

**SUMMARY MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 11<sup>TH</sup> NOVEMBER 2020**  
**ONLINE ZOOM MEETING**

**PRESENT:** Commissioner P Evans - Chair  
Commissioner T Sangster – Vice Chair  
Commissioner P Baker  
Commissioner A Evans  
Commissioner W Goldsworthy  
Commissioner D McDermott  
Commissioner J Codd  
Commissioner P Parker

**IN ATTENDANCE:** M Davies – CEO  
A Thomas – Accountant  
D Richards – Harbour Master  
L Bremner – Finance & Administration Officer

**43. APOLOGIES**

None

**44. CHAIRMAN'S REPORT**

The Chair welcomed all present to the online meeting and commended the Harbour Master and the team for the excellent work achieved in lifting the boats from the harbour.

**45. CONFIRMATION OF MINUTES**

It was agreed by the Commissioners that the minutes of the meeting held on 14<sup>th</sup> October 2020 are a true and accurate record and the minutes were approved.

**46. MATTERS ARISING**

**a) Minute 40b) ADVISORY & STAKEHOLDERS**

- Further discussion required with regards to timeline and details reported in the Minutes.

**b) Minute 41e) ANY OTHER BUSINESS**

Sky One filming of "A League of their Own" with Freddie Flintoff and Jamie Redknapp was postponed due to the Firebreak Lockdown Wales.

**47. HARBOUR OPERATIONS**

**a) The CEO addressed the Commissioners.**

Peninsula H&S representative came to the Harbour on 26<sup>th</sup> October to review the harbour's pedestrian accessways and in particular the immediate harbour walls. Recommendation was to implement an arrest barrier similar to those installed on the harbour events deck i.e. a three bar galvanised arrest barrier around the entire harbour public walkway, set back off the wall edge where possible by 1 – 1.5 metres, to both protect pedestrians and mooring holder access to the wall ladders. This new measure was now required due to the increased public movement with the new Phase 2 facilities and in particular the MCOE.

It is proposed that further enhancement strategies are explored that will widen the public walkways by reforming the walls that support the upper west road elevation leading to the MCOE as well as the flower beds.

Commissioner Parker has been on site with the CEO and Harbour Master to review these proposals.

**b) The Harbour Master presented his report to the Commissioners.**

**Fishing boats**

All fishing boats are working well and safely, although weather conditions through the winter may slow catch levels. All boats are now moored on their winter lines.

**Dry boat racking**

The dry boat racking area will be used for boat storage from November 1<sup>st</sup> for the winter season. The surrounding areas within the racking boat yard have been cleaned and tidied following the departure of the contractors.

**Moorings**

The mooring team have completed all line removal from within the harbour for the winter season. All lines have been removed, washed and stored and invoicing is underway.

**Boat lifting / Storage**

Boat lifts for this year have been completed with 43 vessels in storage, all customers have been invoiced for the service.

In addition, 6 boats have been removed from the harbour as the owners were in lockdown. The service will be chargeable as it is considered that the government provided sufficient time and information regarding the lockdown. All owners have been informed.

**Sand/Entrance Channel**

Minor sand movement work has been completed that is hoped will be sufficient until major work can be completed in March 2020.

**Staffing**

Staffing levels need to be reviewed in January 2021. It is expected that 2 new harbour staff will be required to operate the dry boat racking along with other harbour duties. Although COVID-19 restrictions may still be in place for 2021, therefore, recruitment will be held off for as long as possible before re-employing.

**Trinity House Inspections /MCA**

Trinity House annual inspection was completed on the 12<sup>th</sup> October and all was found to be in good order permitting the issue of the certificate.

The 'Port Waste Management Plan' has been submitted to the MCA for approval and after several weeks of work has been passed until Nov 2023.

**48. HARBOUR REVISION ORDER**

The Vice Chair informed the Commissioners that the objections laid against the HRO had been responded

The Chair asked the Board if any further information on the subject of the HRO was required by any Commissioner. No Commissioner requested additional information and the update was approved.

**49. MATTERS RESERVED FOR THE BOARD OF COMMISSIONERS**

The Vice Chair presented the document to the Board.

The Board approved the document as amended above which would now be updated and confirmed as having been approved by the board on this date.

**50. FINANCE & GOVERNANCE**

**a) Finance**

Ann Thomas outlined the financial performance for October 2020.

**51. END OF YEAR ACCOUNTS MARCH 2020**

The Chair noted that the end of year accounts are the culmination of the monthly financial reports prepared by Ann Thomas and are a great reflection on the accuracy with which the monthly reports are prepared.

Subject to approval the document will be forwarded to the Welsh Government Department of Transport and when registered it will be forwarded to the Harbour Advisory and posted on the Harbour Website for public access.

The Commissioners approved the end of year accounts for the year ended 31 March 2020.

**52. PHASE 2 DEVELOPMENTS REVIEW**

**a) Marine Centre of Excellence**

The building is now complete internally with only some external soffits and road barriers to complete.

The building is still awaiting sign off from PCC Building Control Dept,

**b) Ocean Square**

The exoskeleton is now in place around the Coal Building along with scaffolding to enable WBG to safely remove the roof structure.

The glass windows and partitions are being installed in the commercial units with and the ducting under the Plaza.

The expected date of completion has been extended end of March 2021, subject to no further delay and the Coal Building has slipped significantly to end of June 2021.

These dates have been reported to Welsh Government and are being reviewed on our forecast budgets.

**c) Schooner**

Commencement of work end of Jan 2021.

**53. COMMERCIAL OPERATIONS**

**a) Marine Centre of Excellence**

- The Treharne's are waiting for access to the MCOE to commence fitout.
- The CEO is in discussion with a company to take over the Water Activity Centre.

**b) Ocean Square**

Currently we have 6 units out of the sixteen taken or on offer.

**54. ADVISORY & STAKEHOLDERS**

The CEO confirmed there had been meetings with the Advisory Committee on site in relation to public safety and the arrest barriers and correspondence was ongoing via email. A further meeting is to be arranged.

**55. ANY OTHER BUSINESS**

**a)** The CEO announced that the Christmas Tree supplied by David Lewis, Hean Castel Estate, is to be installed at the end of November which will also include community involvement with decorations and memory tags.

**b)** The harbour is looking to support a community project within the flourish area next to the flagpole with a free book lending stall as a pilot project, further discussion on design of the stall is to be arranged.

**56. DIARY CONFIRMATION**

The date for the next Commissioners meeting is Wednesday December 9<sup>th</sup>, 2020 at 4pm.

The Chair thanked the Commissioners for their support and comments.