

## **DUNBAR HARBOUR TRUST**

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

**Thursday 11<sup>th</sup> April 2024**

**McArthur's Store**

Present: Paul Ingram (PI) (Vice-Chair, acting as Chair for the meeting); Tania King, Secretary (TK); James Bisset (JB); Fiona Kibby (HM) Harbour Master; Kenny Maule (KM); Eric Robertson (ER); John Williams (JW);

Apologies: JR Eunson (JE); Andy Pringle (AP), Christopher Pryce-Hawkins (CP-H), Alison Wilson (AW)

Supplementary documents, updates and links

- Risk Assessments
- March Management accounts
- Notes to March accounts
- DHMC Report
- HM Report
- Evacuation Policy
- Oil or Fuel Spill Response Plan
- Major Incident Plan and Evacuation Procedure Policy
- Policy Review Schedule for 2024
- Dunbar Harbour Traditional Boat Restoration Project Proposal
- [DHT Induction Pack - February 2024.docx](#)
- [DHT Meeting Structure.xlsx](#)

The directors expressed gratitude for the commitment and efforts of those who had left the Trust during the year. Marie-Claire James and Fearghal Kelly resigned at the end of the year. Alasdair Swan retired at the end of the year after serving the maximum term of twelve years as Chairman. The board agreed to invite Alasdair to become an Associate Director.

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

- 1.1 The minutes of the meeting held on 14<sup>th</sup> March 2024 were approved. ALL

#### **2.0 MATTERS ARISING**

- 2.1 CCTV - waiting for Gavin ([gav@resconetworksolutions.co.uk](mailto:gav@resconetworksolutions.co.uk)) to support. No progress since the last meeting PI
- 2.2 Friends of the harbour scheme follow up - no update at this meeting AW
- 2.3 Social media campaigns - no update at this meeting AW
- 2.4 Date to be arranged for Designated Person (Capt. Ron Bailey) visit/training HM and audit in April - TBC
- 2.5 A policy on hydrographic survey of Victoria Harbour is to be drafted by PI, PI/HM to include survey frequency (every 5 years)
- 2.6 Welfare committee – employee training plan to be drafted. No update TK, AP

#### **3.0 DIRECTORS' ROLES/RESPONSIBILITIES** (see supplementary documents) ALL

- 3.1 Chair & chairing of meetings: There was discussion on the role of the Chair PI/JW and centred on the possibility a rotating Chair, a designated Officer to represent the trust at meetings, events, to the press and for publicity, and trust meetings being chaired by different directors on a rotating basis. JW

offered to chair the monthly meetings during this transition period whilst roles are defined and until a new chair is appointed in order to provide continuity. The board agreed that JW should chair the next monthly meeting and a decision would be taken then about the following meeting(s). Discussions around the role of the chair, rotation of the chair and chairing of meetings to continue at subsequent meeting(s).

3.2 Other office-bearers:

TK

Secretary: It was agreed that this role should now include dealing with correspondence, including managing the Trust Office email so that enquiries/correspondence is channelled via the secretary to the relevant director(s)/personnel or board as a whole.

Treasurer: There is already a Finance Director role which has been/is carried out by PI.

3.3 New director/officer roles: The creation of/need for new director roles such as Governance Officer, Funding/Grants Officer, and a Stakeholder Engagement & Liaison/Public Relations/Press Officer was discussed. Discussions to continue.

**4.0 STRUCTURE/FORMAT & DURATION OF BOARD MEETINGS**

There was a discussion around the need for greater efficiency and focus at the monthly meetings - including avoidance of reading out reports that have been circulated in written format prior to the meeting unless there is an item to discuss or vote on, and more time on projects. There was also agreement about a clear end time for meetings (8:00PM).

**5.0 SUB-GROUPS/COMMITTEES**

This was discussed in part under other item headings. To be continued at subsequent meetings.

**6.0 HM REPORTING AND SUPPORT**

The present interim arrangement for the HM to report to the Company Secretary on a weekly basis will continue, with the support of the Welfare Committee. TK volunteered to serve on this committee. The HM is happy with the current arrangement and knows who to call on for support/advice when required. Queries/requests to contact the trust will be directed via the Office email.

**7.0 DUNBAR HARBOUR FISHING FLEET SUPPORT**

There was discussion about the weather conditions during the past autumn and winter and the effect on fishing. The trustees will continue to look for ways to support the fishing industry in Dunbar. Further discussions will continue and will also involve JB who was not present at this meeting. The importance of the fishing industry to the trust was acknowledged by all - fishing is vital to DHT and for funding to maintain the harbour in addition to being a fundamental part of the town.

**8.0 HARBOUR STRUCTURES & FABRIC MAINTENANCE INCLUDING THE WALLS**

Repairs and works to the harbour structures/walls has been and is currently being provided for via Marine Scotland funding and is overseen by Associate Director Robin Hamilton. There was discussion around the possibility of a stronger breakwater//wall at Broadhaven and some context/background for past efforts/outcomes was provided.

**9.0 RETAIL (& EVENTS)**

The Retail Subcommittee will meet next week (date?). AW and TK have joined the group. A proposal from Social Brew Hub has been received by JW that will be considered at that meeting

ER, KM,  
FK, AW,  
TK

**10.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT**

- 10.1 Incident log review  
Bridge failure causing a near miss on 8th April (see also HM Report Section) with several vessels waiting to pass through from Victoria Harbour to Cromwell Harbour and persons stranded on Lamer Island.
- 10.2 Risk assessment review - PI  
RA 2 Vessel Alongside  
Cooking fire  
Crew working davits  
Falling off ladders  
FK proposed a number of amendments which she will draft and send to PI FK/PI
- 11.0 FINANCE REPORT Notes to March 2024 accounts** PI  
The Finance Report and notes were reviewed at the meeting having been circulated beforehand
- 12.0 POLICIES REVIEW** ALL
- 12.1 Major Incident Plan and Evacuation Procedure Policy
- 12.2 Evacuation Policy
- 12.3 Oil or Fuel Spill Response Plan  
Overlap between 12.1 and 12.2 was noted. It was agreed the board would review/amend the policies for approval at the next meeting. TK to review policies re date for review and ownership.
- 12.0 HARBOUR MANAGEMENT COMMITTEE (DHMC) REPORT** ER  
This report was circulated prior to the meeting - no further update.
- 13.0 HARBOUR MASTER REPORT** FK
- 13.1 Bridge failed on 08/04 due to an electrical fault with the controller pendant. This was fixed quickly thanks to David Brady being close by at the time. A number of vessels were waiting to go through to old harbour and there were people stranded on Lamer Island for about 20 minutes. A new part is on order - bridge is working but on 'slow' speed only.
- 13.2 AGT has installed 1 set of new Branders, repaired the damaged ones and are in progress re-installing the ones which were pulled off by Spitfire last October. This is all in the Cromwell Harbour Coal Hirst. Next task is the breakwater re build.
- 13.3 Not all moorings have yet been allocated as the boats that are due to go into Broadhaven harbour will need to fit into Victoria or Cromwell while the breakwater repair is underway.
- 13.4 Update on the programme of work with AGT as shared by RH.
- 13.5 Update and discussion on the costs of survey for potential public toilet locations.
- 13.6 A harbour tidy up / litter pick is planned for 27th and 28th April - all volunteers welcome.
- 13.7 The HM is chasing schools with regards to harbour visits and murals.
- 14.0 DUNBAR HARBOUR TRADITIONAL BOAT RESTORATION PROJECT PROPOSAL** FK  
This project proposes to proposal is to fully restore a traditional clinker built Norfolk Oyster sailing boat, to develop traditional boat-building and maintenance skills in the community, and to teach young people to sail a traditional boat. The boat will be loaned to the trust for three years in the first instance, and all materials for the restoration and transport costs will be met by the donor. This would be a trust project managed and overseen by FK. The board agreed unanimously to this proposal.
- 15.0 PROPOSAL TO SUPPORT NORTH SUNDERLAND HARBOUR WITH HM** FK  
This proposal would be for the summer months between the end of April to

the end of September for 2 days a week. The Deputy HM has agreed to cover these hours. His salary and additional costs for the HM salary and recompense for the trust have been put to NS Harbour Commissioners. This presents a good opportunity for training/career development for the HM and for the HM to bring new ideas/skills/insight to DHT/the harbour. The board unanimously agreed to this request.

**16.0 DATE OF NEXT MEETING**

**Thursday 9th May** at 18:45 at McArthur's Stores and via Teams