



North Sunderland Harbour Commissioners
General Meeting

Friday 17th May 2024 @ 14.00, The Olde Ship
Minutes

Present:

James Boulton (JB) Chair
Toby Douglas (TD)
Michael Evans (ME)
Colin Hardy (CH)
William Lawrence (WL)
Guy Renner-Thompson (GR-T)
Kerren Rodgers (KR)
Matthew Stephenson (MS)

Paul Brown (PB) Harbour Master (HM)
Kay Barkess (KB) Clerk

- 1. Apologies Received – None.**
Declarations of Interest – None.

- 2. Approval of Minutes from 22nd March 2024.**
Unanimously approved.

Items in bold = action / result / decision.
NFA = No Further Action.

- 3. Actions from Meeting 22nd March 2024:**

3a Oswald Hughes arranging electrical repairs at HM Cottage and quoting for other items raised on their Survey.

Visit to be arranged.

Clerk.

3c Harbour staff training levels to be assessed once the staff team composition has been agreed – **ongoing.**

HM.

3f	HM to update Marine Safety Plan – ongoing.	HM.
6a	New NIFCA Chair to be contacted to nominate new IFCA Commissioner to replace LW. Complete See 5a.	Chair.
6dii	Port Master Plan to be progressed, once 2024/5 budget is finalised. First draft July meeting.	Chair / TD / HM.
7	Winter hardstanding fees to be confirmed -if any. New berthing agreement addresses this: Para 9.3 – 9.4 (SMS Section 13 - page 10) “9.3 In the period 30th November – 31st March, the licensee may seek permission from the Harbour Master to place the Vessel on an agreed area of hard standing for repairs. 9.4 Use of the hardstanding will be free to the Licensee for a period of up to 14 days, after which a charge will be levied.” HM.	
8b	SMS and RAs to be placed on website. Complete, but each SMS & RA item needs to be re-checked – errors present.	HM / Clerk.
9	IT Tender to be agreed and issued to JD Vision and two other companies. IT / CCTV Paper in production for July meeting.	HM.
12b	“No Entry” hatching to be painted at entrance to Short pier and Middle pier. In Progress to be complete by end July.	HM.
12b	Area for staff parking to be agreed then clearly marked. In progress, to be complete by end July.	HM.
13	Finance Policy to be agreed and then invoice wording and letters drafted accordingly. Policy complete, collection letters to be sent / issued before 14th June	Clerk.
14	MMO response to query about 'new' quote for freezers being accepted – On going.	TD.
15a	Harbour Users Group (HUG) to be advertised re participants. Complete.	HM.
15b	Harbour Users Group first meeting to take place on 16 May 2024 – Complete.	HM.
17	Elections - Ashfords LLP to be contacted to update On upcoming Fisherman’s election in Oct - Complete.	Chair.

4. Update on Recruitment

Fiona Kibby, HM at Dunbar, has worked four days at NSH. Dunbar have increased the rate they initially agreed whilst she is with NSHC. JB and PB are discussing rate with Dunbar.

Agreed that Fiona Kibby should be engaged to work 2 days a week at NSH from mid-June to end Sept. **Action Chair / HM.**

5. Scrutiny and Compliance

5a – NIFCA have nominated Catherine Seymour as next NIFCA NSH Commissioner. If appointment approved by NIFCA, she will attend September 2024 NSHC meeting. **NFA.**

5b – PB reported discussion with MCA at recent UKHMA meeting that MCA are “broadly content” with progress and situation at NSH. **NFA.**

5c – PMSC Audit is booked in for June 2024 with our DP, Ron Bailey. **Written report to be delivered at July meeting.** **DP / HM.**

5d – Trinity House inspection on 30th April 2024 – no issues. **NFA.**

6. Updated Berthing Agreement

6a – New Berthing Agreement is being sent out. **All to be issued by 7th June.** **Clerk.**

6b – Free boat storage on the hard standing finishes on 31st May and after that all boat owners have been made aware that charge will be £8 a day per car park space occupied. As per Action 3.7 above. **NFA.**

7. IT & CCTV

7a - The SMS and RA’s are now live on NSHC’s website. PB asked that all Commissioners review the current website and respond with observations.

Errors are present – Harbour Staff to check and correct before end June. **HM / Clerk.**

8. HRO update

Chair received update from Ashford – current queue for HRO is 36 months although expected to shorten. JB gave update on changes recommended by Ashfords and advised that additional consultation was not expected. As Mr Shiel was one of the objectors Chair and HM will meet again with him to discuss his objections. **Update in July.** **Chair /HM.**

9. Harbour Master's to do list

9a – Harbour Users Code of Conduct. PB thanked TD, WL and MS for their feedback. It was decided to retain the document but to update / soften the terminology.

HM to re-write for July meeting. HM.

9b – Port Master Plan. Once 2024/5 budget is agreed - JB, PB and TD will **produce first draft for July meeting.** HM.

9c – Electric Charging. Key cards were discussed, and the idea was unanimously agreed. It was agreed to reduce the number of electric towers on the piers but also noted that some of the electric points are used by Seahouses Festive Lights. WL noted that electric and water were previously charged.

PB to produce costed proposal for July meeting. HM.

9d – Garages and Kilns Policy.

Agreed that the garages, which are already metered should be charged with immediate effect. HM Clerk.

Agreed that, where possible, an electricity charge for other users should be introduced as soon as possible, even if it is just a contribution for electricity use.

PB / FK will have a paper drafted and ready for Commissioners July 2024. HM.

9e – Passenger Pontoon. A pull test was suggested as was an ultra-sound survey to ensure that the wall can safely secure the pontoon.

TD will progress the project, price options and report in July. TD.

10. Finance

10a – Monthly & Quarterly cashflow.

Commissioners agreed that aim will be for all the car park machines to be card only. Cash machines to be phased out.

HM to action as a part of Port Master Plan. HM.

10b - Oil sales were discussed. KR noted that report should show stock valuation. KR volunteered to assist with production of 2024/5 budget. Clerk to provide bank statements for 2023/4.

Updated budget and variation to be reported at July meeting HM / KR.

10c – List of Debtors.

Invoices have been updated to record that all future debts will be charged at 8.5%. HM and Clerk to chase fuel and berth fee debtors in accordance with Finance Policy.

Progress report at July meeting. Clerk / HM.

11. Freezer Project

TD advised that new freezer is expected within 6-8 weeks.

Updated groundworks were approved and need to be arranged once area is clear. 2nd Skip arrives early June.

NTM to be issued to clear area by 14th June.

HM

Electric usage per pallet was agreed at £50pm + VAT.

Clerk

Harbour Users Group (HUG)

First meeting took place on 16th May 2024. Michael Dawson was elected as Chair and Ian Clemmett as Clerk. A HUG section to be included on the NSH website and the minutes of the HUG meeting recorded. HM to report activity of HUG at every NSHC meeting.

Next meeting is scheduled for Thursday 19th September 2024.

Items discussed:

- Harbour Litter bins – as a trial **GR-T will arrange with the Council delivery of one bin with a 'seagull proof' cover.** **GR-T**
- HM to provide written quarterly report to NSH parish. **HM**
- Better signage to NCC toilets in Hbr. **HM**
- RNLI requested a bike rack in Hbr – to be discussed in July **HM**

12. Top 3 Risks

Risk profiles have not changed since last meeting:

- a. Tripping Boat - Boarding and Landing.
- b. Diving Incident - brought ashore.
- c. Cargo lifting on dockside.

13. Any other business

JB advised that Edwin Thompson have been instructed to assess the Harbour Master's Cottage to ensure NSHC are meeting responsibilities and that current rent is at current market rate.

Meeting adjourned at 4.20pm

14. Date of next two Meetings

2.00pm - 19th July 2024 – Olde Ship Ward Room

2.00pm - 20th September 2024 – Olde Ship Ward Room