

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 11th July 2024

McArthur's Store

Present: Paul Ingram (PI), Eric Robertson (ER), James Bisset (JB), Andy pringle (AP), Christy Pryse- Hawkins (CPH), J.R. Eunson (JE), Fiona Kibby (FK)

Apologies: Kenny Maule (KM), John Williams (JW), Tania King (TK), Alison Wilson (AW)

Supplementary documents:

- **Dunbar Harbour Trust June Financial Report**
- **Notes to June Management Accounts**
- **Risk Assessments for Review**
- **PMSC Audit DP Report**

1.0 MINUTES OF PREVIOUS MEETING

The draft minutes of the meeting held on 6th June were approved.

2.0 MATTERS ARISING

- 2.1 CCTV – FK corrected the note from last meeting in that Gavin from CCTV did attend the harbour and was shown round by DHM. FK has chased a report and in the absence this has asked another company to review at the end of July. PI to join this meeting. PI to reconfigure some cameras. PI
- 2.2 Lottery and Wind farm grant opportunities to be explored CPH
- 2.3 Harbour strategy and improvement plan – carried forward to next meeting for brain storm activity. JE
- 2.4 HR Committee to review pay arrangements for HMs AP/
TK
- 2.5 Finance report discussion from AW to carry forward. It was agreed that the extra rock for the Breakwater was to be purchased and work to continue.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

- 3.1.1 Major incidents
None reported
- 3.1.2 Minor incidents

A leisure yacht came free of its bow mooring in strong westerly breeze. Minor damage to 2 boats and chain repaired.

4.

- 3.2 Risk assessment review RA3
D- Vehicle pedestrian interaction

- E- Trip on fishing equipment
- F Hit by ropes during mooring
- 3.3 PI submitted the following notes to the above; PI
 - D- No proposed changes.
 - E- continued focus on good housekeeping to keep quaysides clear.
 - F- low risk as ropes are generally thrown to crew on quayside or carried up ladder. HM noted that visiting yachts should be included in this RA where HM's are assisting.
- Control re training to be removed by PI as not provided by DHT.
- 4.0 Port Marine Safety Code Report** from Designated person was PI
 - circulated by email before the meeting. DP confirmed that Dunbar Harbour complies with the PMSC and declaration to MCA is due this year.
 - Four amber sections were highlighted on the report.
- 4.1 Duty Holder - New Trustees to receive training. The DP has circulated ALL
 - details of on-line training via the BPA. All Trustees are to undertake this.
- 4.2 Duties and Powers - DP recommends a Bathymetric survey be PI
 - commissioned to demonstrate Conservancy duty. PI is discussing options with DP and to confirm action agreed.
- 4.3 MSMS - Consider a re-write. The SMS document is slightly dated after FK
 - many revisions. It can be re-formatted to include some images and generally tidied up.
- 4.4 Aids to Navigation: Rock marker pole to be replaced. The DHMC is FK
 - looking at options for repair and a temporary pole to be added asap.

5.0 FINANCE REPORT – Notes to June 2024 report

- 5.1 There was a surplus in June of £301. In June 2023 there was a surplus of £3,734.
 - e. Visitor experience £ 2,162
 - f. Thelma Band Fund £ 9,762
 - g. McArthur's Store fund £25,796
- 5.2 The major features of June 2024 were –
 - a. Lower level of the Retail income, reflecting the current retail policy.
 - b. 60% decrease in landing fees in the month, 42% decrease in the financial year-to-date. It is to the credit of our fishermen that, at a time when their income is so greatly reduced, they are still managing to keep their payments to the Harbour Trust up to date.
 - c. The Payroll costs have increased by 11% as expected attributable to the cost of helping out at Seahouses.

This cost increase needs to be read together with the "Services" income.

 - b. Historic buildings project £ 455
 - c. Battery improvement fund £ 557
 - d. North Wall Art £ -
- 5.3 The volume of marine gas oil drawn during the month of June was 19% UP on June 2023, making it probable that the landing fee income in July will be at least as good as last year in the same month.

5.4 The general cash position remains strong. A good measure of the health of the Trust is the level of Net Current Assets. These have grown by 4.3% (£11,000) over the last year.

5.5 The specific funds at 30th June were:

- a. Castle survey project £111
- b. Historic buildings project £ 455
- c. Battery improvement fund £ 557
- d. North Wall Art £ -
- e. Visitor experience £ 2,162
- f. Thelma Band Fund £ 9,762
- g. McArthur's Store fund £25,796

6.0 HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC)

6.1 Harbour Master Report

1. Spitfire - The prawn trawler is now up for sale, due to its age and repair the Davies family have decided to sell her. The vessel has a long history at Dunbar and all are sad to see her leave.
2. Breakwater – HM has not allocated all of the mooring spaces in the Broadhaven while waiting for decision to repair final sections. Note, repair needed to slipway surface, which can be done asap once the machines are finished).
3. HM has arranged a meeting with Adhoc Properties to discuss cctv 10:00 AM on Wednesday, 24th July
4. All weathers pictures exhibition going up on North Wall this week. Thanks to Ian C, James, Micky and Danny for help.
5. Storm gate – Repair to old gate underway. HM has not yet got plan for the proposed gate at the bridge. HM is looking for support from a Director on this project.
6. Iron pole repair - planning this with James at next good weather opportunity.
7. McA Stores – a proposal has been sent from FK to ER for store allocation.

6.2 Retail

Trial with Love Ice cream was successful, there was a discussion on future locations and power supply. The preference is for mobile units to use generators

7.0 IT

HM's requested a new laptop for the HM office. This was agreed and FK to research and find one to propose. Estimate costs £700.00

8.0 Harbour Plan

- 8.1 JE has requested to sue an hour at next meeting to look at the 2/3 year plan and expand it for longer term plan and vision.
- 8.2 All Directors to bring ideas to next meeting which will be a brainstorm session.

9.0 AOB

- 9.1 New benches/ tables from The Shed funded by community council will be placed at side of slipway for public use and to prevent parking in the

loading/ unloading area.
9.2 Blue planks have arrived for fixing seating on North Wall. Support needed to fix them in place. CP-H has offered to assist.

10.0 CHAIR & DATE OF NEXT MEETING

8th August and J-R Eunson to Chair.