

## DUNBAR HARBOUR TRUST

### Minutes of a meeting of Directors Thursday September 12<sup>th</sup> 2024 McArthur's Store

Present: Paul Ingram (PI), Eric Robertson (ER), James Bisset (JB), J.R. Eunson (JE), Fiona Kibby (FK) (minutes), Kenny Maule (KM), Alison Wilson (AW) John Williams (JW), Tania King (TK) online.

Apologies: , Christy Pryse- Hawkins (CPH), Andy Pringle (AP), James Bisset

Supplementary documents:

- **Dunbar Harbour Trust August Financial Report**
- **Notes to August Management Accounts**
- **Risk Assessments for Review**

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

The minutes of the meeting held on 8<sup>th</sup> August 2024 were approved with the correction of AW attendance.

#### **2.0 MATTERS ARISING**

- |   |     |
|---|-----|
| 2.1 Lottery and Wind farm grant opportunities to be explored  | CPH |
| 2.2 HR Committee to review pay arrangements for HMs, carried forward from June Board Meeting. – Completed by AW, see AOB. | AW  |
| 2.3 The board requested a view of the Broadhaven spend in last 5 years.   | PI  |
| 2.4 CCTV – proposal to come back by end of September. October Board meeting.  | PI  |

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

##### 3.1 Incident log review

No incidents reported this month.

##### 3.2 Risk assessment review

PI

RA 3 - On Shore Risks to General Public and Harbour Users.  
(Added 2 new risk assessments (O and P) following review of the incidents that occurred last month)

J - Washed off sea walls during high seas

K - Run down by vessel entering harbour or passaging around and between harbours, while diving or swimming

L - Run down by vessel entering harbour or passaging around and between harbours, while diving or swimming

New;

O - Bridge left Up

P - Anti-social behaviour

PI to make amends to P, to include Anti social behaviour policy reference and to O to reference harbour incident plan.

#### 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 details of on-line training via the BPA. All Trustees are to undertake this. ALL
- 4.2 Duties and Powers - DP recommends a Bathymetric survey be commissioned to demonstrate Conservancy duty. PI is discussing options with DP and to confirm action agreed. PI
- 4.3 MSMS - Consider a re-write. The SMS document is slightly dated after many revisions. It can be re-formatted to include some images and generally tidied up. FK
- 4.4 Aids to Navigation: Rock marker pole to be replaced. Note a temporary pole was affixed to the navigation aid during June. FK

#### 5.0 FINANCE REPORT

##### Discussion

AW is seeking an extract from quickbooks – for financial reporting. FK to explore with AA. Note PI does not have access to quickbooks. FK

ELC grant application. There is a November deadline for the applications for the Partnership Grant. PI to make application (review last years submission) PI

Meeting with Caroline Rogers of ELC to introduce the Harbour. JW to make contact and invite to harbour to meet team. JW

5.1 There was a surplus in August of £2348. (In August 2023 there was a surplus of £2985).

5.2 The major features of August 2024 were –

No Retail income, reflecting the current retail policy. **Note this is to be corrected. Retail income from Kittiwake Café, East Coast Langoustine, Big Blu to be added.**

5.3 97% increase in landing fees in the month, 10% decrease in the financial year-to-date.

5.4 The Payroll costs have increased as expected attributable to the cost of helping out at Seahouses. This cost increase needs to be read together with the “Services” income and the payroll payments follow after the receipt of monies from Seahouses. This arrangement is working well for all parties.

5.5 Launching fees are down £500 year-to-date, but Visitors’ fees are up £650 over the same period.

5.6 The general cash position remains strong. The specific funds at 31st August were:

a. Castle survey project	£ 111
b. Battery improvement fund	£ 1,004
c. Visitor experience/ environment	£ 2,162
d. Thelma Band Fund	£ 6,151
e. McArthur’s Store fund	£28,488

## **6.0 HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC) - No**

DHMC meeting in August.

### **Update on Retail**

6.1 Mark Gibson (and co.) proposal for 'Nauti' has been submitted to ER. The Retail Group will meet before next Board meeting to discuss and agree the following;

ER

- Lease agreement terms and charging structure.
- Unit Location
- Managing H&S issues at the slipway

## **7.0 HARBOUR MASTER REPORT**

7.1 Electricity supply to Fishermans stores (by Fuel Berth) - Scottish Power engineer has queried integrity of main power cable to the stores. If work required to replace, we are assured of a generator to ensure all power to stores and fuel tank is maintained. TBC.

7.2 Annual service of Davits booked for next week (est. £1K cost tbc depending on parts if required.)

7.3 Change of lease of stores - request agreed and oversight of stores allocation is also managed by DHMC so that there is some governance to the stores allocation in the same way as we do with moorings.

ER

7.4 DSC crane out date is 27<sup>th</sup> September. Meeting held with Sailing Club to plan and risk assess.

7.5 Rocks for break water are due to be delivered w/c 16<sup>th</sup> Sept, but placement will be in October.

7.6 Moorings - 2025/26 - No changes requested to the Harbour Conditions and documents have been circulated by email.

## **8.0 AOB**

8.1 Seahouses – The arrangement with NSHC is proposed to be extended. AW  
AW has reviewed harbour staff contracts and salary and will make proposals on the NSHC fee and the day rate paid to the DHM.

8.2 AW reminded all to undertake Duty Holder training in line with requirements of PMSC.

8.2 Chairman's role. The role specification and advert for both Chairman and Directors was approved (with a more simple version for Directors). It was agreed that an advert or article would go to the Courier.

AW

8.3 20<sup>th</sup> Anniversary of DHT (24<sup>th</sup> September KM has prepared an article for newsletter). Plan for next year as 21<sup>st</sup> celebration.

## **9.0 CHAIR & DATE OF NEXT MEETING**

AW to Chair on Thursday 10<sup>th</sup> October at McArthur's Store 6.30pm