

## **DUNBAR HARBOUR TRUST**

### **Minutes of a meeting of Directors**

**Thursday 14<sup>th</sup> March 2024**

**McArthur's Store**

**Present:** Alasdair Swan, Chair (AS), Paul Ingram (PI), Eric Robertson (ER), Alison Wilson (AW), Tania King (TK), Christopher Pryce-Hawkins (CP), Fiona Kibby (HM) Harbour Master (mInutes), James Bisset (JB), Kenny Maule (KM), Andy Pringle (AP), JR Eunson (JE).

**Apologies:** Fearghal Kelly (FKelly), John Williams (JW).

Supplementary documents, updates and links

- Risk Assessments (PI)
- February Management accounts
- Harbour 3 year Plan document

#### **1.0 MINUTES OF PREVIOUS MEETING**

1.1 The minutes of the meeting held on 8<sup>th</sup> February 2024 were approved.

#### **2.0 MATTERS ARISING**

- |   |        |
|---|--------|
| 2.1 Drainage map (toilets) – waiting for correct surveyor to attend.  | ER     |
| 2.2 CCTV - waiting for Gavin ( <a href="mailto:gav@resconetworksolutions.co.uk">gav@resconetworksolutions.co.uk</a> ) to support. | PI     |
| 2.3 Friends of the harbour scheme follow up.  | FKelly |
| 2.4 Social media campaigns.   | AW     |
| 2.5 Date to be arranged for Designated Person (Cpt. Ron Bailey) visit/training and audit in April                                 | HM     |
| 2.6 Outstanding action on the hydrographic survey policy and frequency.   | HM     |
| 2.7 Welfare committee – employee training plan to be drafted.   | AP/FK  |

#### **3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT**

- 3.1 Incident log review
- 3.2 Discussion on alleged fuel missing from 2 yachts on hardstanding. Review of cctv showed no obvious tampering.
- 3.3 The Safety Management system Version 29 been reviewed and updated by HM and Board confirms no further updates.
- 3.4 Risk assessment review - PI  
RA 2 Vessel Alongside  
D Collision – Loss of product on Board  
E Collision – Fire or Explosion  
F Incorrect Loading of Vessel – grounding alongside
- 3.5 RA is needed for Leisure Vessel alongside, and adding speed limit and adequate lookout as controls. PI

#### **4.0 FINANCE REPORT Notes to February 2024 accounts**

- 4.1 There was a surplus in February of £402, somewhat distorted by the arrival of a £2,000 grant for this year's Harbour Festival. This has been added to the Thelma Band Fund.
- 4.2 The landings in February were 27% down on 2023's equivalent figure, reflecting the dire January weather.

- 4.3 Grant claims made to Marine Scotland have now been received. To date we have invoices for 18% of the total grant award. The weather is making it challenging to complete the whole of the programme during March.
- 4.4 The Marine tourism income relates to the business undertaken by Blue Wild last year.
- 4.5 The volume of marine gas oil drawn during the month of February was up 44% on last year, but we will need to see how productive the fishing was in the month. Many creels needed to be recovered after the storms, and some may still present a risk to our fishermen. Overall the fuel usage has been 5% more than last year.
- 4.6 The project costs included –
  - a. Sea Wall buttresses
  - b. Drone survey
- 4.7 Thanks to the work of Avril and Fiona, the credit control position is excellent.
- 4.8 The specific funds at 29th February 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 £ 2,498
  - f. Thelma Band Fund £ 8,967
  - g. McArthur’s Store fund £26,321

**5.0 HARBOUR MANAGEMENT COMMITTEE (DHMC) (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 The new rock for Break water has been delivered a NoTM will be issued to all harbour users. HM
- 5.4 Work to replace Branders in old harbour is underway. Stones removed from quayside and replaced with concrete that will need to set before branders are affixed.
- 5.5 Lower walkway on old harbour wall is closed off as not safe for pedestrians, the upper walk way is potholed but open for now. AGT to repair.
- 5.6 The storm gates are damaged and HM proposing to move gate to the front of the Bridge. Agreed to get plans/ costs and to follow up with The Ridge. HM
- 5.7 Kittiwake AI camera project. The masts and camera's are now installed. Some work to do with cabling near Maggie's stores but checking with permissions on cable location.
- 5.8 Seafit Trailer - booked for 4<sup>th</sup> October via the Fishermens Mission, will offer Dentist, physio etc. for fishermen and families. Looking to add in some other events and offers at the same time. The trailer will sit in the car park.

**6.0 HARBOUR 3 YEAR PLAN presented by J-R Eunson**

- 6.1 A document on the feedback from harbour users was presented with suggestions for the ongoing harbour improvement plans.
- 6.2 All Directors are requested to review and feedback before next meeting. ALL  
KM requested Pointing cobbles on slipway to be added. Noted that MB should be booked in advance where possible and all work clutter removed.
- 6.3 Engagement with local community and business e.g Torness was agreed. Businesses may be able to invest / sponsor projects.

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|------------|---|--------|
| 6.4        | A meeting with Tarmac was proposed and agreement to pull a list of people to speak to was agreed.                             | J-RE   |
| 6.5        | Noted that some projects could be done in year 1 not all will be 3 year tasks.  |        |
| 6.6        | Engagement with the East Lothian Courier was suggested (AS to draft a piece for Cameron Ritchie).                             | AS     |
| <br>       |   |        |
| <b>7.0</b> | <b>POLICIES REVIEW</b>  |        |
| 7.1        | Fire policy review – it was noted that the policy requires a monthly fire alarm test. HM to add this to monthly harbour tasks | ALL    |
| 7.2        | Bellamy painting – potential to display at the Dunbar Library. It was agreed that the Trust will self-insure the painting.    |        |
| <br>       |   |        |
| <b>8.0</b> | <b>ANY OTHER COMPETENT BUSINESS</b>   |        |
| 8.1        | Meeting with the appointing body for new directors is arranged for 21 <sup>st</sup> March                                     | AS/ CP |
| 8.2        | Noted that the Trust 20 year anniversary in September.  |        |
| 8.3        | KM requested HM add pointing on the slip way to the task list for AGT.  |        |

**Date of next meeting and AGM will 11<sup>th</sup> April 2024 at McArthur's Stores**