

**SUMMARY MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS
MEETING
HELD ON WEDNESDAY 31ST MAY 2023**

PRESENT:

Commissioner P Evans – Chair
Commissioner A Sangster – Vice Chair
Commissioner A Evans
Commissioner P Parker
Commissioner W Goldsworthy

IN ATTENDANCE:

M Davies – CEO
J Cray – Harbour Manager
C Mills – Facilities & Communications Manager
L Bremner – Finance & Admin Officer
A Thomas – Accountant

APOLOGIES:

Commissioner D McDermott
Commissioner J Codd

425. CHAIRMAN'S REPORT

The Chair welcomed all present and conveyed the best wishes of the board to Commissioner McDermott.

426. DECLARATION OF INTEREST

No declarations of interest were declared.

427. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 26th April 2023.

428. MATTERS ARISING

429. HARBOUR OPERATIONS

John Cray addressed the Commissioners.

1. **Fishing Boats**

All fishing vessels are currently operating well, however a slight downturn in the number of days fished over the last month due to the weather.

2. **New Mooring Allocations**

There are a total of fifteen new mooring allocations for this season ranging from large yachts to smaller open boats.

3. **Carpark Resurfacing works.**

The re-surfacing works are nearing completion with the remaining lining to be finished in the coming days. The new layout seems to have been received well by customers and the general public.

4. **Boat Lifting**

The boat lifting operation has now finished for this summer, with all large vessels returned to the harbour for the season.

5. **Harbour Staff**

making use of all available spaces during the works and only closing down areas that are essential for the works to be completed.

6. **Harbour Crane Funding**

The application for the additional funding to cover the works to the harbour wall has been approved by Welsh Government

430. COMMERCIAL OPERATIONS

Carys Mills addressed the commissioners.

Tenants

- MamGu Welshcakes opened last week.

Welcome & Heritage Centres

- Perch & Ponder have completed the fit out of the Coal Office and Coastal Schooner.
- We are currently advertising for Welcome Centre staff. Applicants will be shortlisted shortly for interview.
- Gift shop stock and information/leaflets for the Welcome Centre are in progress.

431. EVENTS

Carys Mills continued to address the Commissioners.

Events so far this year still stand at:

- Charity stalls throughout the summer season.
- Coppet Week 50th Anniversary 27 May – 4 June
- Paws on Patrol – 31 May
- Choirs for Good (Saundersfest) 7 July
- Saundersfoot Triathlon 1 September
- Home International Beach Sprints Regatta 9-10 September

432. PHASE 2

The CEO addressed the meeting.

Car Park

GD Harries is on course to complete the work by this coming Friday, with only the flower tubs and vehicle bollards to be installed over the coming weeks.

The new carpark layout should afford a much improved layout for vehicles and pedestrians however, it is likely that there will be a few tweaks to be made over the coming months to get it spot on.

Rock Fall

Quantum postponed their survey until Monday the 5th of June, its hoped that the road can be opened up soon after as there have been no further movements of rock since the fall in December. However, it is expected the reinforced 2m bund wall will remain until an engineering solution has been implemented to prevent further rock movement.

It is expected that the new rock fall restraint system as to be advised by Quantum will need to be tendered out to Sell 2 Wales.

Tulip Canopies

WB Griffiths on a resolution.

Interpretation Centre

Perch and Ponder, have completed the fit-out of the Schooner and Coal Building. Carys still has some details to complete in the Coal Building and on the upper decks of the Schooner. They are now progressing with the Storm Centre as part of the revamped restaurant space.

Welsh Government Audit End of project review

The CEO is progressing the end of project review with Welsh Government;

CEO to discuss with Welsh Government at their meeting which is based at Llys y Fran, 8th June which he has been asked to present project update to regional group.

433. FINANCE & GOVERNANCE

Ann Thomas addressed the meeting.

434. HR

The CEO addressed the meeting.

Welcome Centre Team Leader - struggling to appoint.

Welcome centre team – advertising for part and full-time and seasonal casuals.

435. HARBOUR REVISION ORDER

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

436. ADVISORY & STAKEHOLDERS

437. ANY OTHER BUSINESS

CEO mentioned that Saundersfoot School had written a song about the Schooner in collaboration with Tenby School and had filmed on the decking. Following this the CEO escorted them around the interpretation centres.

438. DIARY CONFIRMATION

28th June 2023

439. ACTIONS PENDING