

**SUMMARY OF MINUTES FROM THE SAUNDERSFOOT HARBOUR COMMISSIONERS
MEETING
HELD ON WEDNESDAY 21ST FEBRUARY 2024**

PRESENT:

Commissioner P Evans – Chair
Commissioner A Sangster – Vice Chair
Commissioner A Evans
Commissioner P Parker
Commissioner J Codd

IN ATTENDANCE:

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

APOLOGIES:

Commissioner D McDermott
Commissioner W Goldsworthy

520. CHAIRMAN'S REPORT

The Chair welcomed all attendees to the meeting and thanked all present for obliging the date change.

The Chair thanked the Vice Chair in advance for stepping in as Chair for next few months.

521. DECLARATION OF INTEREST

No declarations of interest were made.

522. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 31st January 2024.

523. MATTERS ARISING

No matters arising.

524. HARBOUR OPERATIONS

Nicola Gandy addressed the meeting.

- **Crane Project**

Justification statement has been submitted to Welsh Government for phase 1 of the crane project which included the groundworks. A meeting is planned with Welsh Government in the next few weeks.

Nicola handed over to John Cray for harbour operations updates.

John Cray addressed the meeting.

Fishing Fleet

A detailed review of the Commercial Fishing Boat Waiting List was completed during 2023 to ensure it accurately reflected the demand for moorings. Offers were made to the waiting list and a significant percentage accepted promptly.

Cliff Foliage Removal

During the ongoing cutting back works a significant loose rock was identified. Cutting back works have been minimised in this area for the time being, following consultation with the National Grid a plan has been drawn up for the Tree Surgeon to lower the rock in a controlled manner using strops and winches, National Grid have an interest as the rock is directly above their substation.

Harbour Streetlamps

Works have been underway to update and replace a large amount of the street lighting around the harbour, good progress has been made with almost all lampposts now fully operational, the few that are non-operational are due to be resolved in the coming weeks. We have received positive feedback from Harbour Users.

Harbour Carpark

GD Harries came to site today (21/02/2024) to assess and discuss some snagging issues that have been raised with them relating to a few issues with the resurfaced car park.

Boat Lifting Dates

The Spring 2024 Boat lifting dates will be published early next month, with the aim for the operation to start Mid-April following the scrape back planned.

Sluice Motors

The two new sluice motors have been ordered and are planned to arrive late in May, subject to the availability. The installation team will be on site promptly after delivery to install and commission the motors.

525. COMMERCIAL OPERATIONS

Nicola addressed the commissioners.

WB Griffiths

Snagging issues continue.

Tulip Umbrellas

A productive meeting with WB Griffiths took place and an alternative solution has been agreed, at no cost to the harbour. John and Nic will progress with sourcing a solution.

- Chair suggested that when designs are received to circulate them with the commissioners to avoid delaying progress.

Solar System

WB Griffiths' subcontractor has been out and are returning next week as it appears the system was installed when it was already obsolete.

Leaks

Leak on third floor is being addressed.

Facilities

Andy's team have had six compliance visits since last meeting.

MCOE accommodation maintenance complete and starting on Coal Building shortly.

Notice has been received from Danfo that they will be leaving the harbour. An alternative firm has been engaged for cleaning services.

Nicola asked the commissioners for their view on installing a donation box/QR code at the toilets to help with the costs of maintaining the toilets.

- Ted clarified that it would be a donation rather than an entry fee.
- Nicola confirmed it would be a donation.
- Chair proposed that if it is explained that the harbour toilets are maintained by a trust port and not by the local authority it would be a good idea.

Accommodation

Performing very well on weekends. Had a good week during February half term.

Tenants

There is still an interested party for the restaurant subject to funding for the fit-out, but EJ Hales have been contacted in the meantime.

A tenants forum has been set up for next Thursday.

EV Charging

Progressing well.

Looking to install before the summer season starts.

Events

Progressing well. Original strategy was to engage a company to put on events and learn from them over the next year or so. Unfortunately, such companies in Wales have gone out of business, however, we are being advised by Gerald Toms a former manager of the Principality Stadium.

Heritage Centres

Slight increase in visitor numbers in recent weeks.

Feedback from visitors has been positive.

Plan to source stock with focus on harbour branding.

High Ropes are planning to operate from Easter.

526. FINANCE & GOVERNANCE

Nicola Gandy addressed the meeting.

Still awaiting confirmation from HSBC on the overdraft.

The TISS request to defer repayment has not been agreed but they will review this in 12 months.

No further information received from Pembrokeshire Lottery following the resubmission of our application.

Nicola handed over to Ann Thomas

Accountancy press contains a great deal relating to interest rates so hopefully interest rates will begin to fall in the summer.

Net results for month reflect the forecasts.

Offers have been received for the pontoons.

Lisa Bremner made a request to the Chair for a resolution to amend the bank mandate.

The Chair proposed a resolution to remove Michael Davies and to add Nicola Gandy and Ted Sangster.

All were in agreement and the resolution passed.

Nicola Gandy requested delegated authority from the board. The Chair proposed that the commissioners grant the CEO a strategy compliant delegated authority of £50,000. All were in favour.

527. HRO

Commissioner Sangster reported that there has been progress. Formal application for determination of the HRO has been submitted. Welsh Government now have all the necessary documentation.

528. Advisory & Stakeholders

Nicola addressed the commissioners.

There has not been an advisory committee meeting since the last board meeting. However, Nic and John met with the harbour user members of the advisory committee on site and discussed issues. It was a positive meeting.

529. HR

Lisa Bremner addressed the meeting.

Paul Pearson in the Welcome Centre is leaving us.

A job advert has been published for his replacement.

530. ANY OTHER BUSINESS

No other business.

531. DIARY CONFIRMATION

Next official Board meeting will be brought forward to 27th March 2024.