

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 8th February 2024

McArthur's Store

Present: Alasdair Swan, Chair (AS), Paul Ingram (PI), Eric Robertson (ER), Fearghal Kelly (FKelly), Alison Wilson (AW), Christopher Pryce-Hawkins (CP), Fiona Kibby (HM) Harbour Master (mInutes), (JB), Kenny Maule (KM).

Apologies Tania King (TK), Marie-Claire James (MCJ), Andy Pringle (AP), James Bisset (JB), JR Eunson (JE), John Williams (JW).

Supplementary documents, updates and links

- Risk Assessments (PI)
- January Management accounts
- Leisure Users Strategy Document

1.0 MINUTES OF PREVIOUS MEETING

1.1 The minutes of the meeting held on 11th January were approved.

2.0 MATTERS ARISING

- | | |
|---|--------|
| 2.1 Iron pole repair – no further progress with weather making it difficult to get close. | HM |
| 2.2 Friends of the harbour – Some information shared in the Leisure Users document. | FKelly |
| 2.3 Drainage map ER – waiting for correct surveyor to attend. | ER |
| 2.4 CCTV - no further update from Excite (waiting for Mast installation?) | PI |
| 2.5 Bridge repairs – Brown scheduled for 13 th February weather permitting. | HM |
| 2.6 Enjoyleisure boxes - Skip in Harbour for their removal | HM |
| 2.7 Social media campaign – AW to follow up | AW |

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

Reports are filed in Teams (Vessel caused Maintenance Bay damage, Vessel taking on water and youths causing damage to wall/ throwing rocks).

3.2 Our Designated Person (DP) audit is due along with declaration to MCA of compliance. Ron Bailey (DP) has offered to meet Board and new Chairperson in April for training on PMSC. Date to be agreed.

HM

3.3 We have an outstanding action on the hydrographic survey policy and frequency. The Safety Management system has been reviewed and updated by HM and needs final review by AS/ Board members for any other updates.

AS/HM

3.4 An employee Training Plan is being reviewed by the Welfare Committee.

3.4 Risk assessment review - PI

RA 2 Vessel Alongside

A- Adverse swell conditions - Damage to persons, property or sinking

B – Crew Error - Collision through unplanned movement

C - Unplanned movement of berthed vessel - Collision and/ or sinking

3.5 A RA is needed for Leisure Vessel alongside –no other amends were noted.

PI

4.0 FINANCE REPORT Notes to January 2023 accounts

- 4.1 There was a deficit in the month of £5.6k. The main factors behind this were the gas costs of heating McArthur's Store, and a high level of maintenance and repairs, about which more can be found below.
- 4.2 The applications for fishing boat moorings are coming in. At the end of January £4,831 of mooring fees for fishing boats had been sent out. At the same time last year this figure was £7,610, perhaps an early reflection on the reduction of the size of our fishing fleet in 2024.
- 4.3 The applications for leisure craft are similarly down. Despite a 3% increase in price the comparable figures are £12,239 (cf. £12,488 last year).
- 4.4 On an encouraging, (and slightly surprising), note, the landings in the month of January were small but up on the previous year.
- 4.5 Grant claims have been made to Marine Scotland and have been acknowledged, but to date no cash has been received.
- 4.6 We have now moved to the slightly more expensive Class A Marine diesel, but this provides security of supply and a swifter response time, as well as being more suitable for modern engines.
- 4.7 Licences in the month were paid for
 - a. Information Commissioner's Office
 - b. Public entertainment licence
- 4.8 The maintenance costs in the month included –
 - a. LOLER testing of the davits
 - b. McArthur Store's lights
 - c. Testing of the alarm systems
 - d. Pest controlThe project costs are all grant funded.
- 4.9 The repair costs included –
 - a. Ladder (Victoria and Broadhaven) repairs
 - b. Road repairs (pot holes)
 - c. Forklift store door repair
 - d. Storm Babet interpretation panel repairs (fully grant funded)
- 4.10 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 £ 7,134
 - g. McArthur's Store fund £27,887

The Battery improvement fund was raised specifically to improve the safety of the steps (work that has been completed) and to repair and replace the damaged signage, (work that has been frustrated by supplier problems, but which is currently being pursued for us by Yvonne Wemyss.

5.0 HARBOUR MANAGEMENT COMMITTEE (DHMC) REPORT (ER)

- 5.1 Update on the programme of work with AGT as shared by RH.
- 5.2 Update and discussion on the costs of survey for potential public toilet locations

HARBOUR MASTER REPORT

- 5.3 AGT are completing North wall repairs on concrete wave wall currently and branders in

Cromwell as a next priority.

- 5.4 Browns engineering starting work on the lifting bridge w/c 12th February. This is work to replace rotten support beams and re-secure top planking and fit new metal plates.
- 5.5 Large container skips ordered for harbour clear up commencing 9th Feb.

6.0 Welfare Meeting report (FKelly)

- 6.1 Welfare Committee met with both Harbour Masters. Key topics of discussion were training plan (first aid and forklift) and how to deal with anti-social behaviour.
- 6.2 HM requested improved communication via DHT email addresses and Microsoft 365 incl. Teams. Training for all is planned.
- 6.3 Committee will discuss and propose pay review for 2024/25

FKelly

7.0 POLICIES REVIEW

- 7.1 Events policy as discussed at last meeting is now loaded onto teams.
- 7.2 Fair work statement, CCTV policy and equal opportunities policy are all on Teams for review and all comments to be made on Teams documents or chat function. These are considered unchanged unless comments submitted.

ALL

8.0 HARBOUR IMPROVEMENT PLAN

- 8.1 MCJ has decided to step down as a Director and will therefore not be working on HIP. JE will continue and report back at a future meeting.

JRE

9.0 ANY OTHER COMPETENT BUSINESS

- 9.1 **Meeting with the appointing body for new directors is arranged for 21st March CPH agreed to attend.**
- 9.2 The HM has requested extended leave (some unpaid) for May/June sailing trip. Dates tbc by FK. Cover via assistant HM, Denholm Horsburgh is agreed.
- 9.3 AS suggested that he may continue to support the Trust via the role of Company Secretary. He is already registered in this role in Companies House. This was supported by the Board.

AS/ CPH

FK

Date of next meeting 14th March 2024 18.45pm at McArthur's Stores