

## **DUNBAR HARBOUR TRUST**

### **Minutes of a meeting of Directors Thursday February 13th 2025 McArthur's Store**

Present: Paul Ingram (PI), Eric Robertson (ER), J.R. Eunson (JR), Christy Pryse- Hawkins (CPH), James Bisset (JB), Fiona Kibby, Harbour Master (FK), Andrew Middlemas.

Apologies: Kenny Maule (KM), Alison Wilson (AW), John Williams (JW), Andy Pringle (AP)

#### **Supplementary documents**

- Dunbar Harbour Trust January 2025 Financial Report and notes
- Risk Assessments for Review
- 2024 HM Safety Review
- DHMC meeting minutes February 2025

#### **1.0 MINUTES OF PREVIOUS MEETING and MATTERS ARISING**

Minutes of meeting held in January 2025 were approved.

##### **Actions from previous meetings review**

- Requirements to paint McArthurs Store, with DHMC to review – ER
- Potential funding opportunities from SSE, Lottery Heritage Fund, Viridor and Be Green, to be follow up during 2025 - JRE
- CCTV operation and repairs – Adhoc Properties to send in proposal for next financial year (FK). PI and CPH are working to restore system. - PI
- ELC grant annual application - submitted, waiting on feedback - PI
- Annual plan and director overview – work was started in this (Feb) meeting to be continued.
- Chair - DHT is still actively looking for a chair - ALL
- Bathymetric survey - ports requirement, proposal is to use DHT funds to finance this work, harbour master to follow up to arrange – FK
- DHT 21 year celebration, with retail committee to explore options and present back
- Harbour Castle and potential for rock fall, what to do next - TBC
- Directors roles / areas of focus - TBC

#### **2.0 RISK ASSESSMENTS**

- Reviewed RA1 (G, H, I)
- VESSEL TRANSIT TO AND FROM HARBOUR APPROACHES TO ALONGSIDE
- It was agreed that controls to be added that are relevant to visitor vessels. E.g. checking tides, consulting almanac and contacting Harbour Master before arrival.

#### **3.0 FINANCE REPORT**

- Monthly accounts approved.
- Harbour trust investment, it was agreed at last meeting that interest would be drawn down for harbour re-investment. This action is still to be completed. PI
- Budget for 2025 - meeting to be arranged to breakdown costings – PI & CPH
- Broadband renewal due on 18th Feb due to end of contract. PI to contact Clear Business to source new.
- Aged debt – FK noted improvement in aged debt situation.

#### **4.0 DHMC and HM report**

- No DHMC meeting minutes (February 25) were circulated.
- HM Safety Review for 2024 was shared and discussed with the group.
- HM on annual leave, will follow up for updates in February meeting

- Grant applications; Marine Scotland have informed that DHT unlikely to be allocated funds this year. RH has re-iterated the urgency and need of the on-going wall repairs in Cromwell Harbour.
- HES application was declined – noted that these grants are difficult to get, the feedback included that we should work on a conservation plan for the harbour.
- Lottery Heritage Fund - still waiting for feedback.
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#### **5.0 Budget 2025, Grant Funding and Pay Rises – below actions are carried forward.**

- Budget for 2025 - meeting to be arranged to breakdown costings – PI & CPH
- Pay arrangements and annual increases for 2025 with Pay Committee - AP
- Details for HR support and policies from Scottish Council for Voluntary Organisations and North Berwick Sea Bird Centre sent to AP

#### **6.0 AOB**

- Directors - Andrew Middlemas attended this meeting and will be applying for a role as Trustee.
- Other Trustees due to stand down and re-elected to be contacted. Noted attendance requirements in the HRO.
- The appointing committee for new applications to be set up, included representative from ELC.

#### **AOB**

- Pensions regulator re-enrolment – PI
- JR – repeated offer to speak to fishermen/ harbour users about the long term plan and opportunities for funding.
- Viridor - funding with time volunteering to carry out some maintenance work at harbour.
- Grant application still waiting with BeGreen – FK still to provide breakdown of harbour chain costs.
- Tarmac – potential for materials request if no funding - concrete perhaps.
- Susan Davies - has offered to give advice on grant / finance funding planning.

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

Next meeting 13<sup>th</sup> March 2025 at McArthur's Store 6.30pm