

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 6th June 2024

McArthur's Store & via Teams

Present: Paul Ingram (PI), Eric Robertson (ER), James Bisset (JB), Andy pringle (AP), Christy Pryse- Hawkins, Tania King (TK), Alison Wilson

Apologies: J.R. Eunson (JE), Kenny Maule (KM), John Williams (JW), Fiona Kibby (FK)

Supplementary documents:

- Dunbar Harbour Trust May Financial Report
- Notes to May 's Management Accounts

1.0 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9th May were approved. ALL

2.0 MATTERS ARISING

2.1 CCTV – Jason did not attend as arranged – to be followed up FK/PI

2.2 Harbour photo Project – this is in progress and is scheduled for the end of June. Invoices for photo printing to be submitted to DHT. FK/TK/AW

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review PI

3.1.1 Major incidents
None reported

3.1.2 Minor incidents
None reported

3.2 Risk assessment review PI

Not all board directors had received the assessments prior to the meeting. All apart from TK reviewed these during the meeting. No changes to the assessments were made.

4.

4.0 FINANCE REPORT

There was uncertainty amongst the directors as to the current finances – the financial report seems to indicate that revenue is down by 40%. PI had not seen a copy of the report prior to the meeting and was not able to clarify. It was noted that the

5.0	<p>new rules regarding lobster fishing have meant that landings are down significantly, and that fishing provides 48% of DHT's budget. AW had circulated projected spending figures prior to the meeting and proposed that an Income Generation Sub-committee meets specifically to look into finances and possible income generation sources, which should help contingency planning. CPH and JRE will look into lottery and windfarm funding possibilities, and other sources of funding.</p>	AW/JRE/CPH
	<p>HM SEAHOUSES SECONDMENT & SALARY</p>	
	<p>The directors agreed that DHT will need to recover the costs of the HM's secondment to Seahouses Harbour, and that the true costs to DHT of the secondment is greater than £174/day as a payment should be made for costs at to the HM. The directors also agreed a donation to DHT should be made in addition to the above salary and per diem costs. AW will negotiate with Seahouses harbour on this at a rate of £210-£214/day (£174/day costs to DHT and the balance as a payment to the HM for her costs).</p>	AW
	<p>It was agreed that HR & Personnel Committee (formerly the Welfare committee) would arrange a meeting with Alasdair Swan to look into the HM salary payments of overtime.</p>	TK/AP
6.0	<p>HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC)</p>	ER
	<p>7.1 Broadhaven rock</p>	
	<p>7.2 Grant allocation document to be forwarded to the directors</p>	
	<p>7.3 Retail – an ice-cream vendor has been found and will be present X days a week</p>	
	<p>7.4 McArthur's store tenants - the policy and current tenant lists need to be reviewed with the HM review</p>	
8.0	<p>IT</p>	AW
	<p>DHT directors, associates and staff are to use <u>trust email only</u> from all trust business from now on. <u>No personal accounts are to be used</u>. Alasdair Swan and Robin Hamilton to be informed of this via email.</p>	TK
9.0	<p>AOB</p>	
	<p>9.1 The East Lothian Courier featured an article on coastal erosion</p>	KM/PI
	<p>9.2 Complaint received regarding noise due to the works to reinstate the breakwater. PI has already replied to the complainant. No further action required.</p>	KM/PI
12.0	<p>CHAIR & DATE OF NEXT MEETING</p>	
	<p>A poll will be sent out re a meeting on 4th July. CPH will chair</p>	AW