

MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 26TH JULY 2023

PRESENT:

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

IN ATTENDANCE:

J Cray – Harbour Manager
L Bremner – Finance & Admin Manager
A Thomas – Accountant
Ceri Jones – Faithful & Gould

APOLOGIES:

Commissioner P Evans – Chair
Commissioner J Codd
C Mills – Facilities & Communications Manager

455. Faithful & Gould - Tulip Umbrella Report

Ceri Jones addressed the Commissioners and informed them that he had a meeting with WBG and MDT Moritz on the previous Friday.

He hoped to establish that what had been provided was in accordance with the contract and that the performance specification of type E is in accordance with the contract and able to be used in an environment with a wind speed of up to 60 kmph. He hoped that the data Michael had collected with the anemometer would evidence the wind speed on the particular day that caused the damage and evidence that the wind speed was within performance specifications and that the Tulips should be replaced under the contract by WBG the contractor.

- John Cray explained that the damage to the Tulips had not been sustained on a single day but on several separate days. Data was needed over several days
- Ceri requested data on wind speeds for the days in question.
- Commissioner Sangster stated that the equipment had failed at wind speeds below the performance specification and asked what the recourse for this failure was.
- Data is needed to prove that the damage has been sustained at wind speeds much lower than 60kmph.
- John Cray mentioned that there should be a built in failsafe that would bring the umbrellas down automatically during a wind over a certain speed and that this would negate their argument as the failsafe should have worked in wind speeds exceeding 60 kmph.
- Ceri Jones confirmed that John Cray was correct.
- Commissioner Sangster asked Ceri Jones to confirm at what speed the failsafe mechanism would deploy.
- Ceri Jones agreed to check at what speed the failsafe mechanism deploys.

- Commissioner Parker asked where WBG had obtained their wind speed data.
- Ceri Jones responded that it was ordinance survey data but that as Michael had recorded data actually on Ocean Square he would prefer to use that data.

Ceri Jones outlined the options to the Commissioners. The quotations received from Moritz are for:

- Replace like for like
- Additional cost for more robust installation

The commissioners and Ceri Jones agreed that like for like would not be suitable.

- Commissioner A Evans pointed out that the umbrellas were under engineered for their specification and to get MDT to agree. Need to be engineered to the standard required and not at our cost.
- Commissioner Sangster proposed that there may be a benefit to get an independent specialist to demonstrate now that the structures are not up to the specification that has been paid for.
- Commissioner A Evans suggested contacting Youghal Council in Ireland to establish whether they had experienced similar issues.
- Commissioner Parker asked if MDT had checked that the spec was correct.
- Ceri Jones explained that MDT did not attend to commission the umbrellas as the installation took place during the Covid pandemic so are likely to blame the installers.
- John Cray suggested that the manufacturer should have tested the umbrellas to destruction before being put into production. If the failsafe is in place and the umbrellas were not up in 60 kmph wind does that negate fully their argument.
- Commissioner A Evans pointed out that there should be a tolerance above the tested specification.

Ceri Jones left the meeting.

- Commissioner Sangster proposed that he would contact Betsan Powell at JCP for advice.

456. CHAIRMAN'S REPORT

457.

The Vice-chair welcomed all present.

Wendy, Ted and Michael interviewed CEO candidates and have come up with a shortlist from those interviewed. The interview panel are confident that any of those on the shortlist would be able to take on the CEO duties. The Chair would like to be involved in the final decision.

- Commissioner A Evans asked if it would it be proper to share the shortlist, job spec, CVs, scoring matrix and recommendations with the rest of the Board for comment and noted that he had not seen the job spec.
- Commissioner Sangster agreed to share it.

458. DECLARATION OF INTEREST

No declarations of interest were declared.

459. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 28th June 2023.

460. MATTERS ARISING

No Matters arising from previous minutes.

461. HARBOUR OPERATIONS

John Cray addressed the Commissioners.

- **Fishing Fleet**

All active fishing vessels operating well with no reported issues.

- **Car park (Phase2)**

An issue with the new car park layout has been raised by several members of the public, the newly laid kerb line has unintentionally become a tripping hazard even though the harbour team painted it (yellow and white). As pedestrians navigate through the car park they are simply not looking down but are rather looking at the views of the beach and out to sea, this has resulted in several cases of people tripping.

Tom Colley from GD Harries came back to site to assess the issue and assured both the CEO and Harbour Manager that the kerbs were compliant with the relevant legislation as stipulated in the original tender. As a temporary measure, crowd barriers were setup along the length of the kerb to stop people stepping over it. Following a recommendation from Tom to limit the possibility of accidents occurring the harbour has purchased flexible plastic bollards and chains to be permanently located along the kerb line. This appears to have stopped people stepping over the kerb as much as reasonably practicable.

Peninsula were asked to come to site to give their view on the issue and the control measures that have been implemented. James Llewellyn (Peninsula H&S Representative) met with the Harbour Manager today 26th to overview the new carpark layout and the kerb, and the new layout was well received, he was happy with the control measures put in place with regards the kerb and confirmed we have done as much as is reasonably practicable.

- **Cliff face**

A quote for the stabilisation works to the area of the rock fall has been received and details were provided and discussed.

- **Harbour Crane Funding**

The Harbour Manager has been in frequent discussions with Helen Ross (PCC Flag) and Sarah Francis (Welsh Government) about options for upfront funding, the latest response received is as follows:

Hello John

I'm not sure what time your Board meeting is today but I have had a response from WG which is although more encouraging (finally) – I have been told that a process has been found to allow them to do this (there must be legal technicalities in the way) and they are just getting the required sign-off internally – she hopes to have a response by Friday.

I will update you further once I have an update.

462. COMMERCIAL OPERATIONS

Commissioner Sangster addressed the commissioners due to Cary's absence.

Tenants

- Tea Time fit-out is underway and should open soon.

Welcome & Heritage Centres

- No team leader appointed.
- Commissioner Goldsworthy has offered to assist with recruitment.
- Quote for restaurant flooring going ahead with KO Carpets.
- Mamgu's Welshcakes to extend seating outside.

463. EVENTS

Commissioner Sangster continued to address the Commissioners.

- Events this year still stand at:
 - Charity stalls throughout the summer season.
 - Music on the decking commenced on a Thursday
 - Tenby Male Voice Choir 15 August
 - Saundersfoot Triathlon 1 September
 - Home International Beach Sprints Regatta 9-10 September

464. PHASE 2

ANPR

Following several amendments to the original agreement the contract was signed on 18th July 2023.

Installation to start as soon as possible and the processes and delivery were discussed.

Planning Permission

Awaiting the confirmation for planning permission for a further 8 accommodation units within the MCOE. It has been confirmed by PCNPA via email with the formal approval letter to be sent later.

465. FINANCE & GOVERNANCE

Ann Thomas addressed the meeting.

Management figures indicate that the Harbour is performing just above forecast figures.

Auditors have completed their field work with no major issues reported.

The Financial Statements cannot be signed off by the auditors without the inclusion of the completed Commissioners Report. Deadline for submission to HMRC and payment of corporation tax is 31st December 2023.

FMX working for finance function. The remainder of the software still to follow for the other departments in due course.

HSBC loan criteria is unchanged however the manner in which overdraft requirements is assessed has changed and as the Harbour results remain healthy. If the grant funding can be upfront then the crane funding issue will be resolved. Discussion took place in regard to the cashflow.

Ann concluded that we need to be mindful that cash is extremely tight.

466. HARBOUR REVISION ORDER

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

To bring the HRO to a conclusion the following need to happen:

- Need to provide an updated statement in support. This is currently with the solicitors.
- Update consultation report and identify any changes made.
- Formal letter to the Minister.

Outstanding issues and objections.

- RYA are satisfied.
- SHC attended meeting with Advisory Committee this week to discuss outstanding objections

467. ADVISORY & STAKEHOLDERS

Commissioner Sangster addressed the Commissioners and reported on his meeting with the Advisory Committee.

The committee have several views in relation to improving the moorings that he would like to discuss with John Cray.

The Advisory Committee pointed out there used to be an annual meeting of all members of both the Commissioner Board and the Advisory Committee and would like this to be re-established. The commissioners were in favour.

The committee asked to meet the new CEO before a public announcement is made. This will be done by informing the Chair Phil Baker in order to organise the committee members to be introduced within a few days.

Re-establish the role of a Link Commissioner previously nominated by the Community Council and would attend both the advisory committee meetings and commissioner meetings.

468. HR

Lisa Bremner addressed the Commissioners

Appointment of the CEO and Welcome Centre Team leader is as yet to be made.

- Commissioner A Evans asked for a list of names of staff along with pictures.

469. ANY OTHER BUSINESS

Hosting the Enterprise Zone Board meeting at the Harbour 30th October.

- Commissioner McDermott mentioned that the Sailing Club suggested that better signage is needed.
- John Cray responded that Carys is working on signage for the Harbour.

470. DIARY CONFIRMATION

27th September 2023

471. ACTIONS PENDING

- John Cray/ Lisa Bremner to ask Carys to provide the wind speed data to Ceri Jones
- Ceri Jones to find out the point that the failsafe deploys
- Ceri Jones to establish if the product has been tested to destruction and to a tolerance above the specification.
- John to forward his contact details to Ceri Jones.
- Quantum to be invited to attend the October meeting.
- New CEO will need to draft the Commissioners report to be included with the accounts prior to them being signed off.
- Explore the possibility of grant funding to pay for cliff work.
- Ann Thomas to look at possible timescales to meet this level of expenditure