

MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 25TH OCTOBER 2023

PRESENT:

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

IN ATTENDANCE:

J Cray – Harbour Manager
L Bremner – Finance & Admin Manager
A Thomas – Accountant
Andrew Robertson-Williams

APOLOGIES:

Commissioner D McDermott
Commissioner J Codd
Commissioner P Parker

484. CHAIRMAN'S REPORT

The Chair welcomed all present and a special welcome to Andrew Robertson-Williams who had been invited to attend in order to commemorate his 20 years' service at the Harbour. The Chair expressed the gratitude of all at the harbour for his dedication and pointed out that during that time Andrew had seen significant changes. The Chair presented Andrew with gifts to thank him for the past 20 years.

SHC were represented at the BPA Conference last week hosted by Port of London Authority. There had been government representation from Westminster, Scotland and Northern Ireland but no representation from Wales. Common problems and ambitions for trust ports of all sizes were acknowledged and included interest rate rises, revenue streams, staffing, risk elements, HROs. Scotland's Department for Transport have created a department specifically to handle HROs.

485. DECLARATION OF INTEREST

No declarations of interest were made.

486. CONFIRMATION OF MINUTES

The Chair apologised for the late presentation of the minutes and financial reports due to the current workload of the team.

All present agreed that the minutes represent a true and accurate record of the meeting of 15th September 2023.

487. MATTERS ARISING

No matters arising.

488. 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 ANPR System is now fully installed on the harbour carpark and subject to it operating in the manner expected will be issuing PCN's in due course. Gathering data currently to represent a fair process for the purchasing of tickets.

3) Boat lifting

The Harbour team have completed the first week of boat lifts and have started to utilise the area in front of the sailing club first.

4) Crane Project

Unfortunately, Quantum have notified that they could no longer meet our time scale with regards the piling works, subsequently we have an alternative company coming to site late this week or early next to carry out the works to keep us on track. Offshore Marine are due to be delivering the crane late this week or early next week with the plan to come to site to install it and the HPU once the piling and pad are complete in the coming weeks.

5) Cliff works

Costs have come back to design a system to support the cliff in the safest and most economical way, another quote is awaited. The Cliff is continually being monitored by the harbour team and the number of small slips appears to have reduced greatly.

6) New Harbour Patrol Boat

The harbour team have taken delivery of a second-hand 5.8m rib craft.

7) Britannia Parking

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

8) Welcome Centre & Giftshop

Following discussions, it was decided that for the time being the Welcome Centre and gift shop would be managed by the Harbour Manager to ensure it is operated in a productive and efficient manner moving forward. The Harbour Manager will work closely with the Welcome Centre team leader to ensure staffing resources are being used as efficiently as possible. We will gather data over the coming weeks to use when making future stock plans and we will take a dynamic approach to all processes and be adaptable to suit demand.

The Welcome Centre will open from the 26th and will adopt a dynamic approach to the operational hours based on demand.

9) Events

The Big Bang event is taking place this weekend 27th,28th with the usual fair and subsequent fire work displays on the 28th.

10) Other events

New Years Day Swim

- Chair thanked David McDermott for his input and guidance and Wendy for her extensive input and the team in relation to the Welcome Centre and Schooner.
- Commissioner Goldsworthy then thanked Lisa, John and Andy for their efforts.
- Chair commented that in relation to the cliff face he wanted to bring to the Board's attention that a fairly forensic financial analysis was currently ongoing and as a result the Harbour was not currently in a position to carry out extensive cliff works.

489. COMMERCIAL OPERATIONS & PHASE 2

The Chair addressed the Commissioners.

SCHOONER & WELCOME CENTRE

Problems with the Schooner doors have been resolved.

ACCOMODATION

Discussions with WB Griffiths have led to room 10 shower room issues now rectified.

TULIP UMBRELLAS

In discussions with Neil Griffiths in relation to an alternative solution as it is unlikely we are going to receive a satisfactory response from the manufacturers.

490. FINANCE & GOVERNANCE

Ann Thomas addressed the meeting.

Figures were sent out yesterday and are relatively in line with forecasts.

Accommodation for the month was discussed.

The results overall were slightly up on forecast and on the previous year and in a net asset position.

- Commissioner Andrew Evans asked when would the mortgage terms be reviewed.
- Ann Thomas responded that there is an annual review every November.
- The Chair continued that expenses this winter will need to be must haves and not would likes.
- Commissioner Sangster suggested the possibility of applying for an interest free loan from Pembrokeshire Lottery. Chair asked the Board to approve an application to Pembrokeshire Lottery for £50,000 interest free loan. The Board approved.

491. HARBOUR REVISION ORDER

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

He reminded the Commissioners that he had reported in the last Commissioner's meeting about meetings held with the Advisory Committee. At these meetings the Advisory Committee agreed to withdraw certain objections and he responded to them in a report. They have since replied in an email and the Board had requested that the Commissioners were made aware of what the Advisory Committee are asking for.

During the meeting with the Advisory Committee, Commissioner Sangster was clear that whatever the outcome of that meeting that would be the conclusion and there would be no further meetings and any decisions would be taken by the Board. A meeting with the lawyer

Robbie Owens was held during the BPA conference in London and he agreed that the HRO needs to be brought to a conclusion.

Commissioner Sangster summarised the process that is to be followed in order to submit the HRO for ministerial approval.

In terms of what the Advisory Committee are asking for, they want another meeting but this time with the full Board of Commissioners and following that they want meetings with local politicians and the Minister. Should the Board wish to have such a meeting then in his view it should not be focused on the HRO as this should be brought to a conclusion and not delayed until after another meeting.

- Commissioner Andrew Evans clarified that meetings had been held with the Advisory Committee and they have raised issues which have been discussed with them and they have raised them again.
- Commissioner Sangster outlined that before the first meeting a list of the outstanding objections was sent and during the first meeting each objection was addressed one by one, and it was agreed to withdraw 2 of the 7 objections. One of the reasons for pursuing the HRO is to bring us in line with good governance practice for trust ports.
- Commissioner Andrew Evans asked if the issue is consultation.
- Commissioner Sangster replied that this is one point, but considered that SHC have consulted with the Advisory Committee throughout the process, but they disagree with SHC view.
- Commissioner Goldsworthy asked if the objections were concerned with the HRO following the correct procedures.
- Commissioner Sangster advised that the Advisory Committee considered they should have been pre-consulted before putting the HRO to Welsh Government for public consultation, but the commissioners took a different view.
- Chair added that our lawyer confirmed every step taken has been correct. SHC submitted the original draft and then consulted the Advisory Committee. He continued that he supports Commissioner Sangster with the approach he has taken.
- Commissioner Sangster clarified that the Advisory Committee have asked for 3 things, a meeting between the Advisory and Commissioners before the submission of the HRO, then subject to the outcome of that meeting a meeting is convened with a cross party group to share their position and requested an independent meeting with the Minister. The advisory committee remains concerned about what they perceive as a lack of consultation and lack of recognition of the unique qualities of the Saundersfoot community.
- Chair pointed out that the Board has approved Commissioner Sangster's recommendation on submission of the HRO and have taken legal advice.
- Chair suggested that the Commissioners offer to meet the Advisory Committee to discuss future strategy.
- Chair suggested that John Cray and Nicola Gandy attend.

492. ADVISORY & STAKEHOLDERS

Already discussed in the HRO section.

493. HR

Lisa Bremner addressed the Commissioners
Paul Pearson and Felicity Johnson have joined us as part-time assistants in the Welcome Centre.

494. ANY OTHER BUSINESS

495. DIARY CONFIRMATION
29th November 2023