

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 11th January 2024

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 (minutes), James Bisset (JB), Kenny Maule (KM), JR Eunson (JE), John Williams (JW).

Apologies Tania King (TK) joined via Teams call.

Supplementary documents, updates and links

- Risk Assessments (PI)
- December Management accounts
- 2023 Safety Review

1.0 MINUTES OF PREVIOUS MEETING

- 1.1 The minutes of the meeting held on 9th November 2023 were approved.

2.0 MATTERS ARISING

Updated;

- 2.1 Battery eroded area – HM has drafted plan with Trevor James
- 2.2 South Pier pot hole filling is completed
- 2.3 Status of CCTV and webcams. Parts have been ordered and waiting for dates for site visit by Excite. HM chased January 2024
- 2.4 The review of the reporting format and procedure for H&S incidents was shared with Directors by email, no amends or additions were suggested.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

2 incidents occurred in early January - reports to be prepared. No December incidents reported.

3.2 HM shared the 2023 Safety report. Additional points discussed;

- It was agreed that Broadhaven breakwater improvements should be added to the safety Plan for 2024. Initially seeking sources of funding for new large rock.
- The HM training carried forward from 2023 should be under the remit of the Welfare Committee to ensure its completion in 2024.
- Mooring improvements to be discussed with DSC members and leisure mooring holders.
- Follow-up with OSC on the artificial reef project and potential of reef to support Broadhaven breakwater.

3.3 Risk assessment review - PI

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

Ref M – Loss of Product

Ref N – Fire or Explosion

Ref O – Sinking

Ref P – Injury to swimmers

The Directors present confirmed they had reviewed the risk assessments M to P and

made no amendments.

4.0 FINANCE REPORT

Notes to December 2023 accounts

- 4.1 There was a deficit in the month of £4.0k, at a traditionally quiet time of year.
- 4.2 The wild weather continued for another month, making life impossible for our fishermen, and severely reducing our landing fees which are now £5.5k less than for the equivalent nine months of last year. This gap will only get worse next month.
- 4.3 The full angling and marine tourism revenue has yet to be invoiced for 2023, and this will generate some extra income next month.
- 4.4 With the impact of Storm Babet felt in all three harbours, emergency wall repairs were undertaken in Victoria Harbour in the month, and the Broadhaven breakwater was built up as best as could be managed. Grants of £130k have been awarded to the Trust to cover the cost of these remedial repairs. The cash is only received after the work has been done and paid for.
- 4.5 The maintenance cost of £1.9k in the month included the repainting of the car park lines, the repair of the McArthur's Store boiler and the servicing of the fuel tank.
- 4.6 £160,000 has been placed on deposit until 14th February 2025 at £5.03%. This will generate interest income for the Trust of £10k next year.
- 4.7 The specific funds at 31 December 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 £ 7,634
 - g. McArthur's Store fund £26,764
- 4.8 PI raised a query on the source of the Battery Improvement Fund – AS to confirm the grant origin. AS
- 4.9 **ELC Partnership Grant** – AS expressed a reminder that this grant of 20K (includes £2.5K bridge fund) is not guaranteed. DHT may not hear until late March if successful.
- 4.10 There was a discussion on income streams and raising awareness of opportunities to make donation to DHT. E.g visitor contributions and 'friends of the harbour' scheme. FK to explore this. FK Kelly
- #### 5.0 Dunbar Harbour Management Committee Report
- 5.1 ER shared Robin Hamilton's report to DHMC on plans to carry out priority repairs following storm damage and to use some of the grant allocation on a survey of harbour walls. The survey puts DHT in a better informed position and adds weight to future grant applications.
- 5.2 Car park white lines have been completed.
- 5.3 ER met the drainage 'consultant' to review locations of sewerage for potential siting of toilets in the harbour. However this was a contractor and did not add useful insight or survey. ER looking for someone else to survey and will seek permission from Scottish Water. ER
- #### 6.0 HARBOUR MASTER REPORT
- 6.1 Iron Pole repair – HM has made initial contact with Briggs and Hydrosphere to get some ideas about repair options and contractor costs. The Board agreed that these are likely to be high and James B and AGT may have a local option that we can consider. HM/JB
- 6.2 Maintenance bay beam - this was dislodged when Spitfire was on bay in the last few HM

- days. Denholm has secured it to harbourside but will need AGT to lift it out and repair it.
- 6.3 CCTV –HM has emailed Gavin at Resco network solutions to get our repairs and improvements underway. PI
- 6.4 Browns have attended to work on plates on bridge but the wrong chequered plate was ordered by AGT. Correct one on order. It was discussed that the bridge planks are a safety issue. Browns have temporarily secured them as best they can for now. If situation worsens then consideration could be given to reducing traffic on the bridge. HM
- 6.5 JF boxes in Enjoy leisure land - final warning issued and skip to be ordered HM
- 7.0 POLICIES REVIEW**
- 7.1 AS has prepared a timetable for policy review – all to review and add comments and ownership (in Teams) ALL
- 7.2 AS circulated a summary of events activity at harbour. There was a general discussion and it was agreed to continue working as before. AS to pull together a policy document and circulate. AS
- 7.3 It was agreed that an Events committee could be formed.
- 8.0 HARBOUR IMPROVEMENT PLAN**
- 8.1 MCJ had circulated responses from the Survey. She will collate these onto main themes and send by email. MCJ
- 8.2 **Crown Estate Grant project – Enhancing Visitor Experience**
Repair station has been received and will be stored until Spring when it will be installed.
- 8.3 **Cromwell branders** – HM and RH have given this as priority to AGT as part of the storm damage repairs. HM
- 9.0 ANY OTHER COMPETENT BUSINESS**
- 9.1 **Composition of the Appointing Body** – agreed that AS would chair and that he would follow up with the other members. Appointing Body 2023
Alasdair Swan, Chair, DHT
Sharon Saunders, ELC
Elaine O’Brien, representing the Community
Re-appointment of existing Directors - Four Directors have to be re-elected each year by rotation, all will be standing for re-election.
Advertising for new Directors – potential use of social media campaign. AW
- 9.2 RNLI 200 Year Anniversary – Veronica Davies has requested to light up Battery. Needs a contact at DHT to work with. AW
- 9.3 ER raised some issues for repair in the Battery (signage and anchor points) ER

Date of next meeting 8th February 2024 18.45pm at McArthur’s Stores