

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 30TH MARCH 2022**

PRESENT:

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

IN ATTENDANCE:

M Davies – CEO
A Thomas - Accountant
L Bremner – Finance & Administration Officer
C Mills – Facilities & Communications Manager

APOLOGIES:

Commissioner J Codd

250. CHAIRMAN'S REPORT

The Chair welcomed all attendees to the spring meeting.

251. DECLARATION OF INTEREST

The Chair asked the commissioners for any declarations of interest.
No declarations of interest were expressed.

252. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 23rd February 2022.

253. MATTERS ARISING

The Chair asked the commissioners for any matters arising.
Commissioner A Evans pointed out an inaccuracy in the minutes of 23rd February 2022 on page 4 there were 340 respondents covering 8200 venues.

254. HARBOUR OPERATIONS

CEO reported to the Commissioners.

- All fishing boats are presently working well with no reported issues.
- All staff are working well with WB Griffiths at present with no reported issues on site.
- The harbour staff have been continuing to complete maintenance including the flower beds.
- Roof tiles were fixed after the last storm.
- TRJ completed sand dredging which removed a significant level of sand from the back of the centre mooring and fishing wall, however, the easterly last week will require a slight refinement of the channel.
- Progressing with marine consent application.
- Boat Lifting to commence in April on the 4th and 5th and 25th – 29th.
- Car Park repairs are to be completed after Easter.

255. COMMERCIAL OPERATIONS

Carys Mills addressed the Commissioners.

Ocean Square

- Unit 10 the hair and beauty studio is open.
- Unit 11 lease is being finalised, and the tenant intends being ready to open during Easter holidays.
- Unit 16 Helly Hanson and Musto fit out progressing.
- Tulip umbrellas have been opened and additional benches are on order.

Marine Centre of Excellence

- **Restaurant**
Being promoted further.

Heritage Centres

Schooner, currently looking for suggestions for a name

256. **EVENTS**

- 1) Continuing to work with World Rowing towards the championships in October as well as with Tall Ship Wales for the Johanna Lucretia visit in June.
- 2) Due to the number of events in June/July it has been decided not to run the Harbour Festival this year.

257. **PHASE 2**

The CEO addressed the meeting.

Coming to the end of the phase 2 development. **MCOE: -**

- Further rainwater egress has been noticed, however no longer through the cladding which was previously obscuring the water penetration from some footplate of balcony doors and windows on the easterly elevation. WBG working to rectify this with its window contractors.

Plaza: -

Tulip canopies are in operation and the team are currently reviewing the seating plan to look at additional benches.

Coal Building: -

- The team marking out the zones for exhibition site with Perch & Ponder on site last week for final tweaks before production. Anticipated the Heritage and Welcome Centre open for July.
- WBG proceeding with accommodation of first floor of the Coal Building. Materials / Building regs and gas installation ongoing. CEO has asked to meet with the design team before building regs submission.

Schooner

Completion has been challenging, and small snags are holding up handover.

258. **FINANCE & GOVERNANCE**

Ann Thomas addressed the meeting.

259. **HR**

The CEO addressed the meeting.

Staffing

Welcome and Heritage Team leader interviews were held over the past week,

260. **HARBOUR REVISION ORDER**

Commissioner Sangster addressed the commissioners.

Welsh Government lawyers have almost finished dealing with the HRO ahead of us. Once that has been finished they will turn their attention to our HRO but there has been no specific date offered.

261. **ADVISORY & STAKEHOLDERS**

CEO reported that a Meeting is to be held 26th of April.

- CEO attended the Saundersfoot Chamber of Tourism on the 24th of March.
- CEO attended village Christmas celebration working party on the 29th of March

262. **ANY OTHER BUSINESS**

Commissioner - W Goldsworthy and CEO attended a meeting with PCC, PCNPA and Port Authority to discuss using water ways as a link between north, south and coastal areas.

263. **DIARY CONFIRMATION**

27th April 2022. Commissioner A Sangster conveyed his apologies as he has a prior engagement and is unable to attend.

264. **ACTIONS PENDING**