

DUNBAR HARBOUR TRUST

Minutes of a meeting of Directors

Thursday 13th March 2025

McArthur's Store

Present: Paul Ingram (PI), Eric Robertson (ER), Christy Pryse- Hawkins (CPH), J.R. Eunson (JRE), Fiona Kibby (FK), Kenny Maule (KM), Tania King (TK), Alison Wilson (AW)

Apologies: James Bisset (JB), Andy Pringle (AP).

Supplementary documents:

- **Dunbar Harbour Trust Management Report – February 2025**
- **Risk Assessments for Review**
- **Project Pearl proposal**
- **Directors Attendance at Board Meetings**

1.0 MINUTES OF PREVIOUS MEETING

The draft minutes of the meeting held on 13th February 2025 were approved.

2.0 MATTERS ARISING

- 2.1 Painting of McArthur's stores – The Ridge has inspected and recommends ER
patching in certain areas. They need to know details of the correct paint
specification. ER will speak to AS for the details. On-going.

2.2 Funding Opportunities (JRE)

- Meeting arranged with SSE at 4pm Monday 17th March.
- BeGreen – pursuing grant opportunities for harbour chains. FK seeking quotes, (William Hackett) and to reconfirm specification.
- Viridor – end of month expected result of application.
- Community Development (ELC) funding - meeting with JRE
- CPH met with Tarmac who indicated willingness to provide aid. They want to be part of infrastructure that supports harbour. Likely support with materials and expertise and volunteers. Will come back to DHT by end of March. Requested minutes of this meeting is sent to Directors.

- 2.3 CCTV – Adhoc properties requesting if we want to progress. PI indicated PI
difficulty with transmission across the network. PI to follow up with Adhoc.

3.0 PORT MARINE SAFETY CODE AND THE HEALTH & SAFETY REPORT

Incident log review

- 3.1 3.1.1 Major incidents - None reported
3.1.2 Minor incidents

A leisure craft and its vehicle were stuck on the slipway after damaging both craft and trailer in an attempt to recover at high tide. The DHM assisted to remove the boat and its trailer to prevent blocking RNLI access to slipway.

A leisure craft broke free of its stern mooring, and DHM secured the boat. The owner

was requested to remove it from the harbour due to its disrepair. This is now completed.

3.2 Risk assessment review RA1
Vessel Transit to and from harbour approaches to alongside.

J - unexpected tidal conditions including swell

K - Operational planning error

L – Vessel unprepared to dock

3.3 It was agreed that controls to be added that are relevant to visitor vessels. PI
E.g. checking tides, consulting almanac and contacting Harbour Master before arrival.

4.0 FINANCE REPORT – Notes to February 2025 report

4.1 The February 2024 surplus was £294.

4.2 The major features of February 2025 were –

- Landing fees have been very low recently and are likely to be low in March, judging by the very low levels of fuel drawn by the fishermen. That said, landing fees are not very significant at this time of year.
- Seahouses project continues.
- In the year-to-date figures you will see that the bank interest received from the deposit account was £10,065. Interest rates have fallen so the interest income in 2025/26 will be significantly reduced, probably to a
- level between £4 – 5,000.

4.3 A Marine Scotland grant offer is expected this week with work to be completed by the end of the month. AG Thomson will use the low tide, weather permitting.

4.4 The level of accounts receivable is in line with last year.

4.5 The general cash position remains strong. Cash in the bank is up on February 2024.

4.6 The specific funds at 28th February were:

- a. Castle survey project £ 111
- b. Battery improvement fund £ 1,004
- c. Visitor experience/ environment £ 2,498
- d. Thelma Band Fund £ 7,084
- e. McArthur's Store fund £29,512

4.7 The HM noted that Retail invoices (and letter indicating rent rise) have not gone out yet. Expected next week (20th March)

4.8 AW requesting some information that helps understand what goes into each AW cost centre – e.g 'other' or 'miscellaneous' and will meet with AS to discuss.

4.9 Access to quickbooks by Directors needs to be arranged (at least for reports). ER

- 4.10 Run a budgeting session – PI to arrange/ AW provide budgeting spreadsheet PI/AW to review.

5.0 DUNBAR HARBOUR MANAGEMENT COMMITTEE REPORT (DHMC)

no meeting in March

6.0 HARBOUR MASTER REPORT

- 6.1 Hydrographic survey - as spend approved by DHT at last meeting this has been progressed by HM with Aspect Surveys. Expected in harbour w/c 17th March weather permitting.
- 6.2 Noisy activity - letter to be sent to residents advising of maintenance bay cleaning, crane in and general work on fishing vessels expected over next few weeks/ months.
- 6.3 Freezer locks - these are now specific to DFA members only rather than on the generic harbour key/ padlocks. This is to improve security.
- 6.4 One of the harbour cranes (davi) is not working. Likely that a new motor is needed and work could be £2K – Browns are inspecting it and will quote for work.
- 6.5 The HM is concerned about the poor lighting especially in Old harbour due to ELC street lighting not working. This has been reported and attempts made to call ELC but unable to get through. JRE offered to take up with ELC councillors directly.

7.0 AOB

- 7.1 Project Pearl – the paper submitted by AS and PS on the ownership of the vessel Pearl (to be used for a community harbour project) was discussed. AW to draft (compare with the previous version) and feedback to PS .
- 7.2 Noted that organisation that Seabird centre uses for free legal advice may be useful to discuss at meeting with S Davies on 26th March. Consider membership fee to be added to budget planning.
- 7.3 HRO – Directors attendance at meetings - a paper was shared by PI – send feedback to PI. Also reminder to note skills set (as compliance with HRO) – see AW email. All
- 7.4 Use of Outlook/Microsoft emails rather than personal accounts – all are reminded of the GDPR policy.
- 7.5 Use of McArthurs store by SSE funded (via ELC) Countryside warden for kittiwakes. A new lease needs Director to sign. CPH.
- 7.6 Seahouses - NI tax increases to be discusses with the Chair of Board of Commissioners at North Sunderland Harbour. AW
- 7.7 HM noted that Ron Bailey DP visit 5th April

7.8 Note Tarmac plan a harbour visit and walkabout. Date tbc. CPH

7.9 JRE noted that while DHT meetings function, there is concern re lack of Chair and potential of missing important actions.

8.0 DATE OF NEXT MEETING

10th of April 2025 Chair: Eric Robertson