

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 30TH NOVEMBER 2022**

PRESENT:

Commissioner P Evans - Chair
Commissioner A Sangster – Vice Chair
Commissioner A Evans
Commissioner D McDermott

IN ATTENDANCE:

M Davies – CEO
A Thomas - Accountant
L Bremner – Finance & Administration Officer
J Cray – Harbour Manager

APOLOGIES:

Commissioner J Codd
Commissioner W Goldsworthy
Commissioner P Parker
C Mills – Facilities & Communications Manager

349. CHAIRMAN'S REPORT

The Chair opened the meeting and welcomed the attendees.
Following the Chancellor's recent budget, he acknowledged the need to be astute and prudent with commercial decisions during the coming year.
In this meeting the Financial Statements and LHP Audit Report will be addressed

350. DECLARATION OF INTEREST

The Chair asked for any declarations of interest in relation to the agenda. None were declared.

351. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 26th October 2022.

352. MATTERS ARISING

The Chair asked the commissioners for any matters arising. No matters arising were expressed.

353. HARBOUR OPERATIONS

John Cray addressed the Commissioners.

1) Harbour Toilets

The Harbour Manager is currently in discussions with Danfo to implement a weekly deep clean as previously discussed, we are awaiting the costings for this added service.

2) Fishing Boats

All active fishing vessels are operating well at present although weather and catch levels have not been favourable as is always the case this time of the year.

3) Sluicing

The Harbour staff have been sluicing and have realigned the channel, the sluicing will be ongoing. The sluice motors will require some attention over the winter period to maintain them and to ensure they work reliably.

4) Harbour Staff

The Harbour Staff have been busy throughout November with the boat lifting operation and with preparations for the Christmas market.

5) Boat Lifting

The boat lifting operation was a great success this year, the team worked incredibly hard and efficiently to meet the targets for lifting all vessels ashore by the middle of November. The whole operation was completed within a two-week period even though we had some rather unfavourable weather.

354. COMMERCIAL OPERATIONS

CEO addressed the Commissioners.

Ocean Square

- **Accommodation**

rooms opening on the 20th October.

MCOE

- All tenants operating well with the exception of Unit 20

355. EVENTS

CEO continued to address the Commissioners.

Christmas events start this weekend with the opening of the Christmas market and carols on the decking subject to weather.

CEO has contacted PCC regarding the event's licence, as this was due Mon 28th November.

356. PHASE 2

The CEO addressed the meeting.

MCOE

WBG attended the site to affect some repairs with further work still required.

Further instances were discovered in both the Schooner and the Coal Building via the glazing which is being resealed.

Ocean square

Perch and Ponder on site from the 9th – 16th December to complete the Coal House interpretation centre.

Carys is progressing with the Welcome Centre fit-out hence the need for further staff assistance within sales and marketing as previously mentioned.

Schooner

Perch and Ponder to finish the interpretation build in conjunction with the Coal Building.

Car Parking resurfacing

Tenders received were significantly over what we had expected from the original cost investigation, mostly down to civils/off-site disposal of waste and drainage oil capture.

As discussed, the CEO included the ability to reduce works through a zoning system just as a precaution within the Tender advert.

CEO should have more information by Tuesday the 6th of December from Welsh Government.

357. FINANCE & GOVERNANCE

Ann Thomas addressed the commissioners.

Management Accounts

Chair proposed to accept the Audit Report.

All in attendance approved and Commissioner Goldsworthy and Commissioner Parker sent their approval to the Chair prior to the meeting.

Chair asked Ann Thomas to go through the accounts

Chair proposed that the Board accept and authorise sign off the Financial Statements.

The Board approved.

358. HR

The CEO addressed the meeting.

The harbour will be managed throughout December; however, CEO intends to use December as a bit of a respite period for the team including the CEO as the team need to recharge their batteries and take stock of the year to come.

359. HARBOUR REVISION ORDER

Commissioner Sangster to keep commissioners informed of any progress.

360. ADVISORY & STAKEHOLDERS

No Meeting Held

361. ANY OTHER BUSINESS

Commissioner Sangster has been contacted as PCC, Milford Haven Port Authority and Port Talbot are making a free port application and the Chair asked the board to approve the letter of support.

The Board approved the letter of support.

362. DIARY CONFIRMATION

363. ACTIONS PENDING