

**MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 20<sup>th</sup> JANUARY 2021**  
**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 P Parker

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

**71. APOLOGIES**

Commissioner J Codd  
David Richards – Harbour Master

**72. CHAIRMAN'S REPORT**

The Chair welcomed all present to the first online meeting of 2021.

The Chair announced that occupation of the MCoE had taken place and that there were contractors currently fitting out the chandlery unit within the MCoE.

The Chair acknowledged that the effects of COVID-19 were coming ever closer and offered his sympathies to anyone that had been affected in whatever capacity. Various measures have been implemented at the harbour including the wearing of masks, a track and trace procedure and flexible furlough scheme.

The Chair wished all present a belated happy new year.

**73. CONFIRMATION OF MINUTES**

It was agreed by all the Commissioners in attendance that the minutes of the meeting held on 9<sup>th</sup> December 2020 are a true and accurate record and the minutes were approved by all commissioners present.

**74. MATTERS ARISING**

a) Minute 70 ACTIONS PENDING 1)

Commissioner Sangster and Commissioner A Evans met as planned. The review of previous meeting minutes continues to be ongoing and a written report will be presented to the commissioners at the next commissioners meeting.

b) Minute 64 HARBOUR REVISION ORDER

Commissioner A Evans asked that "Tourism Group" be amended to "Chamber of Tourism".

**75. HARBOUR OPERATIONS**

The CEO reported on the harbour operations.

- The CEO informed the commissioners that the harbour staff were currently on flexible furlough.
- Boatyards are securely locked and monitored,
- The toilets are currently closed and this is being reviewed weekly.
- The new barriers are due for delivery in the next week or so and installation is planned for February.
- Boat Racking poses an issue which the Harbour Master will review with the team and report back to CEO.

**76. PHASE 2 DEVELOPMENTS REVIEW**

The CEO advised that due to lockdown and the current restrictions in place work on phase 2 has slowed.

Further discussion between F&G and WBG are required.

**a) Ocean Square**

Ocean Square has been delayed further due to COVID-19. Several of the sub-contractors are currently shielding or self-isolating. To ensure site safety for WBG teams and Harbour no further viewing on site will be

permitted until a safe perimeter for tenant fit-out can be established mid-Feb or when government restrictions relax.

**b) The Schooner**

Similar delays due to COVID-19 are being experienced. However, it is still expected that the site will be established on the decking towards the end of January.

**c) The Harbour Car Park**

During January, The Harbour Carpark will be undergoing rainwater drainage installation as part of the Plaza development, therefore, a significant section of the car park facing onto the beach will be unusable for two weeks.

**77. HARBOUR REVISION ORDER**

The Chair recalled that commissioners were asked in the September 2020 meeting if they were satisfied with the content of the HRO and suggested a one-off Zoom meeting to discuss and focus on the HRO directly. All commissioners present agreed.

**78. FINANCE & GOVERNANCE**

Overall finances are in line with forecasts.

A difficult period is likely from January to March as COVID-19 has intensified the normally slower trading pattern for the period.

Staff are currently on flexi-furlough.

- Commissioner Sangster asked whether the audited accounts had been submitted.
- Ann Thomas confirmed the audited accounts had been submitted to the Department of Transport as required.
- Commissioner Sangster asked if the accounts had been published on the web site.
- The CEO advised the accounts would be posted to the web site following confirmation from Welsh Government.

**79. COMMERCIAL OPERATIONS**

Pembrokeshire Property Management has agreed to a commercial lease for the Old Harbour Office. A 5 year lease has been agreed. They intend to recruit 8 new staff this season to support their business at the Harbour.

Interest has been received for the MCoE restaurant,

The plaza leases are moving forward and the confirmation of the lease for unit 3 with The Little Beehive Company selling local honey and related products is in progress.

**80. ADVISORY & STAKEHOLDERS**

The CEO reported that there had been a productive Zoom meeting with the Advisory Committee attended by himself, Commissioner Baker and the Harbour Master.

Discussions included:

- a) CEO discussed Phase Two progress and highlighted delays due to COVID.
- b) Discussion on a coordinated approach to village car parking to support current and future tourism. (CEO agreed)
- c) Work with Community Council on use of Bionavils car park for coach use. (CEO agreed)
- d) Discussion relating to the Harbour Board operation monthly and quarterly (reformed back in Sep 2020) and how these boards function and decision-making processes. CEO confirmed the operational process of the board and that he equally has delegated powers via the board.
- e) Discuss Harbour entrance and sand build-up which the Harbour Master assured the group that he and his team regularly monitor and if required will undertake some small remedial work. However, the large diggers are targeted at specific times of the year. A proposal by the group to whether it was prudent to restrict boat movements to time/depth during significant sand build-ups on the entrance which the Harbour Master is considering if vessels fail to self-regulate.
- f) 2021 and 2022 National and World Rowing events discussed.

**81. ANY OTHER BUSINESS**

**82. DIARY CONFIRMATION**

The Chair proposed the next meeting to be held on 24<sup>th</sup> February 2021