

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 8th August 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), Roxanne Pryse-Hawkins, Kenny Maule (KM).

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

Supplementary documents:

- **Dunbar Harbour Trust July Financial Report**
- **Notes to July Management Accounts**
- **2024 Signed Accounts**
- **Risk Assessments for Review**

1.0 MINUTES OF PREVIOUS MEETING

The draft minutes of the meeting held on 11th July were approved.

2.0 MATTERS ARISING

- 2.1 Lottery and Wind farm grant opportunities to be explored CPH
- 2.3 HR Committee to review pay arrangements for HMs, carried forward AP/ TK
from June Board Meeting.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

3.1 Incident log review

See incidents as reported by email from HM.

Three Separate reports of youths drinking alcohol and untying boats and dinghies. Police informed and attended one incident of assault between youths. CCTV shred with price for their inquiry.

One incident of a member of the public being stranded at the Battery at 22.15 in the evening due to bridge being left up. HM was called to put bridge down.

3.2 Risk assessment review

RA 3 - On Shore Risks to General Public and Harbour Users.

G – Vehicle falling into harbour

H – dropped load or lifting incident

I – Crush or pinch when mooring

No changes to these risk assessments or controls were suggested.

4.0 Port Marine Safety Code Report

No Update at this meeting.

Carried forward the following actions

- 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. Note a temporary FK pole was affixed to the navigation aid during June.

5.0 FINANCE REPORT – Notes to July 2024 report

5.1 There was a surplus in June of £740. In July 2023 there was a surplus of £4,425.

5.2 The major features of July 2024 were –

- a. No Retail income, reflecting the current retail policy.
- b. 27% decrease in landing fees in the month, 34% decrease in the financial year-to-date.
- c. The Payroll costs have increased as expected attributable to the cost of helping out at Seahouses (North Sunderland Harbour). This cost increase needs to be read together with the “Services” income and the payroll payments follow after the receipt of monies from Seahouses.

5.3 The volume of marine gas oil drawn during the month of July was down on July 2023. Note that some landing dues for July were paid in early August.

5.4 The general cash position remains strong. A good measure of the health of the Trust is the level of Net Current Assets. The Net Current Assets Increased by £2.991 in July.

5.5 The decision to invest in £30K in Broadhaven breakwater will reduce the cash and bank balances by over 10%.

5.6 The specific funds at 31st July were:

a. Castle survey project	£ 111
b. Battery improvement fund	£ 1,004
c. Visitor experience/ environment	£ 2,162
d. Thelma Band Fund	£ 9,760
e. McArthur’s Store fund	£28,954

5.6 Request report from AS – account dump in excel – raw data to manipulate.

PI

5.7 Statutory accounts were signed off by PI in July. The accounts were circulated to all Directors by email and they have been approved.

Send email for key dates for Director actions to ensure Board meetings cover the key items at the right times. JE

6.0 HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC) - No meeting in July

6.1 **Harbour Master Report** – circulated by email
Closure for RNLI 200 celebration 7th September – slipway and parking closed. Residents notification requested from RNLI.

7.0 Broadhaven Rock for Breakwater

All agreed to fill in the gap, expected £30K spend and agree use harbour reserves to cover this extra cost. RH to instruct AGT to this effect. FK/
RH

7.1 The board requested a view of the Broadhaven spend in last 5 years. AW

8.0 Boat Trips

8.1 Blue Wild vessels are both out of action due to engine issues. ER to ER
Invite AS to attend October meeting and present on his business plans.

AW

9.0 AOB

9.1 IT – Dropbox to close in next 2 weeks. All files to transfer to Sharepoint by AW. AW

PI

9.2 CCTV – proposal to come back by end of September. October Board meeting.

9.3 Communications with local residents – historically communicated by letter about festivals. Queries about projects e.g. toilets etc.
It was agreed a letter would go to residents requesting email addresses to us for communications.

9.4 Toilets – Scottish water to carry out a survey of sewage system. Agreed ER
no further plan for toilets. Project note for all new Directors to be written and saved.

9.5 Full time Chair for DHT – advertising for this role. AW/ JR to write job spec and manage the advertising. AW/ JR

10.0 CHAIR & DATE OF NEXT MEETING

12th September 2024 Chair: Alison Wilson.