

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS
MEETING
HELD ON WEDNESDAY 31ST JANUARY 2024**

PRESENT:

Commissioner P Evans – Chair
Commissioner A Sangster – Vice Chair
Commissioner A Evans
Commissioner D McDermott
Commissioner J Codd

IN ATTENDANCE:

N Gandy - CEO
J Cray – Harbour Manager
L Bremner – Finance & Admin Manager

APOLOGIES:

Commissioner P Parker
Commissioner W Goldsworthy
A Thomas – Accountant

508. CHAIRMAN'S REPORT

The Chair welcomed all attendees to the meeting.

It was noted that there is a culture change in motion at the harbour being led by Nicola.

It was noted that 2024 is likely to be a difficult but exciting year.

509. DECLARATION OF INTEREST

No declarations of interest were made.

510. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 29th November 2023.

511. MATTERS ARISING

No matters arising.

512. HARBOUR OPERATIONS

Nicola Gandy addressed the meeting.

- **Crane Project**

Before handing over to John Cray, Nicola made the commissioners aware that Offshore Marine had failed to deliver the crane by the end of 2023. Discussion are on going with Welsh Government and the Flag Officer to claim for the works already undertaken and to have the monies returned from Offshore Marine Ltd.

Nicola handed over to John Cray.

- **Fishing Fleet**

The Fishing vessels that currently occupy the harbour are operating well, however notice has been received from three commercial fishing boat mooring holders intending to relinquish their mooring allocation. These moorings will be offered to the waiting list.

- **ANPR/Car Park**

The ANPR is now fully operational and is actively enforcing, posts have been put up on social media and the Harbour's website to remind visitors and locals of the change.

- **Cliff face maintenance**

Yun Hider has progressed and is currently working on the section leading up to the rockfall area, special precautionary measures are being followed to ensure the works do not create further falls in the area. Yun is conscious of the report issued by Quantum and will work as delicately as possible.

- **Tripping boats**

An opportunity has been identified to add an additional commercial tripping vessel. The Harbour Manager will be advertising for this position after further consultation with the current operators probably for 2025 season.

- **Harbour Maintenance**

The Harbour team are continuing the 2024 mooring maintenance program with existing materials in stock. However, we are in the process of ordering the relevant extra materials with the aim is to have the essential works completed.

- **Sluice Gates**

After carrying out running repairs on the existing sluice motors again during the 2023 summer season, both motors subsequently failed again later in the year. A decision has been made to price for repairs, and alternatively the purchase of new units. The price quoted for repairing just one actuator rendered both units obsolete and beyond economic repair, an order is being placed for two new up to date units supplied and installed that should secure the future reliability of the sluicing operation.

513. COMMERCIAL OPERATIONS

Nicola addressed the commissioners.

Tenancies

Rent reviews for nine of the units are underway.

The restaurant has been viewed by a couple of interested parties and there is confirmed interest from one of those, but funding would be required to fit out.

Tulip Umbrellas

John and Nicola had a meeting with WB Griffiths, Faithful & Gould and Sun Sail. An email has been received from WB Griffiths since the meeting requiring a discussion on funding. Nicola has sought an estimate on funding and will meet with them next week.

EV Charging

Fortnightly meetings are planned going forward.

Originally, due to be installed by April but due to legal issues and National Grid it has been delayed slightly and should be in place by May/June.

Heritage Centres

Coal Building and Schooner are both open, but takings have been slow. Looking at reviewing the gift shop stock and provision of Saundersfoot Harbour and Pembrokeshire branded goods.

High Ropes starting on the Schooner at Easter.

Storm Centre is not going to be ready for 2024 but hopefully if funding allows it should be ready for 2025. In the meantime, Pembrokeshire Coastal Forum are loaning interpretation panels linked with offshore winds that will be housed in the Coal Building heritage centre as a taster of what can be expected in the Storm Centre.

Events

Working with various community groups and private businesses to put on a series of events during the year. Meeting with a company that puts on music events. Christmas market, sports events, charity events.

Accommodation

December performed well.

Property & Facilities

Compliance:

Water sampling and gas servicing completed as planned.
Fixed electrical testing commenced 29th Jan – ongoing.
115 in-house compliance routines completed in last 4 weeks.

Reactive work – 100% of reported issues attended to the same day either in-house or by contractor.
44 reactive jobs completed in January.

Solar surveys carried out on both solar PV systems at the Marine Centre and Coal House, await survey results. The installation in MCOE was obsolete in 2017 but not installed until 2020. This has been taken up with WB Griffiths.

4 OOH call outs this month all at the Coal House. All but one resolved same day.

Fire Officer Enforcement visit on Thursday 8th February.

New water risk assessments scheduled for the public toilet building and the staff workshop building.

Redecoration works continue in the Marine Centre bedrooms, 8 rooms completed, and corridor completed. Carpets cleaned in all Marine Centre bedrooms.

5 yearly fixed electrical testing works commenced for the Marine Centre.

New Welsh waste laws commence April this year, we are all working on a suitable plan for the harbour.

- Commissioner McDermott received queries regarding the history and previous use of the Coal Building and suggested that this could be included in the heritage centre display or as an information sheet.
- Nicola said she would take this up with the two historical groups linked to Saundersfoot when they next meet.

514. FINANCE & GOVERNANCE

Nicola Gandy addressed the meeting.

Philip, Ann and Nicola met on site with the new relationship manager and the area director from HSBC.

The 3rd round of TISS funding had a repayment element of £210,000 over 10 years at 0% interest, which is due to start April 2024. It was an undisclosed item that has not appeared in the minutes previously.

Two meetings with Development Bank of Wales have been held and awaiting a third.

Lisa Bremner addressed the commissioners

- December 2023 management accounts were summarised.
- No unexpected material variances to budget.
- The coming months will require careful cashflow management to avoid any additional cash pressures, as is forecast.
- Seasonal mooring fees deadline is today.
- CPST unclaimed allocations will be offered to waiting list from next week.

515. HARBOUR REVISION ORDER

Commissioner Sangster briefed the Board on the progress of the HRO.

The HRO is ready for submission and is scheduled to be submitted by Pinsent Mason.

516. ADVISORY & STAKEHOLDERS

Nicola met with Advisory Committee on 4th January. Agreed John and Nicola to walk around the harbour with harbour users to talk through some issues raised during the meeting and will go forward with quarterly meetings.

Attended meetings with 13 different groups linked to the community.

517. HR

Lisa Bremner addressed the meeting.

Peninsula reviewed all the employment contracts in November and all contracts are now up to date.

Using leave/absence software to improve control and tracking of absence. Staff will use an app to book time off allowing managers to see at a glance who is off at the same time.

Andy organising various staff training sessions.

518. ANY OTHER BUSINESS

Jim Codd requested assistance from the harbour as the Saundersfoot motorbike run h on 6th, 7th and 8th September and asked whether the harbour could provide an alternative for them.

- John Cray offered to try and find an option and will look at the possibility of using the back fish wall. John is to undertake a risk assessment prior to confirming.
- David McDermott raised an issue regarding the provision of bicycle parking on the harbour.

- John Cray pointed out that there is a bike stand on the promenade and another outside the MCOE that is rarely used.

519. DIARY CONFIRMATION

Next official Board meeting will be brought forward to 21st February 2024.