



North Sunderland Harbour Commissioners

Wednesday 22nd July 2026 2pm

General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Michael Evans (ME)
Glen Annison (GA)		
Matthew Stephenson (MS)		
Kerren Rodgers (KR)		
Toby Douglas (TD)		
Guy Renner-Thompson (GRT)		
Fiona Kibby (FK) - Harbour Master (minutes)		
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 May 2026 meeting were proposed by KR, seconded by GA and approved, (subject to 1 minor amendment to wording). The minutes will be added to the website by the Clerk.	Clerk
3.0	Actions List/ Matters Arising	Action
3.1	Harbour cottage window quote to be circulated before approval.	
4.0	HRO update	Action

4.1	JB and GRT are meeting Mark Southerton of NIFCA (on Wednesday 29 th July) to discuss options to appoint and / or advertise for NIFCA appointments to the Board of Commissioners. JB pointed out that the appointments are NIFCA appointments, not NSHC appointments.	
4.2	No further update on the progress of HRO	
7.0	Projects/ HM update	Action
7.1	Pontoon- installation of the lights nearly complete. Inland and Coastal have visited to review options for improvements to the pontoon and expand under the gangway (for small boats). Noted that a further wall survey will be required and cost to be included in the grant application. Discussed the removal of old metal steps and options for pontoon in their place supported (and to be included in grant application). A plan/drawing was circulated to the Commissioners who supported the concept of extending the existing pontoon. The removal of the old steps by Thorburns was also agreed. FK to get final quotes and further explore grant funding	FK
7.3	The old underground waste oil tank has been inspected. The contractor has proposed that the final contents are removed from the tank as a first step. This will allow for full camera scoping of the size of tank, cleaning and then foam filling. Removal of oil was quoted at £2862 (vacuum tanker to uplift oil, clean tank and prepare for foam filling). A further quote for the filling will follow once this work is complete and the full extent of the tank is established.	FK
7.4	Harbour Vehicle – FK requested that the harbour team has a vehicle to help move equipment, tools etc. around the harbour and to make it easier on the Harbour Assistants to carry heavy items around without the need to use the forklift. The Lee Wire Van was approved for use in the short term (once taxed and MOT'd) and FK to look at Gator style vehicles (budget £14-17K). The use of vehicles will also require a risk assessment, training and driving licences checked. Also any vehicle in use will be added to the harbour insurance.	FK
7.5	Car Park Machines – The harbour team are experiencing issues with the car park machines, most likely due to volume of people and pressure on mobile networks. The card transactions were timing out before they could be processed by the ticket machines. This could result in loss of parking income. The team have also learned more about ensuring the machine batteries are charging correctly and have been monitoring this, noting some improvement. However, it is likely that investment in new parking machines will be due in the next 1-2 years. Either with 'Windcave' connection or new machines. FK to review the harbour strategic plan and look at when the machines are scheduled to be replaced.	FK

8.0	Booking Offices	
8.1	There was a discussion on the policy for businesses to open a second booking office, further to the decision at the last meeting on the provision of Unique Tax Reference numbers for each business. TD also intimated that he would provide his UTR further to his request for a second booking office for his business use. The Booking Office licence document may need amending to reflect this policy and FK to review it.	FK
9.0	P&L, Finance	Action
9.1	There was a query on the energy costs (Corona) for June, noted that the June bills amounted to more than April to June combined. This is thought to be a billing issue/ phasing issue. FK to check and share the detail.	FK
9.2	Also noted was increase in spend on machinery maintenance. This is due to work on cranes, fuel tank and pump, forklift repairs.	
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	Terry Taylor has now ended his employment. The Commissioner's wished him well with his ongoing health and recovery.	
11.2	The issue of the kiln wall repairs is still ongoing with The Viking management company and further correspondence has been received from them and a suitable reply provided. Awaiting their response.	
12.0	Dates of next meeting	
	25th September 2026 20th November 2026	