Castle survey project</td> <td style="text-align: right;">£ 111</td> </tr> <tr> <td style="padding-left: 20px;">Victoria Street well head project</td> <td style="text-align: right;">£ 2,300</td> </tr> <tr> <td style="padding-left: 20px;">Battery improvement fund</td> <td style="text-align: right;">£ 3,368</td> </tr> <tr> <td style="padding-left: 20px;">North Wall Art</td> <td style="text-align: right;">£ -</td> </tr> <tr> <td style="padding-left: 20px;">Visitor experience</td> <td style="text-align: right;">£ 4,485</td> </tr> <tr> <td style="padding-left: 20px;">Thelma Band Fund</td> <td style="text-align: right;">£ 7,762</td> </tr> <tr> <td style="padding-left: 20px;">McArthur’s Store fund</td> <td style="text-align: right;">£23,949</td> </tr> </table>	Castle survey project	£ 111	Victoria Street well head project	£ 2,300	Battery improvement fund	£ 3,368	North Wall Art	£ -	Visitor experience	£ 4,485	Thelma Band Fund	£ 7,762	McArthur’s Store fund	£23,949	
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4.10	<b>Price Increases for 2024-25</b>															

	<p>The draft tariff has been circulated.</p> <p>No amendments were proposed at the meeting. The draft will now be taken to the DHMC and will be ratified at the November Meeting of the Board prior to be passed to Avril Anderson so that she can administer the 2024 Moorings programme.</p>	ER
4.11	<p><b>Harbour Conditions 2024-25</b></p> <p>No changes were suggested to the current conditions, so these will be adopted subject to the date being updated.</p>	
4.12	<p><b>Partnership Grant with East Lothian Council</b></p> <p>An application for the 2024/25 grant will be made before the next meeting, although there has, as yet, been no confirmation about next year's programme.</p>	AS
<b>5.0</b>	<b>HARBOURMASTER'S REPORT</b>	
5.1	<p><b>Bridge maintenance</b> - Browns have inspected the wooden beams that support the planks on the North side. Some are needing replaced as they are rotten causing the bolts holding the planks to come free. It was noted that 'newer' beams were in a poor condition compared to older ones so Browns are consulting with AGT to ensure any replacement beams are correctly treated to survive the harbour weather conditions. Top plates have been retrieved from AGT and are with Browns to be cut to size.</p>	
5.2	<p><b>Recycling of fishing nets</b> - A joint agreement is in place with Eyemouth Harbour for a container (with both Dunbar and Eyemouth Trust signage) to be located at Eyemouth to collect net from both harbours. DHT will support with a one-off fee of £250 for delivery of container, thereafter it will be emptied without charge by Journey Blue.</p>	
5.3	<p><b>North wall murals</b> will be removed for winter at the end of October. They will be replaced in March/ April with new signage.</p>	
5.4	<p><b>CCTV</b> - PI met with Gavin from Resco Network Solutions Ltd who work with Excite. He has some ideas on how to support our cctv network to make it more stable as network outages are potentially a problem. Gavin to follow up with Paul on dates to reconfigure the cctv network.</p>	PI
5.5	<p><b>Kittiwake monitoring</b> -Excite have indicated they have planning permission for the new camera masts for Kittiwake monitoring (the AI project with Seabird Centre). Work to install is provisionally expected to start in February.</p>	
5.6	<p><b>Retail units</b> have closed for the season. Meeting planned with Crab Shack lease holder (Mark Gibson) to discuss plan for next year.</p> <p>It was agreed that as the ice cream van had not been at the harbour this year that the rent could be refunded to him, if that is what FK believes is the correct course of action</p>	FK
5.7	<p><b>The Crane-out operation</b> was completed successfully in partnership with the Dunbar Sailing Club on 6<sup>th</sup> October. Vessels remaining in Victoria harbour will be trailered out by end of October.</p>	
<b>6.0</b>	<b>Dunbar Harbour Management Committee Report</b>	
6.1	<p><b>ELC land at Cromwell Harbour</b> - The council waste team has collected the waste from this area. The net for recycling is now in bags/ box waiting to be collected by Journey Blue. An arrangement is now in place for a net recycling container to be held at Eyemouth Harbour for use of Dunbar and Eyemouth fishermen.</p>	
6.2	<p><b>Fairgrieve boxes</b> – Four unauthorised boxes have been moved to the enjoyleisure carpark. These will be skipped and it was agreed that John Fairgrieve will be given adequate warning to remove the contents if he so wishes. A formal letter will be issued. A skip will be hired for this purpose and also to remove the old waste tank to tidy up the area for enjoyleisure.</p>	AS FK

	Concern was expressed that there was unauthorised use of the DFA truck to move these potato boxes and the question of whether the driver was qualified to use the FLT and whether he was insured will be raised with Mr Fairgrieve. It was also suggested that the DFA ask for the key to the FLT to be returned by Mr Fairgrieve until these legal matters are clarified.	JB
6.3	<b>Broadhaven 'old slab' steps</b> – AG Thomson have completed a wall repair. Vandals had removed stone and created a dangerous void at the top of the ladder.	
6.4	<b>Angling competition</b> – will be held in August or September 2024. It was agreed to waive the launch fees for this event. Donations on the day will go to the RNLI	
<b>7.0</b>	<b>POLICIES REVIEW</b>	
7.1	The Safeguarding policy was reviewed and was adopted again with no amendments.	
<b>8.0</b>	<b>HARBOUR IMPROVEMENT PLAN</b>	
8.1	MCJ explained her proposed approach to get views from a wide population of those associated with the harbour, so that a plan for 2024/2026 can be presented to the December Users' Meeting. A draft questionnaire will be circulated to the Board. A link to the questionnaire will be placed in the newsletter	MCJ/ FK MCJ KM
8.2	<b>Crown Estate Grant project – Enhancing Visitor Experience</b> <ul style="list-style-type: none"> <li>● The Harbour Trust's bike rack is in position</li> <li>● Chase up the status of the bike rack outside the RNLI shop</li> <li>● Bike repair station is still work-in-progress</li> <li>● Fishing bins are in place</li> </ul>	AS AS/ER/FK
8.3	<b>Cromwell branders</b> – follow up with AGT	
8.4	<b>Harbour toilets</b> – a drainage consultant is required and MCJ can recommend one. Their assumptions on drainage have been based on Scottish Water's maps and it appears that these are less than accurate. It was also pointed out that the Council is closing toilets because they are too expensive to run, and the Trust needs a costed operating plan as well as a capital plan before giving the final go-ahead.	MCJ
8.5	<b>Castle</b> – A response has been sent to DELAP to explain the current status of the project. Contact has been made with the Pilgrim Trust and with Ben Tindall (in relation to HeS grants) but no plan has yet emerged for the next stage,	JW
<b>9.0</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
9.1	<b>Users' Meeting</b> -it was decided to follow the same format as last year, preferably in the Harbour Chapel on Thursday 14 <sup>th</sup> December. Arrangements will be organised accordingly	ER
9.2	<b>Sparkling Dunbar</b> – will be a one day event on 3 <sup>rd</sup> August but the help of all Directors will be appreciated on 2 <sup>nd</sup> and 4 <sup>th</sup> as well as the 3 <sup>rd</sup> itself.	PI
9.3	<b>Bridge notice</b> – Consideration will be given as to whether a notice is needed to give the public an emergency number if they are trapped on the north side of an open bridge.	FK
9.4	<b>Street lighting</b> – problems remain around the harbour area	FK
	<b>Date of next meeting: Thursday 9<sup>th</sup> November</b>	