

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 9th November 2023

McArthur's Store

Present: Alasdair Swan, Chair (AS), Marie-Claire James (MCJ), Paul Ingram (PI), Eric Robertson (ER), Fearghal Kelly (FK), Andy Pringle (AP), Alison Wilson (AW), Christopher Pryce-Hawkins (CP), Fiona Kibby (HM) Harbour Master.

Apologies Tania King (TK), James Bisset (JB), Kenny Maule (KM), JR Eunson (JE), John Williams (JW).

Supplementary documents, updates and links

- Risk Assessments (PI)
- October Management accounts
- HM Storm Report
- DHMC Minutes

1.0 MINUTES OF PREVIOUS MEETING

- 1.1 The minutes of the meeting held on October 12th 2023 were approved.

2.0 MATTERS ARISING

- 2.1 Battery eroded area – MCJ to progress quote with Trevor. Carry forward MCJ
- 2.2 South Pier pot holes. AGT asked to fill when they are working on the tarmac at East Beach. Carry forward. FK
- 2.3 Status of CCTV and webcams. Parts have been ordered and waiting for dates for site visit by Excite. HM chased on 7th November. PI/FK
- 2.4 The review of the reporting format and procedure for H&S incidents will be carried forward to the next (January) meeting. FK

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

Harbour Master summarised the impact of storm Babet on the harbour structure. (see attached report). The Board agreed to prioritise the repair of the breakwater and branders, and to work through the list of other repairs. HM will prepare a costed report as more information from contractors becomes available.

3.2 Risk assessment review - PI

RA 1 – Vessel Transit to and from Harbour approaches to alongside

Ref J – Unexpected tidal conditions including swell – collision with quayside

Ref K – Operational planning error - grounding

Ref L – Vessel unprepared to dock – collision with quayside

The Directors present confirmed they had reviewed the risk assessments J to L and made no amendments.

4.0 FINANCE REPORT

Notes to October 2023 accounts

- 4.1 There was a deficit in the month of £5,585
- 4.2 There were three abnormal items that accounted for the deficit;

a. £3,205.88 had been accounted for as September landings when it turned out that this was a payment for fuel invoices.

b. £416.67 was written off for a retailer who never turned up at the harbour.

c. £2,056.78 was spent on three projects which are fully grant funded. The expense was incurred in October; the grants have been received in earlier periods – see also “specific funds below”

4.3 The landing fees received during the month of October were up on last October’s (but are shown as being negative because of the correction mentioned above in 2a. The year-to date income from landings is 7% below last year.

4.4 Fuel drawings in October were 11% down on last year and the impact of Storm Babet between 18th and 21st October, followed up by Storm Ciaran, had a severe effect on our fishing fleet. In consequence the Trust’s landing fee income will also be affected next month.

4.5 There was no new Capital expenditure in October. However, there was a recovery of £1,467.77 from the insurance claim which reduces the cost of the new waste oil tank.

4.6 There was £280,000 in the bank account at the end of October and there is currently an opportunity to earn some interest on this money. It was agreed that AS would investigate further on investing some of the balance into an interest earning account, although it is noted that there may be penalties to withdrawing early if it is needed. AS

4.7 There are a couple of outstanding accounts that total £1,498 that are causing concern. Neither of these accounts relate to any of our fishermen. They do currently represent doubtful debts.

4.8 The specific funds at 31st October were;

a. Castle survey project £ 111

b. Victoria Street well head project £ 455

c. Battery improvement fund £ 3,413

d. North Wall Art £ -

e. Visitor experience £ 4,273

f. Thelma Band Fund £ 7,762

g. McArthur’s Store fund £27,725

4.9 **Price Increases for 2024-25**

Price increases were approved with no amends to harbour users T&C’s for 2024-25.

4.10 **Partnership Grant with East Lothian Council**

AS confirmed that he has made the application for the 2024/25 grant (£20k as per previous year) there remains no confirmation about next year’s programme.

5.0 HARBOURMASTER’S REPORT

5.1 Fishermen are bringing in damaged creels and rope. HM is aware this is making the south quay a busy and messy working area. She is giving them time to sort out gear so that fishing can resume. Every effort is being made to ensure waste is removed or long term storage is arranged for creels and rope not needed.

5.2 It is sad to have a couple of our long-standing resident fishing vessels up for sale. This is due to retirement of owners and/or skippers and in-part due to the challenging conditions of the industry. This will inevitably impact the harbour income as will the current poor fishing conditions.

5.3 CCTV - Improvements to make to cctv network more stable have been approved. Parts are ordered and PI waiting for install dates. PI

5.4 The kittiwake warden to be funded by SSE Renewables via ELC are approved to use McA’s store from January for a monthly rental / donation fee of £100 and a call is

arranged between HM and SSE on 10th Nov. to discuss practical arrangements. Warden expected to be in post early 2024.

- 5.5 Net and Rope recycling deposit container now operational. This is a partnership between Eyemouth and Dunbar Trusts. The container picked up approx. 6 pallets of nets from Dunbar Cromwell Harbour en route to Eyemouth Harbour where it is permanently sited. It is locked and access for Eyemouth and Dunbar HMs only. Photos of the container and signage to be sent to HM for some public awareness of this scheme.

6.0 Dunbar Harbour Management Committee Report

- 6.1 The Harbour Users meeting is now booked for Thursday 7th December. Invitations will be organised and sent by email. MCJ has a list (same as for Survey) and suggested use of mailchimp and to include in Newsletter. MCJ
- 6.2 Car park white lines, a company (recommended by AGT) are coming to take a look and discuss the line painting improvements to this area. ER
- 6.3 ER has arranged for a drainage consultant to come and review locations of sewerage for potential siting of toilets in the harbour. ER

7.0 POLICIES REVIEW

- 7.1 The Harbour Event Policy was distributed before the meeting, all are requested to read and collate comments back to AS. AS asked all to note that hosting of events require resources. This agenda item will be added to January Agenda. ALL
- MCJ had also had contact from a Harbour Event company, however their proposal lacked details and she will circulate only once it has been resubmitted with more information. MCJ

8.0 HARBOUR IMPROVEMENT PLAN

- 8.1 MCJ had circulated the draft questionnaire and actioned comments. The final version is now ready to be circulated to harbour users / interested parties list and via the newsletter. MCJ
- 8.2 **Crown Estate Grant project – Enhancing Visitor Experience**
- The Harbour Trust's bike rack is in position and the bike repair station is on order.
- 8.3 **Cromwell branders** – follow up with AGT as part of the storm damage repairs. FK

9.0 ANY OTHER COMPETENT BUSINESS

- ER has donations from the Cannon at the Battery to pass to AS. ER

Date of next meeting: Harbour Users meeting 7th December at Harbour Chapel