

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 29<sup>TH</sup> SEPTEMBER 2021**  
**ONLINE ZOOM MEETING**

**PRESENT:**

Commissioner P Evans - Chair  
Commissioner T Sangster – Vice Chair  
Commissioner D McDermott  
Commissioner P Parker

**IN ATTENDANCE:**

M Davies – CEO  
L Bremner – Finance & Administration Officer  
Ann Thomas – Accountant  
Dafydd Rees – LHP Auditor

**APOLOGIES:**

Commissioner J Codd  
Commissioner A Evans  
Commissioner W Goldsworthy

**174. CHAIRMAN'S REPORT**

The Chair welcomed all to the meeting and said he hoped everyone had a good summer. The Chair went on to say that corporate governance becomes more important as organisations grow. Dafydd Rees, auditor with LHP was introduced to the meeting.

**175. LHP AUDITOR – DAFYDD REES**

Dafydd Rees addressed the commissioners. His job as auditor involves a detailed list of tests on the Profit and Loss and Balance Sheet and to provide his opinion on whether the accounts prepared give a true and fair view. He went on to explain the various tests undertaken

The tests include:

- Fixed assets
- Depreciation policies
- Bank balances and loans
- Debtors
- Creditors
- Income and expenditure
- Grants

Everything was well documented. He hoped to sign off the report within the coming month.

**176. FINANCE & GOVERNANCE**

Ann Thomas addressed the commissioners. The Harbour is performing well considering the difficulties created by Covid

**177. DECLARATION OF INTEREST**

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

**178. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 21<sup>st</sup> July 2021.

**179. MATTERS ARISING**

No matters arising reported.

**180. HARBOUR OPERATIONS**

The CEO reported to the Commissioners.

- All fishing boats are presently working well with no reported issues.
- All staff are working well with WB Griffiths at present .
- Temporary barriers were erected during summer months to restrict public access to entrance walls of the harbour to stop the public from jumping into the harbour, which has had some success, therefore a more permanent solution is to be sourced for the summer period which can be open when the tide is out.
- The new car -park lining has been successful over the summer; with less disruption.
- Discussions with car-park enforcement company that will be helping us with a newer more up to date system.

- Sand dredging operation for this coming winter has been reviewed, and a marine consent license is required as a larger area of sand/silt in need, as a reduction of tidal access has been an issue this year, to progress this a sediment analysis is to be taken. Once the analysis results are back, it will be used to progress the marine consent license application, however, this is a slow process as it can take up to 4 months hence the need to commence the application ASAP.
- Autumn boat lifting as from next week (4th October), all dates were posted on our website for customers to view over the past few weeks.
- The Harbour experienced a rockfall on Sunday 19<sup>th</sup> September that fell on the new slipway pathway at the MCOE and subsequently closed the slipway to all users. Abcas attended the site on the 22<sup>nd</sup> September to assess and a team were on site on the 24<sup>th</sup> to secure the site and make it safe for use. Further work is required this year to fit a permanent arrest fence at the bottom of the cliff.

#### **181. COMMERCIAL OPERATIONS**

- **Ocean Square**
  - All units performing well
- **MCOE**
  - All ground floor units performing well.
  - Accommodation has been at almost capacity since May, after discussions with operators, we are looking at rearranging several of the rooms for the winter market

#### **182. EVENTS**

- The CEO advised the commissioners that all Christmas events had been cancelled.
- There will be a Christmas Tree on the Events Deck and lights on the Schooner.

#### **183. PHASE 2**

##### **Ocean Square**

- Sell 2 Wales invitation to tender for accommodation to be published next week with 15 rooms at the Coal Building, the room layout is to be reconfigured with a variety of rooms /beds to accommodate a range of visitors from families/couples and groups.

##### **Schooner.**

- Aimed for completion 15th November, however, this still has a substantial amount of work left and it is possible will extend for a few more weeks.
- It is expected that the Schooner high ropes climb, and the commercial unit for the sale of refreshments A3 (coffees/sandwiches / rolls/ cake etc..) in the stern of the vessel will be in operation for next April 2022

##### **Heritage Interpretation Display.**

- the handover date for the facilities and will progress as soon as possible, however, due to the number of delayed starts it is not expected to be complete until Feb – March 2022.

#### **184. HARBOUR REVISION ORDER**

Commissioner Sangster addressed the meeting and advised that the HRO is taking longer than expected

##### **HR**

Review of Harbour team structure

#### **185. ADVISORY & STAKEHOLDERS**

Meeting on the 6th Of October.

Members from the Harbour advisory assisted with a site meeting on the 8th of September to review the sand movements and works required to allow for active sluicing of the harbour. The Harbour Master and deputies attended the meeting which achieved several positive approaches to improving issues relating to sand and sluicing.

#### **186. ANY OTHER BUSINESS**

- Commissioner D McDermott reported to the commissioners that Saundersfoot in Bloom had received a gold award and offered congratulations on behalf of the harbour. He also asked about the trees going in during November and asked if they were the original trees as he said that some had plaques.
- The Chair commented that the plaques had been on spikes and not attached to the trees.
- CEO confirmed that the trees are the memorial trees that are going back and there are others as agreed by PCNPA. Possibly a member of the community had taken the plaques.

**187. DIARY CONFIRMATION**

The CEO proposed the 27<sup>th</sup> October 2021 at 4pm, all agreed.

**188. ACTIONS PENDING**