

**MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING**  
**HELD ON WEDNESDAY 29<sup>TH</sup> NOVEMBER 2023**

**PRESENT:**

Commissioner P Evans – Chair  
Commissioner A Sangster – Vice Chair  
Commissioner A Evans  
Commissioner W Goldsworthy  
Commissioner D McDermott  
Commissioner J Codd

**IN ATTENDANCE:**

N Gandy - CEO  
J Cray – Harbour Manager  
L Bremner – Finance & Admin Manager  
A Thomas – Accountant  
A Collins – Facilities Manager

**APOLOGIES:**

Commissioner P Parker

**496. CHAIRMAN'S REPORT**

The Chair offered a warm welcome to Nicola Gandy as the new CEO.  
The Chair advised that the harbour recently hosted the Haven Enterprise Zone Board, where the Chair gave a presentation and tour of the harbour.

**497. DECLARATION OF INTEREST**

No declarations of interest were made.

**498. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 25<sup>th</sup> October 2023.

**499. MATTERS ARISING**

No matters arising.

**500. HARBOUR OPERATIONS**

John Cray addressed the Commissioners.

- **Crane Project**

The crane works have progressed extremely well over the last month. Welsh Government have agreed to a project extension deadline to ensure completion.

- **Boat lifting**

The 2023 winter boat lifting operation is now complete, with the only vessel's remaining in the harbour being the commercial fishing boats.

- **Fees & Charges**

Following a recent price review and benchmarking our boat lifting charges have increased in line with our closest competitors

Reference:

- Storage Per foot per week .73p > £1.00
  - Lifting £3.96 > £4.50 per foot
  - Introduction of a lift and hold charge £5.75 per foot, lift hold for up to one hour and relaunch.
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- The Chair asked when the proposed fee changes would commence.
  - John Cray clarified that these would be introduced in January 2024.

- **Welcome Centre & Giftshop**

An operational review has been carried out within the Welcome and Heritage Centre and following careful assessment of all options to ensure the success of the operation it was decided the Welcome Centre Team Leader post was not required for the time being. The two Welcome Centre Assistants have now been given more hours to bolster the rota and this has allowed the Schooner and Heritage Centre tours to be offered five days a week as opposed to the previous three days per week.

- **Cliff Foliage Removal**

Yun Hider has begun the cutting back of the foliage on the cliff face, he has started at the Marine Centre, and will be working his way around the boat racking and on to the toilet block, cutting back as much as reasonably practicable to ensure the stability of the cliff.

**Christmas Lights**

- The Harbour's Christmas lights will going up on December 5<sup>th</sup> with the aim of completing Ocean Square, Marine Centre, and Schooner in around 3-4 days, it has also been agreed that a Christmas tree will be positioned in front of the Welcome Centre to be used once again as a memory tree. This has been very well received over the last few seasons.

- **Events**

The next scheduled event is the New Years Day Swim, as always, the Harbour Team will help the event organisers as much as possible during the event to ensure its success.

- **Proposal to Sell Bay Pontoons**

The Harbour Manager has been contacted by independent parties who have shown interest in acquiring the bay pontoons should they become available for sale. The pontoons, due to their size and their high draft were not well received with visiting vessels who almost always utilised a swing mooring instead. With the above in mind JC proposed that the pontoons be made available on the open market.

- The Chair asked for Board approval for JC to dispose of the pontoons.
- The Board approved the disposal of the pontoons.

## **501. COMMERCIAL OPERATIONS**

The Chair welcomed Andy Collins, the harbour Facilities Manager to the meeting.

Andy addressed the commissioners.  
Andy provided the commissioners with an overview of facilities management and maintenance programme.

## **Property, Compliance & Facilities**

### **Compliance:**

Just two planned service visits in November.

- Swansea Lift for service on all 4 lifts, completed.
- The regular window clean completed.

Reactive work – 100% of reported issues attended to the same day either in-house or by contractor.

36 reactive jobs completed in November.

### **Other highlights:**

- Redecoration work has begun in the Marine Centre cabins.
- WB Griffiths continuing to work on the Schooner roof leak, on site for 7 days this month.
- New 6 monthly routines put in place to oil all tenant door locks and re-stick any loose window seals (this has been put in place as a result of a number of reported issues throughout the year so far). Locks and Windows being landlord responsibility.
- Budget plan underway to re-number the Coal House bedrooms from 1-14 to 20-33 to align with the Marine Centre room numbers and cause less confusion for guests.
- Contractor booked in to carry out system health and check and service of our solar panel systems.

The Chair addressed the meeting

### **Tulip Umbrellas**

A meeting took place with WBG regarding the umbrellas and an agreement was reached. The manufacturer of the umbrellas is not going to cooperate, however, WB Griffiths have agreed to a solution at their cost. JC & NG to assist with sourcing the solution.

Proposal is to not replace the umbrellas like for like due to the incompatibility of eth product with the exposed environment, but move forward with an alternative solution. A commercial sailmaker is attending the harbour in January to look at solutions.

### **EV Charges**

Contract changes have been concluded.

Subject to Board agreement a 10 year lease has been agreed with an option for a further 10 years subject to target achievement and satisfactory performance.

They have also accepted the inclusion of an innovation clause

The Chair asked the Board to accept the terms and conditions, the Board agreed.

The EV Charging should be in place by April 2024.

### **Unit 16**

Musto/Helly Hanson franchise have a periodic tenancy as they were allowed to occupy without a signed lease. SHC are in discussions with the tenant regarding they vacating the premises in 2024.

## **502. FINANCE & GOVERNANCE**

Ann Thomas addressed the meeting.

Monthly management accounts indicate the Harbour performed well during October. Difficulties in cash flow during winter months have been discussed previously.

The Chair presented the end of year accounts to the Board and informed them that they would be sent to LHP this evening for sign off. LHP's audit report is complimentary and has not identified any material uncertainties.

The Chair asked for Board approval for them to be signed before sending on to LHP.

The Board approved the financial statements.

## **503. HARBOUR REVISION ORDER**

### **504.**

Commissioner Sangster briefed the Board on the progress of the HRO.

All documentation has been sent to Robbie Owen in preparation for the submission. At his suggestion contact has been made with Carolyn Hughes our official contact at WG to update her on progress , where Commissioner Sangster found out that Marie Williams would be the contact going forward.

## **505. ADVISORY & STAKEHOLDERS**

- The Chair asked what was being done about Christmas lights this year.
- John Cray responded that the harbour would be putting up lights on the harbour as usual.
- Commissioner A Evans mentioned there had been comments on social media regarding the village Christmas lights and there are a few individuals trying to get together to organise traders to put their own lights up.
- In respect of New Years Eve, John Cray mentioned that he had concerns that individuals may try to let off fireworks on the harbour on New Years Eve and that he has not been approached by anyone for permission. He continued that the former Chamber for Tourism had a track record of putting on events successfully.
- The Chair asked if there could be a light show on the Schooner and a countdown to midnight.
- John Cray responded that the harbour would not be able to put this on ourselves and would need an external company so it would come down to cost.

## **506. HR**

Covered in Chairman's report and Harbour Operations

## **507. ANY OTHER BUSINESS**

- Commissioner D McDermott raised Saundersfoot in Bloom. Saundersfoot has been very successful in Wales in Bloom so much so that Saundersfoot has been nominated to be the Welsh representative in Britain in Bloom. There's a meeting next Wednesday in Regency Hall and JC & NG to attend.

**508. DIARY CONFIRMATION**

Next Board meeting will be 31<sup>st</sup> January 2024.