



North Sunderland Harbour Commissioners

Thursday 23rd January 2026 – 2pm

General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Guy Renner-Thompson (GR-T)
Toby Douglas (TD)		Kerren Rodgers (KR)
Michael Evans (ME)		
Glen Annison (GA)		
Fiona Kibby (FK) Harbour Master (HM)		
Matthew Stephenson (MS)		
1.	Apologies for Absence & Declarations of Interest	Action
1.1	There were no changes re Declarations of Interest for this meeting.	
2.	Approval of Minutes	Action
2.1	The minutes of the meeting on 21 st November 2025 were approved. The minutes will be added to the website by the Clerk.	Clerk
3.	Actions List/ Matters Arising	Action
3.1	Outstanding actions on the action list were discussed; <ul style="list-style-type: none"> • Second booking office policy to be enforced - FK • Plan for harbour public spaces – TD • RNLI storage shed to be removed/ charged – FK 	

	<ul style="list-style-type: none"> Repair to a damaged electric box is needed on the long pier. Oswald Hughes have made a repair to the electric cabling to make it safe but brickwork/ anchoring is required to ensure it is secure. There is no further update on the Viking wall repair. 	
4	HRO update	Action
4.1	No further update at this meeting.	
5	Projects/ HM update	Action
5.1	The Harbour Master is chasing for the improvements to the floats by Inland and Coastal. This will enable the pontoon to be re-installed in March 2026.	FK
5.2	Pontoon Lighting – Oswald Hughes yet to start this work.	FK
5.3	<p>Thorntons are planning to be at the harbour from 1st February for dredging (weather permitting) and will be meeting the HM on 28/01/26 to discuss the detail of the work. The expectation is that much of the work will be done on evening low tides. The Clerk is sending a letter to the residents so they are aware of the work and that it will be short term.</p> <p>It was noted that the volume of material moved by the contractor would need to be tracked.</p>	FK
5.4	Oswald Hughes are continuing to complete the rectification works highlighted in the EICR inspection.	
6	P&L, Finance	Action
6.1	There was a discussion on expenditure for the current financial year. There were a number of suggestions including further work on the harbour cottage. T look at replacement windows and roofing, both of which are required	Clerk
6.2	The cash balances were not available at time of meeting, Clerk to supply these at start of each month and will now do so for each Commissioners meeting.	Clerk
7	Harbour Users Group	Action
7.1	<p>FK summarised the main discussion points from the HUG meeting on 22/01/26.</p> <p>The action (from the PMSC audit) to prepare a Port Emergency plan was supported by the HUG. JB suggested that this work is supported by Ron Bailey DP with the Commissioners. FK to speak to RB and get a quote for his time on this project.</p> <p>Other items arising from the HUG meeting</p> <ol style="list-style-type: none"> Closing the harbour gates in poor weather, which was supported by the Commissioners on the grounds of Health & Safety. Fluke Hole – HM to meet and discuss PMSC compliance (as a marine facility under the code) with the Fluke Hole users 	

	<p>3. Port Emergency Plan – it was suggested that a joint exercise with the RNLI, to ‘test’ a plan, would be beneficial.</p> <p>4. Fluke Hole – a reminder to the dredging contractors to take care of mooring chains and avoid them where possible.</p> <p>5. RNLI fete 25th May – RNLI keen to expand this. The HUG group suggested they widen the activity across the village.</p>	
8	Harbour Assistants - Recruitment	Action
8.1	The Commissioners approved the offering of jobs to two candidates, interviewed in December, by JB and MS, on the basis of a job share, providing full time cover at the Harbour, in conjunction with the Harbour Master. The proposal being a start in February to benefit from training and shadowing of the current team. The Commissioners noted that Neil would leave his temporary position at the Harbour as soon as he was required in his other job.	
9	Top 3 Risks – HM.	
	<p>a – Tripping Boat – Boarding and Landing</p> <p>b – Diving Incident – brought ashore</p> <p>c – Cargo lifting on dockside</p> <p>Top 3 risks remain as above.</p>	
10	Any Other Business - All	Action
10.1	Seafit – Requested dates from Fishermen’s Mission to use harbour office on 27 th February 2026 and 20 th March 2026 were approved. There was also a request for a Seafit dental van on 29 th May although there was some concern about this being a busy time at harbour so it was agreed that FK would look at alternative dates or arrangements.	FK
10.2	FK explained there had been some confusion over the request from Dean Barclay to have his amusement rides at the Harbour for the New Years Eve Fireworks, as he hadn’t arranged this with the event organiser, but failed to explain this at the time of the request, unfortunately FK had therefore had to ask him to leave shortly after he had arrived.	
10.3	Coffee Cart – the e-mail from the Harkers was discussed. The Commissioners reviewed the circumstances and their decision to offer licence to other another party, but agreed it was the correct decision. FK to respond to Harkers to inform them.	FK
11	Dates of next meetings 2026	

11.1

20th March

22nd May

24th July

25th September

20th November