

**SUMMARY MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 14<sup>TH</sup> OCTOBER 2020**  
**ONLINE ZOOM MEETING**

**PRESENT:** Commissioner P Evans - Chair  
Commissioner T Sangster – Vice Chair  
Commissioner P Baker  
Commissioner A Evans  
Commissioner W Goldsworthy  
Commissioner D McDermott  
Commissioner J Codd  
Commissioner P Parker

**IN ATTENDANCE:** M Davies – CEO  
A Thomas – Accountant  
L Bremner – Finance & Administration Officer

**32. APOLOGIES**

Commissioner A Evans excused himself at 16:30.

**33. CHAIRMAN'S REPORT**

The Chair welcomed all present to the online meeting and informed the Commissioners that two resolutions require approval.

The first resolution would be proposed by the Chair and the second to be proposed by the Vice Chair.

The Chair welcomed the Finance & Administration Officer Lisa Bremner.

**34. CONFIRMATION OF MINUTES**

It was agreed by the Commissioners that the minutes of the meeting held on 15<sup>th</sup> September 2020 be approved and signed.

**35. MATTERS ARISING**

**a) Minute 26 Harbour Revision Order**

The Vice Chair referred to the draft document on Matters Reserved for the Board discussed at the previous meeting and subsequently sent to the Board for comment and noted no comments had been received and requested that a reminder be included in the agenda for the next meeting.

**36. HAROUR OPERATIONS**

**a) Installation of new Harbour barriers around the Harbour walls**

The CEO referred to comments from the previous meeting concerning railings and barriers.

We are waiting on Peninsula to send out an H&S advisor to assess what we are proposing. It is hoped that we can replicate what is already on the Harbour, however, the CEO recognises the comments raised by commissioners that before committing to railing cost this will be deemed suitable for the purpose.

**b) The Harbour Master's Report**

The CEO delivered the report provided by the Harbour Master.

- Currently, in the process of lifting the few yachts back out of the harbour that were launched during July of this year. There were 17 yachts launched using the Wise lift and 10 boats launched with our quick trolley.
- With various areas throughout the UK going into short lockdowns we are expecting our workload to increase as these customers are unable to perform recovery themselves. Once again, we are happy to help at present with the extra boats and storage but there will be a cost for this work payable by each customer.
- All our staff have worked very hard throughout the past summer; therefore, I shall be allowing them to now take some holiday from November time onwards so that they can recharge in preparation for the winter.
- Harbour Master met with the Trinity House inspector this morning and he is satisfied that all is well with our buoyage and management areas, therefore, he will send out his report within the next few days.

### **37. FINANCE & GOVERNANCE**

#### **a) Finance**

Ann Thomas, Accountant outlined the financial performance for September 2020

- End of Year accounts March 2020  
Audit review and KPI and financial risk report is now in draft format and in a position to be submitted to the board, and then included and forwarded to Welsh Government.

#### **b) Governance**

The Chair referred to the email he had recently sent to all commissioners and proposed a resolution that commissioners remain in their entirety until the Harbour Revision Order 2020 agreed by Welsh Government and has been put in place.

All commissioners were in favour and agreed the resolution.

### **38. PHASE 2 DEVELOPMENTS REVIEW**

The CEO addressed the commissioners as follows:

#### **a) Marine Centre of Excellence**

- Coms / Road and exterior vertical finishes to be completed by the 23rd Oct with only the fence line to be finalised. However, unclear on the timeline but should be achieved within the next 14 days.

#### **b) Ocean Square and Coal Building: -**

- Work has dramatically slowed on this build primarily due to a reworking of the engineering process of preventing the building from falling when they take the roof off. This issue has now been resolved and as of today, a metal framework is being attached to the exterior and interior of the building which will support the wall structure.
- Expected completion April 2021

#### **c) Coastal Schooner: -**

- All aspects of the design have now been agreed with regards to the engineering framework/standing rigging and masts. Hopefully, we will have the illustrations over the coming weeks.
- Commencement on Site Nov 2020, completion 2021.

### **39. COMMERCIAL OPERATIONS**

The CEO addressed the commissioners.

#### **a) Marine Centre of Excellence**

- EJ Hales have advised that they are in early discussions with another party with regards to the restaurant operation in addition to the current interest.
- The CEO has received interest with regards to the Water Activity Centre.

#### **b) Ocean Square**

- EJ Hales has been advised by the CEO to constrain all efforts in promoting A1 business on the plaza

#### **c) Interactive Centre**

Perch and Ponder have been awarded the Interactive contract and are now commencing further design work with Carys Mills the Harbour Welcome and Heritage Officer

### **40. ADVISORY & STAKEHOLDERS**

**a)** Meeting held on the 1st of October regarding HRO.

**b)** The Vice Chair addressed the Commissioners in relation to the Advisory Committee objections to the Harbour Revision Order.

- The Vice Chair confirmed he and the CEO had engaged with the Advisory Committee in relation to their objections raised with Welsh Government and responded to each of the objections that the Committee had made.
- The Vice Chair noted that the commissioners had approved the HRO before it was published but that as a result of discussions with the RYA and the Advisory Committee we had indicated that we would be

prepared to remove the proposed changes relating to the Advisory Committee and therefore, continue to work with the Advisory Committee in line with the 2011 HEO.

- Given this change to the previous approval it was advisable to have a formal acceptance and he therefore proposed a resolution to accept the amended HRO which now withdrew the changes to the Advisory Committee selection.
- In conclusion, the Chair asked the Board if they would accept the Vice Chair's resolution that the HRO be accepted in its entirety but be amended to allow for the removal of the changes to the Advisory Committee
- The Commissioners agreed.

#### **41. ANY OTHER BUSINESS**

- a) The CEO announced that the Harbour is taking part in the virtual regional mid and South West Wales business roadshow on the 22nd Oct which Carys has created some online publicity to be displaced with a presence from us online for any inquires.
- b) Commissioner D McDermott enquired in relation to bench maintenance. The CEO advised that due to lockdown and the reduction of staff the usual maintenance had not yet taken place. Refurbishment would be scheduled following the completion of the boat lifts.
- c) Commissioner Parker thanked the CEO and Commissioner W Goldsworthy for conducting the interviews.
- d) Commissioner Baker thanked the Harbour for providing Saundersfoot Medical Centre with gazebos for the walk-in flu vaccinations.
- e) The CEO announced that Sky One set to film from the Harbour on Friday the 23rd of October "A league of their own" with Jamie Redknapp and Andy Flintoff. They are making use of the MCOE as a prep area and the majority of filming is on the beach (subject to habitation licence).

#### **42. DIARY CONFIRMATION**

The date for the next Commissioners meeting is Wednesday November 11<sup>th</sup> and the following meeting Wednesday December 9<sup>th</sup>, 2020.