

Dunbar Harbour Trust

Minutes of the Ordinary Meeting in McArthur's Store, Dunbar on Thursday 8th July, 2010

Present: C McWhannell, S Turnbull, D Ainsley, R Hamilton

Apologies: J Band, T Band, B Cleator, A Davidson, B Donald, I Fleming, P Johnstone.

1. Welcome and apologies

CMcW took the Chair and welcomed those present. Apologies were noted.

2. Handover to new Chairman

CMcW informed the meeting that, as previously agreed by the Board, he was now standing down as Chairman and invited ST to take the Chair. ST accepted the invitation and thanked CMcW for his services to the Board as Chairman over the past years.

ST informed the Board that he had received notification from IF that, as he would shortly be moving away from the area that he wished to resign as a member of the Board. On behalf of the Board, ST asked that his thanks for Iain's excellent support and assistance be recorded in the Minutes.

In his letter of resignation, IF had provided the names of three persons who were particularly interest in the harbour and who might be prepared to join the DHT Board. ST agreed to contact them. **Action ST**

3. Approval of Minutes of previous meeting

The minutes of the previous meeting were approved subject to the amendment of the date of the meeting to 10th June.

4. Matters arising

ST agreed to follow up on whether there was a copy of the specifications for the heating system in McArthur's Store and pass these to DA for discussion with G McNeill. **Action ST**

5. Insurance Arrangements

The letter received from Everard with regard to the Trust's storm damage cover was discussed. It was agreed that CMcW should respond advising Everard that the Board considered Everard at fault for failing to provide the DHT with adequate insurance cover and that it was the Board's intention to take legal advice on what further steps they might take to recover the costs of the damage. These costs were in the region of £15,000 excluding the cost of the repair to the breakwater which could amount to £35,000. The letter would also invite Everard to arrange for a visit to Dunbar by the underwriters in order to agree the necessary amendments to the current policy to ensure adequate cover for any future events. **Action CMcW**

DA also agreed to draft a letter which could be sent to legal firms with experience of charities inviting them to quote for services which they would be prepared to offer. DA would circulate a list of suitable firms known to him. **Action DA**

6. HMC Matters

Maintenance Budget

It was agreed that the cost of repairing the pier adjacent to the maintenance hardstanding of £2,428.00 should not come out of the HMC maintenance budget and should be deemed as DHT expenditure.

Action BD

ST agreed to review the terms of reference of the DHMC, which were originally prepared in August 2004, to reflect the activities currently undertaken by the DHMC and ensure clarity of responsibilities.

Action ST

BD would be asked to advise on the cost of the skip currently in use outside McArthur's Store. Subject to this information, consideration would be given to providing a smaller (and cheaper) skip. RH offered to provide a list of skip operators.

Action JB/BD/RH

JB/BD would also be **asked** to confirm that the skip supplier had provided the Trust with a "waste transfer note" which is a legal environmental requirement.

Action JB/BD

ST agreed to write a letter of complaint to SW, SEPA (&MSP?) with regard to the continuing problem with the discharge of effluent into the harbour from the sewage pumping station.

Action ST

CMcW agreed to contact Rankine Fraser with regard to the possible construction of path along the east side of the battery which could be used by divers to access the sea.

Action CMcW

7. McArthur's Store Fire Risk Assessment

CMcW reported that the fire risk audit carried out by Lothian & Borders Fire Brigade had not raised any major fire issues which were not already being addressed. The auditor complemented the Trust on the fire risk assessment which had been carried out and suggested that it be amended to include a column on the right hand side to indicate actions to be undertaken and timing.

Action BD

It was also suggested that a file be opened with a section for each store which would include any relevant details and correspondence associated with that store.

Action JB

It was agreed that CMcW would confirm with the insurance brokers that provision of a fire proof cabinet in each of the stores would be permitted. The insurance broker would also be asked about what restrictions may be imposed on hot working within each store. An option of providing a separate 'mini caravan' for hot working might be considered subject to the advice from the insurance broker.

Action CMcW

Subject to the response from the insurance broker, fire proof cabinets would be ordered and installed.

Action BC

It was agreed that the Trust would pay for PAT certification of all portable appliances in McArthur's Store. Details to be retained on individual store files. BD to be asked to contact David Warren who has offered to carry out the necessary tests.

Action BD

The doors on the second floor need to be padlocked. If there is a need for them to be used, procedures to cover this eventuality need to be put in place. As it stands, whilst the doors can be opened, the Trust is in contravention of HS regulations.

Action JB

8. Finance Update

CMcW informed the meeting that BD had advised him that draft accounts for the year to 31st January 2010 were ready. CMcW agreed to prepare a draft Report by the Directors for consideration by the Board and it was agreed that the accounts would be presented to the Board for their approval prior to the AGM. **Action CMcW/BD**

9. Projects Update

Signage

RH advise that planning approval had finally been received for the proposed harbour signs. It was agreed that he should give the contractor the go ahead with the erection of the signs. The cost is estimated at £4,000 and completion is expected by mid August. RH was actively pursuing potential funders and it was agreed that the Trust would pay for any deficit in funding. **Action RH**

Meter for Launching Charges

CMcW agreed to get in touch with IF and progress this project. The Trust had been advised against solar powered meters and the provision of a mains power supply was being looked into which could be made available at the same time as the provision of power to the RNLI container/portacabins. **Action CMcW**

Harbour Fabric

A report from Beckett Rankine has been received which includes recommendations for the maintenance of the harbour fabric. These recommendations include:-

- the removal of seaweed from the harbour walls,
- a video of the walls with still which could be used for comparison purposes,
- further investigatory work, and
- a resultant plan of campaign.

RH was in touch with Gordon Hart of the EFF with a view to sourcing funding for the work required. **Action RH**

Maintenance Bay

Still awaiting decision on EFF funding **Action RH**

Ladders

Watts to complete this work when safety railing have been replaced. **Action RH**

Lamer Island

CMcW to follow up with Rankin Fraser. **Action CMcW**

Amenities Building

The new planning officer at ELC is now requesting a completely new planning application because we have had to re-site the building approximately one metre to avoid the remains discovered during the archaeological investigation. The architect has volunteered to make the new application free of charge and has written a letter of complaint to Peter Collins, Head of Planning at ELC. **Action ST**

McArthur's Store

A broadband and telephone connection has now been installed in the DHT office within McArthur's Store. The telephone sockets at McArthur's Store have never been connected to the telephone line and a telecomms technician will need to be employed to connect the socket to the line. RT has offered to arrange this and to purchase a telephone handset. ST to discuss with RT **Action ST**

A decision now needs to be made with regard to the computer equipment and office furniture required in the office and the sourcing of this equipment and furniture.

Action JB/BD

A snagging list has been prepared by LDN. A plan of action needs to be agreed with LDN and the project manager (George McNeill)

Action JB

Landscaping

RT to make a presentation of the landscaping proposals to the August meeting of the Board .

Action ST

Harbour Development

Beckett Rankine will complete their report during July. They are currently waiting for information from Fred Olsen. Some budget remains which could be used to explore detailed costs of different option. Estimates for the entire scheme are around £18m.

DA suggests we start to identify potential consultants and contractors for the next steps. BC to explore how this project could be taken forward in the form of a community interest group.

Representatives from Fred Olsen are scheduled to visit Dunbar during the week commencing 9th August.

Action BC

10. Communication

CMcW informed the Board that he was currently working with Andre Coner with the aim of updating the DHT website.

Action CMcW

ST said that Dave Johnstone had offered his assistance with Press and PR on behalf of the Trust. It was agreed that the Trust should accept his offer.

Action ST

11. AOB

Load Testing

The slings on the new powered davit have not been load tested. BC recommends that the harbourmaster be asked to draw up a list of lifting gear within the harbour and that a programme of testing is then carried out.

Action ST

Date with Kittiwakes

Scheduled for 10th & 11th July in conjunction with the RSPB.

Taking a Line

Scheduled for the week beginning 7th August.