



North Sunderland Harbour Commissioners

Friday 19th July 2024

General Meeting - Minutes

Present:	Apologies Received:
James Boulton (JB) Chair	Michael Evans (MH)
Toby Douglas (TD)	William Lawrence (WL)
Colin Hardy (CH)	Guy Renner Thompson (GR-T)
Kerren Rodgers (KR)	
Matthew Stephenson (MS)	
Paul Brown (PB) Harbour Master (HM)	
Fiona Kibby (FK) Deputy Harbour Master (DHM)	
Kay Barkess (KCB) Clerk	
<p>Notes:</p> <ul style="list-style-type: none"> a. Items in bold denote an action, a result or a decision. b. NFA denotes No Further Action. 	
<p>1. Declarations of Interest</p>	None.

2.	Approval of Minutes	Action
	The minutes from the meeting on 17 th May 2024 were unanimously approved.	Clerk
3.	Actions from Meeting 17th May 2024:	Action
	3 (3A) Oswald Hughes to conduct repairs at HM Cottage. Oswald Hughes have carried out and completed repairs at HM Cottage.	Complete
	3 (6diii) First draft of Port Master Plan has been issued and was discussed by the Commissioners. Plan will be further developed by HM for approval and adoption by the Commissioners at the September meeting.	HM
	3 (9) CCTV - Two companies to be approached, including JD Vision, to provide a proposal and potential for tender. Carried over from previous meeting to be presented for approval at the September meeting.	DHM
	3 (12b) Parking and line marking - Hatching re “No entry” on piers and staff parking to be proposed and quoted.	DHM
	3(13) Debtors letters to be issued to those with debt over 60 days overdue.	HM
	4 Fiona Kibby, DHM, is now on loan from Dunbar Harbour Trust to attend NSHC two days a week. Arrangements to be reviewed in September.	HM
	5c PMSC audit was completed by Ron Bailey DP in June – result to be discussed at this meeting	Complete
	6 Updated Berthing and Ticket Booth Agreements have been issued.	Complete
	9a Code of Conduct drafted. To be issued for discussion and approval by Harbour Users Group.	HM
	9c Electricity Charging Paper drafted, actions agreed. Plan to be delivered as per decision paper.	DHM
	9d Garages and Kilns Licences issued.	Complete
	9e pontoons – DHM has provided TD with an alternate contact re GPS equipment and view to ‘pull test.’	DHM
	10a Car park machines to be changed to card only as they need to be replaced.	Clerk
	11 Freezers delivered 23 rd July 2024.	Complete
	12 HUG – David Fordy, as Parish Councillor, is arranging two bins to be delivered and sited on LA road who will arrange weekly emptying.	Complete
	12 HUG – clearer signage re the location of public toilets.	HM
	12 HUG – bike rack area has been incorporated in the planned hatching area.	DHM

4	Recruitment	Action
	<p>- Fiona Kibby, The Harbour Master from Dunbar and now Deputy Harbour Master for NSH, was introduced to the meeting. Ron Bailey advised that the remote HM is becoming more of an industry norm and in his view, acceptable. Fiona will attend as an on-site presence in Seahouses two days a week.</p> <p>The arrangement will be reviewed at the end of September.</p>	HM
5	Scrutiny and Compliance –	Action
5a	<p>NIFCA have nominated Catherine Seymour as next NIFCA NSH Commissioner, and she will attend the September 2024 NSHC meeting.</p> <p>HM will arrange Duty Holder training for her prior to the September meeting.</p>	HM
5b	<p>PMSC – Ron Bailey confirmed that NSHC is now compliant with PMSC.</p> <p>PB to contact Calvin Haugh, MCA, to advise him of the audit findings.</p>	HM
5c	<p>Risk Assessments - DHM, is reviewing NSH RA's to ensure that the documented controls are effective and reflect the capabilities of NSH. Ongoing.</p>	DHM
6	Berthing Agreements	Action
6a	<p>3 berth holders still have to sign agreements. HM is chasing and in conversation with each.</p> <p>Update at September meeting.</p>	HM/DHM
6b	<p>Bills issued re vessel “Nonakie” on the hardstanding have been paid to date. It was moved to the slipway on 17th July. It is understood that there is ongoing work to the vessels gear box.</p> <p>Commissioners discussed the loss of parking income caused by vessels stored on pier - cars are less likely to drive past and park past boats.</p>	HM / DHM
7	Harbour Revision Order	Action
7a	<p>Ashford's LLP are spearheading the drive to get the new Government to speed up approvals of HROs – stalled with the previous government.</p> <p>Update to follow at September meeting.</p>	HM
8	Port Master Plan	Action
8a	<p>The first draft has been circulated to Commissioners for consideration and input.</p> <p>An updated draft will be presented for adoption by the Commissioners at the September meeting. A copy will also be sent for comment by the Harbour Users Group.</p>	HM

9	Electricity charges	
9a	<p>A decision paper on the electricity charging process was circulated, the recommendation of the paper was accepted.</p> <p>KR queried if users can pay by debit card at each tower and whether smart payments via mobile phone app were possible.</p> <p>DHM explained that these types of tower would be more expensive. It was agreed to check on costs but the Commissioners approved the project as per the paper and using Oswald Hughes as the main contractor.</p>	DHM
9b	Letters to be issued to stores/ kilns lease holders to advise that electricity in all stores will be charged from 1st September 2024.	DHM/ Clerk
10	NSH Harbour Users - Code of Conduct	Action
	<p>An updated copy of the Code was presented to the Commissioners.</p> <p>HM will send a copy to the HUG for their comment and approval.</p>	HM
11	HM's To Do List	Action
11a	Garages and Kilns licences have been issued.	
11b	CCTV IT paper – DHM arranging site visits with 2 contractors to provide quotations. Paper to be presented at September meeting.	DHM
11c	National Trust tripping boat complaint was noted. Incident occurred outside NSH SHA area = so passed to National Trust for action. NB- there are no guidelines re how close vessels can approach the islands.	
11d	New harbour chartlet to replace 1931 hand drawn edition. ABP Mer are in the process of producing a new chartlet for use with the NSH HRO.	HM
11e	Port Hydrographic Survey – NSH need a baseline port survey so that trends in silting or scouring can be established over time. Costings for delivery are being invited from 2 contractors. Should then require 1 annual survey to establish trends and inform dredge requirement.	DHM
12	Finance	Action
12a	Only the P&L was available at time of meeting. KR is reviewing the figures.	
12b	Discussion on progress and variance against forecast, note budget was just based on last year and phased throughout the year but this will be refined.	
12c	List of debtors was discussed, and DHM/ Clerk are actioning. KR offered assistance.	DHM/ Clerk
13	Freezer Project Update (TD)	Action
13a	Last containers are being removed. KDM delivering freezer 23 July. Electric works arranged.	

13b	<p>HM proposed the boat lift be placed in the boat yard and vessels for repair should be sited in boat yard. There was a discussion on not replacing the containers in the yard but there was an agreed need for storage for some gear.</p> <p>A need was identified to understand the future use of this area and to be included in the Master Plan, which is to be presented to Commissioners in September. 4 containers will be installed and assess the possibilities offered by the remaining space.</p>	HM
14	Pontoon Project update – TD	Action
	<p>DHM has provided contact info for company re scanning walls re integrity/pull tests. It was agreed that this should be carried out regardless of the pontoon project.</p> <p>Update on the Pontoon project to be delivered at September meeting.</p>	<p>TD</p> <p>HM / TD</p>
15	Staff Handbook	Action
	<p>The new staff handbook has been updated and reviewed by the Commissioners.</p> <p>This is now to be incorporated into the NSH documentary system and all new staff to be provided access to a copy. It should be reviewed annually.</p>	HM
16	Harbour Users Group	Action
	<p>The next Harbour Users Group (HUG) next meeting is scheduled for 19th Sept.</p> <p>One Commissioner is requested to attend – HM to prompt HUG for action at the beginning of September.</p>	HM
17	NSH Top Three Risks	Action
	<p>The top three risks in the Harbour were discussed and remain unchanged as below.</p> <p>a – Tripping Boat – boarding and landing b – Diving incident – brought ashore c – Cargo lifting on dockside</p> <p>To date, no risks have occurred in the Harbour.</p>	HM
18	Any Other Business	Action
18a	<p>TD observed that the bench sited outside Kiln 2 should be removed and site levelled. The bench will be renovated.</p>	DHM
18b	<p>PB/ KR queried the Passenger Dues charging structure. There was a query on the method of the change from ‘per passenger’ to a “flat rate” per vessel.</p> <p>It was noted that the per passenger system was open to abuse which prompted the change, but there are no records of the methodology used by the Commissioners or that any stakeholder consultation occurred.</p>	

	<p>KR queried if the payment structure was fair. The immediate view of Commissioners present was that the system in place was fair and that no changes should be made immediately.</p> <p>HM noted that the new PMSC and finance policy requires an annual review of charging rates (and if necessary, structure) be conducted by the Commissioners at the November meeting. Any decision would be informed by benchmarking with other similar ports around the UK and using input from the Harbour Users Group.</p> <p>Any change would then be introduced on the 1st April the following year. A review of the charging structure to be the subject of a decision paper for the November Commissioners meeting.</p>	HM
19	Dates of Next Meetings	Actions
	<p>2024:</p> <p>20th September 22nd November</p> <p>2025:</p> <p>24th January 21st March 16th May 18th July 6th September 21st November</p> <p>All meetings at 1400 Friday, in the Wardroom, The Olde Ship.</p> <p>HM to send out electronic diary invites to all Commissioners.</p>	HM
20	Meeting Ended at 1615.	