

MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 15th SEPTEMBER 2023

PRESENT:

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

IN ATTENDANCE:

J Cray – Harbour Manager
L Bremner – Finance & Admin Manager
A Thomas – Accountant

APOLOGIES:

Commissioner W Goldsworthy

471. CHAIRMAN'S REPORT

The Chair welcomed all present.

Moving to a new phase. In discussions with Welsh Government in relation to continuing with the Lido.

472. DECLARATION OF INTEREST

No declarations of interest were made.

473. CONFIRMATION OF MINUTES

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

474. MATTERS ARISING

- Commissioner Andrew Evans raised an issue regarding the appointment of the new CEO. He had asked to view the scoring matrix and shortlist but only received the job advert.

475. HARBOUR OPERATIONS

John Cray addressed the Commissioners.

1 **Fishing Fleet**

All active fishing vessels operating well with no reported issues.

2 **Car park (Phase2 works)**

The new layout has been working well, it has proved itself during the summer. Less issues with cars speeding and have much better control of the traffic flow. The tripping hazard has now been resolved.

3 **Boat lifting**

Boat lifting dates have been published for the end of season lift outs of vessels with dates set in mid-October and early November to avoid the school holidays.

4 **Welcome Centre**

The Harbour Manager will be working closely with the Welcome Centre Team Leader to ensure the relevant health and safety risk management is carried out in the Welcome Centre and that its documented to ensure compliance with HSE regulations.

5 **Cliff face**

Further to the quote already received another company have been contacted to supply a price for the cliff works. Quotes are awaited.

6 **Glen Beach Rock Fall**

On the 30th of July a rock fall occurred from the cliff on the Glen Beach, the fall happened in the netted area, so all fall material was caught by the netting. Abcas came to site during the first week of September to remove the large build up of material from the net in order to make it safe.

7 **Brittania Parking**

Brittania Parking visited site on Monday 11th and Tuesday 12th of September to fit the new internals to the P&D machines, they are due back 21st & 22nd to fit the entrance posts and finish the install of the ANPR cameras.

8 **Harbour Crane Funding**

On the morning of the 14th of September, we received information from Sarah Francis that the funds from the Welsh Government loan will be deposited on the 19th of September, this will enable the crane procurement to be started immediately. The Harbour Manager has been liaising with all the different contractors to arrange the construction of the pad and all associated works to enable us to meet the deadline for the grant reclaim. The underground survey has been completed and the report of the findings is awaited.

9 **Cliff Face foliage cut back.**

Yun Hider from Tree People has been to site to carry out an assessment of the cliff face growth, he has indicated that the extensive works would likely be around £25,000 however we are currently awaiting the final estimate for the works.

- Commissioner A Evans asked whether the root mass would be destroyed.
- John Cray confirmed the root mass will remain.

476. **EVENTS**

John Cray addressed the commissioners.

- Saundersfoot Triathlon
Changing to the Friday evening worked successfully and businesses on Ocean Square stayed open and did very well. Overall, a good event.
- Welsh Beach Sprints took place last Saturday
- Big Bang all set for Friday 27th and Saturday 28th.

477. COMMERCIAL OPERATIONS & PHASE 2

The Chair addressed the Commissioners.

SCHOONER & WELCOME CENTRE

The Schooner is not currently trading due to an issue with the electronic doors. It will open in the next few weeks along with the Welcome Centre. Two part-time positions have been offered.

David McDermott is taking on a liaison role on the heritage side and along with the Chair is meeting with the Heritage Group on Monday.

MEETING ROOMS

Bookings are being taking for the conference centres.

ACCOMODATION

99% occupancy during August.

Meeting with Lloyd Ravenscroft in relation to the rooms in the Marine Centre.

TULIP UMBRELLAS

The Chair is meeting with Faithfull & Gould on Wednesday for an update.

RESTAURANT

New interest in the restaurant.

TENANTS

Profiles are being created on our tenants which are posted on to our social media promoting the businesses within the Harbour.

STORM CENTRE

Confirmation of planning permission for change of use received.

FACILITIES REPORT

Andy Collins will attend the November Board meeting

- Lift inspections were successful.
- Fire risk assessments have been received from all tenants.
- Back up cleaning company and electrician have been engaged to ensure support is in place when needed
- Start date for restaurant flooring next week.
- Uninterruptible power source installed in the Welcome Centre
 - The Chair asked Commissioner A Evans whether there may be a chance that the Chamber for Tourism might continue.
 - Commissioner A Evans confirmed there had not been a meeting through the summer.
 - A discussion continued in relation to Christmas lights for the village.

478. FINANCE & GOVERNANCE

Ann Thomas addressed the meeting.

The team are ensuring maintenance has been done on equipment to keep up standards. Balance sheet continues to show a net liability position.

Forecasts were too optimistic previously with several income streams included that are not yet generating revenue.

Emphasis that cash will be more difficult this winter and forecasts to be produced from 1st September as there is a significant amount of material expenditure to come. It is likely HSBC will need to be approached for a working capital overdraft to ensure we meet our commitments.

There is a plan to modernise the Commissioner's Report in order to complete and submit to LHP for audit completion.

479. HARBOUR REVISION ORDER

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

Met with advisory committee to discuss their objections and received a response. Of their eight objections they have withdrawn two and partially withdrawn a third but wish to discuss remaining objections and have agreed to meet on 2nd October.

Welsh Government have been updated with responses to their questions and queries. Following the meeting the HRO should be submitted for approval.

- Commissioner Sangster said he would be happy to attend himself but that if any Commissioner would like to come along they would be welcome and suggested that maybe Nicola Gandy could attend.

480. ADVISORY & STAKEHOLDERS

The Chair addressed the Commissioners

Following the announcement of Nicola Gandy's appointment as CEO Saundersfoot Sailing Club contacted her to arrange a meeting.

481. HR

Lisa Bremner addressed the Commissioners

The Commissioners have asked on several occasions for photographs of the staff. Ross has been working on this and only has a few left to go and Ross will share them with the Commissioners.

Chair suggested having them on the wall within the building.

No HR issues reported.

482. ANY OTHER BUSINESS

- Commissioner D McDermott asked if the letter of thanks from Saundersfoot in Bloom had been received.
- Lisa Bremner confirmed that it had.
- Commissioner D McDermott informed the Commissioners that the Historical Society have offered to assist with the Heritage Centres.
- Commissioner D McDermott to organise a meeting with the Heritage Group.
- Commissioner Sangster, Chair and John Cray will be going to the BPA conference from 17th to 19th October.

483. DIARY CONFIRMATION
25th October 2023