North Sunderland Harbour Commissioners

Wednesday 20th May 2026 2pm

General Meeting - Minutes

Present:	Apologies Received:
James Boulton (JB) Chair	Toby Douglas (TD)
Glen Annison (GA)	Guy Renner-Thompson
Michael Evans (ME)	.
Matthew Stephenson (MS)	
Fiona Kibby (FK) Harbour Master (HM)	
Kerren Rodgers (KR)	

1.0	**Apologies for Absence & Declarations of Interest**	**Action**
1.1	There were no changes re Declarations of Interest for this meeting.	
2.0	**Approval of Minutes**	**Action**
2.1	The minutes of the March 2026 meeting were proposed by ME, seconded by MS and approved. The minutes will be added to the website by the Clerk.	**Clerk**
3.0	**Actions List/ Matters Arising**	**Action**
3.1	Still awaiting quotes for the double glazing of the Harbour cottage - action carried forward	
4.0	**HRO update**	**Action**
4.1	No further update, Ashfords LLP are continuing to keep the document updated so that it may progress quickly when it gets to the review stage.	

4.2	NIFCA Commissioners – JB is progressing this matter with NIFCA and discussing with Mark Southerton. It is important the Board of Commissioners has correct representation from NIFCA if appointments can be made.	
5.0	**Port Marine Safety Code - Update**	
5.1	A full review of the Risk Assessments (RA) has been carried out. A few minor updates have been added to the main RA.	
5.2	Harbour Assistant duties have been added to the RA. This ensures the maintenance tasks carried out by harbour staff are correctly risk assessed.	
5.3	Updated versions of the RA will be added to the website	**Clerk**
6.0	**Registered Dealer in Controlled Oils (RDCO) update**	
6.1	Following the application to become a RDCO and subsequent audit by HMRC, NSHC is now re-registered as a dealer to sell Marine Oil. This rebated red diesel is for commercial vessels only and NSHC is required to send quarterly returns to HMRC with information on sales. As we do not sell to leisure vessels there should be no duty to pay. HMRC has required NSHC to have procedures in place to ensure that MO is only sold to our approved list of vessels and that MO / rebated fuel is not used for other purposes. This will require sales to be supervised. The HM will send out a new policy to all fuel key fob holders on the new instructions.	**FK**
7.0	**Projects/ HM update**	**Action**
7.1	Pontoon- was re-installed at the beginning of April. Some adjustments have been made to the position of the gangway. This has reduced the pontoon space under the gangway. Scope to add some extra pontoon sections here to give berthing for small ribs.	**FK**
7.3	Waste Tank replacement - as part of the Port Master Plan, NSH have committed to replacing the underground waste oil tank and sealing or removing it. The HM circulated a quote for the new above ground, bunded tank which was approved. HM to find a contractor to inspect and advise on the safe removal of old tank.	**FK**
7.4	Grant funding – MMO EOI to be completed by HM, expansion of pontoons, removal of old metal steps, harbour vehicle, cranes – to be explored.	**FK**
7.5	Port Master Plan – has been shared with the HUG - awaiting their next meeting (September) and/ or responses.	
8.0	**Booking Offices**	
8.1	There was a discussion on the criteria needed to evidence '2 businesses' so that NSHC can consider the current situation as well as applications for second booking offices. It was agreed that the HM would request UTR (unique tax reference)	**FK**

	details for each. In addition, once the criteria are agreed the booking office policy will be updated to reflect it.	
8.2	There was a further discussion about the crowds forming at booking offices and how this can be made safer. The Harbour assistants should be requested to support marshalling at busy times, especially during periods of busy traffic or when the forklift is in use. Some options for other places that boat trip customers can wait for trip boats were also discussed – this should be discussed by the HUG.	
9.0	**P&L,Finance**	**Action**
9.1 9.2	The Commissioners considered the year end management accounts and noted it had been a successful year. There were no further comments. The 2026/ 27 budget had been circulated to all commissioners. • Noted the increase in fuel purchase costs due to rising fuel prices generally. This is mostly recouped through fuel sales • Noted March Salaries are exceeding the employers NI limits • Agreement to ensure there is scope to accrue dredging costs. • The budget was adopted and to be sent to the accountants	
10.0	**Top 3 Risks – HM.**	
	a – Tripping Boat – Boarding and Landing b – Diving Incident – brought ashore c – Cargo lifting on dockside Top 3 risks remain as above.	
11.0	**Any Other Business - All**	**Action**
11.1	None noted	
12.0	**Dates of next meeting**	
	24th July – not suitable for JB, Options to be circulated for 22nd or 23rd July 25th September 20th November	