








## DUNBAR HARBOUR TRUST

### Minutes of a meeting of Directors Thursday 9<sup>th</sup> May 2024 McArthur's Store & via Teams

Present:

Apologies: J.R. Eunson

Supplementary documents:

-  [Risk Assessments v3-26 for review 09-05-24.xlsx](#)
-  [RA notes May 2024.odt](#)
-  [Dunbar Harbour Trust Company+Overview+.pdf](#)
-  [Notes to April 's Management Accounts.pdf](#)
-  [Evacuation policy.pdf](#)
-  [Major Incident Plan and Evacuation Policy.docx](#)
-  [Oil or Fuel Spill response Plan.docx](#)

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

#### **2.0 MATTERS ARISING**

- 2.1 CCTV - Gavin has been in touch and will attend on 16th May PI/FK
- 2.2 Social media campaigns - no update AW
- 2.3 Designated Person (Capt. Ron Bailey) visit/training and audit - 16th June
- 2.4 Outstanding action on the hydrographic survey policy and frequency - the PI/FK  
'Topographic survey' has been sent to HM for review prior to advising designated person. Methodology and associated risk assessments etc. to be agreed between HM and PI. The survey itself will be added to the 5 year plan.
- 2.5 Employee training plan - First Aid and Fork Lift training are planned and will be carried out with Seahouses Harbour in the autumn FK/TK/AP
- 2.6 Chairing of meetings AW has volunteered to chair the next two meetings. the board agreed she would chair the next meeting ALL

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

- 3.1 Incident log review - a near miss has been recorded which happened at the Dunbar Sailing Club crane in in April, the sailing club is reviewing this and HM has started to update DHT policy for the future FK
- 3.2 Risk assessment review PI  
RA Vessel Alongside  
Mooring failures  
Grounding on Debris in harbour - one amendment to include removal of debris where possible ALL  
All directors present at the meeting confirmed they had reviewed the RAs  
It was agreed that the guidance to mooring holders needs to be updated. The policy is to be circulated to the Mooring Committee for discussion and amends FK

#### **4.0 FINANCE REPORT**

**Income is down** - it was agreed that costing and predictions will be drafted up and that a business development plan should be drawn up AW

#### **5.0 HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC)**

Safety issues- rock fall from the HM office and along the north side of the harbour under the castle has increased and poses a danger to the HMs.  
It was agreed that safety netting will be installed. ER &RH

HMs and personnel accessing/working in this area **must** wear hard hats until safety netting is installed. Signage is already in place warning the general public of hazards in this area.

- 6.0 HARBOUR MASTER REPORT** HM
- 7.0 GOVERNANCE: POLICIES REVIEW** ALL
- 7.1 Major Incident Plan and Evacuation Procedure Policy
- 7.2 Evacuation Policy
- 7.3 Oil or Fuel Spill Response to be reviewed by September 2024 FK/PI
- 7.1 and 7.2 have not been merged as they do not overlap with the Oil or Fuel Spill Response Policy
- 8.0 DIRECTORS' ROLES/RESPONSIBILITIES**
- Chairing of meetings - AW next meeting
- Director roles
- 9.0 KNITTED HARBOUR** - the townhouse is currently considering housing this KM
- 10.0 IT** AW
- Email - a deadline of 9th July was set for all directors to switch to using Trust email addresses **only** for DHT business
- Dropbox - a number of files still need to be transferred from Dropbox. This will be done by 9th July and Dropbox will be closed.
- 11.0 MEETINGS SCHEDULE** - it was agreed that the meeting schedule should be changed so that all directors can attend (there is a clash with other commitments for some). It was agreed that DHT Board meetings will now take place on the first (1st) Thursday of the month.
- A doodle poll will be circulated via WhatsApp to check which, if any dates, directors can attend, and the date of the meeting changed if necessary. AW
- 12.0 DATE OF NEXT MEETING** - 6th June