

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING**  
**HELD ON WEDNESDAY 29<sup>th</sup> June 2022**

**PRESENT:**

Commissioner P Evans - Chair  
Commissioner A Sangster – Vice Chair  
Commissioner D McDermott  
Commissioner A Evans  
Commissioner W Goldsworthy  
Commissioner P Parker

**IN ATTENDANCE:**

M Davies – CEO  
L Bremner – Finance & Administration Officer  
C Mills – Facilities & Communications Manager  
J Cray – Interim Harbour Master

**APOLOGIES:**

Commissioner J Codd  
A Thomas - Accountant

294. **CHAIRMAN'S REPORT**

The Chair welcomed the new members of staff to the harbour on behalf of the Commissioner Board. The Chair welcomed all to the meeting and informed the commissioners that there would be a visit by the First Minister, Mark Drakeford on 6<sup>th</sup> July and invited all commissioners to attend.

295. **DECLARATION OF INTEREST**

The Chair asked the commissioners for any declarations of interest. No declarations of interest were expressed.

296. **CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 25<sup>th</sup> May 2022.

297. **MATTERS ARISING**

CEO confirmed that the car park line marking, and the flowerbeds had been completed.

298. **HARBOUR OPERATIONS**

John Cray reported to the Commissioners.

- **Fishing Boats**

Letters were sent to all commercial vessel operators at the harbour highlighting the dangers and risks speeding vessels pose to others on the water. The letter was intended as a final warning, it explained that enforcement action will follow if any vessels exceeds the restrictions within the harbour limits. Following this letter two cases were identified, and the Interim Harbour Master issued a two-week operational suspension to each skipper/vessel.

**Sluicing**

The Sluice is being used on a regular basis to help keep the channel position maintained, to date it has worked well.

- **Harbour Staff**

The harbour staff have now been issued with new uniforms for this season. Yellow polo shirts with logo on the front and staff on the back. Three seasonal staff have been taken on for this summer, Anthony Brindley, Liam Marklew, Dean Cole, to work predominantly around the car park.

- **Britannia Parking**

Signage has now been agreed, the first batch of signs have been delivered to site. Currently, awaiting arrival of the final batch prior to arranging a date to erect them and start enforcement.

- **Dry Boat Racking**

The Dry Boat Racking operation is up and running and is going well, with positive feedback from customers.

- **Outboard Engine Theft**

It was reported that a 15hp outboard engine has been stolen from the harbour on the night of the 6th of May. After reviewing the CCTV evidence was located and passed directly to Dyfed Powys Police. Investigations are believed to be ongoing.

- **Johanna Lucretia Visit**

The Johanna Lucretia visit went well with no issues and seemed popular with the public around the harbour. The tripping vessel “Matani” operated a service taking passengers out to see the ship which seemed very popular even in the poor weather.

- **British Rowing Championships**

The event went well even though the poor weather conditions made it more challenging for the organisers.

- **Flag Officer**

We have now received correspondence from Welsh Government and the application is progressing, we hope to have it finalised in the coming weeks.

## 299. **COMMERCIAL OPERATIONS**

Carys Mills addressed the Commissioners.

### **Ocean Square**

- All units on Ocean Square have now opened and are trading.

### **Ocean Cabins**

- We have reached our target of being graded 4\* by Visit Wales as Group Accommodation and will be working on improving this grading in the future.

### **Heritage Centres**

- Perch & Ponder are on site and continuing the fit out of the Welcome & Heritage Centre.

### **Schooner**

- Saundersfoot School will be visiting the Coastal Schooner this week.
- A list of potential names for the Coastal Schooner has been compiled, including suggestions from Saundersfoot School, for selection by the Board of Commissioners.

## 300. **EVENTS**

Carys continued to address the Commissioners.

- 4 June – The Jubilee Picnic, organised by Saundersfoot Community Council and Saundersfoot Chamber for Tourism, despite bad weather attracted a crowd of approx. 250.
- 24-26 June – British Rowing Offshore Championships & Beach Sprint Finals, and Johanna Lucretia visit went well.

CEO continued with Events.

- Long course this weekend with the Harbour supporting local residents on the strand with access via harbour. Activity Wales placing a marshal on site to ensure that this is a controlled access point similar to the roundabout outside the Harbour entrance.
- British Rowing sprint last weekend had some challenging conditions and valuable lessons learned that can improve the operation of the World Rowing in October, Friday 7<sup>th</sup> Oct – Sunday 16<sup>th</sup> Oct. It is proposed that staff will have promotional information embossed onto their uniform to promote the World Rowing event.

## 301. **PHASE 2**

The CEO addressed the meeting.

Faithful and Gould will be attending the July commissioners meeting as this will be their final appearance as Phase 2 project managers, however, the Harbour will still retain for any defects and snags.

### **Ocean Square**

Fit-out progressing for the Welcome Centre with Perch and Ponder on site this week and awaiting revised fit-out time.

Accommodation fit-out was hampered by M&E issues however this has been resolved.

**Schooner**

- Perch and Ponder fitout commences mid-July.

**Car Park**

tender to go out in October as discussed with Welsh Government. Subject to planning consent

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302. **FINANCE & GOVERNANCE**

Lisa Bremner addressed the meeting.

303. **HR**

The CEO addressed the meeting.

- Interviews for Harbour Manager to be arranged with 12 applications received.

304. **HARBOUR REVISION ORDER**

Commissioner Sangster addressed the commissioners and provided a brief summary of the WG HRO to date.

305. **ADVISORY & STAKEHOLDERS**

CEO reported to the commissioners.

Next meeting is likely to be September.

Stuart Denman has offered to stand as the commercial tripping boat representative on the Harbour Advisory

306. **ANY OTHER BUSINESS**

- Commissioner W Goldsworthy offered media and presentation training to the staff.
- 5-year strategy is now due for reappraisal

307. **DIARY CONFIRMATION**

Wednesday 27<sup>th</sup> July 2022.

308. **ACTIONS PENDING**