

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**MEETING**  
**HELD ON WEDNESDAY 27<sup>th</sup> November 2024**

**PRESENT:**

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

**IN ATTENDANCE:**

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

**APOLOGIES:**

Commissioner D McDermott

**591. CHAIRMAN’S REPORT**

Sailing Ahead strategy hit the targets set. Creating a new strategy has been discussed previously in Commissioners meetings and a strategy working group has been established. A report to be provided for the commissioners following each strategy group meeting in January, February and March.

**592. DECLARATION OF INTEREST**

No declarations of interest were stated.

**593. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 16<sup>th</sup> October 2024.

**594. MATTERS ARISING**

No matters arising.

**595. HARBOUR OPERATIONS**

Nicola Gandy addressed the meeting.

**Crane issue**

Update on Offshore Marine matter. Solicitors have located owner and have written to him to request payment. No payment has been received to date. Welsh Government have been contacted for a meeting to discuss next steps.

John Cray addressed the meeting.

**Fishing Fleet**

The resident fishing fleet are currently operating well with no reported issues, the seasonal bass fishing vessels are due to finish for 2024 at the end of November.

**Boat Lifting**

The 2024 autumn boat lifting operation has been completed.

**Harbour Team**

The harbour team have been busy preparing for the winter months, scheduling necessary maintenance works and drafting a plan for the spring sand works. The team have completed the installation of an electrical supply to the winter boat storage area behind the old harbour office. Members of the team are planning to have a few days off for a well-earned break during the festive season utilising some of their leave entitlement.

### **Saundersfoot Harbour Christmas Tree**

The 2024 Saundersfoot Harbour Christmas tree is now in position outside the Welcome Centre and is already being well received by groups of local residents that have become accustomed to utilising the tree as a memory tree.

### **Slipway Launch Permits**

With the view to rationalising and maximising all revenue streams it is proposed that for 2025 a charge be added to our current pricing for sailing and unpowered vessels that utilise the harbour slipway: (Current pre RPI increase prices).

- Daily Launching Permit – Trailered sailing per day £16.00 (Brought in line with motorised vessels, also includes position for trailer whilst at sea)
  - Daily Launching Permit - motorised per day £16.00 (Includes position for trailer whilst at sea)
  - Daily Launching Permit - non-powered, tenders, sailing dinghies, small row boats, kayaks, etc. £2.50 (Does not include position for a trailer whilst at sea, if trailer is present standard launching permit applies).
  - Annual Launching Permit – Trailered sailing and motorised £176.00
  - Annual Launching Permit - non-powered, tenders, sailing dinghies, small row boats, kayaks, etc. £27.50 (Does not include position for a trailer whilst at sea, if trailer is present standard launching permit applies)
- 
- Chair asked commissioners to agree to John's proposal and it was agreed by Commissioners

### **596. COMMERCIAL OPERATIONS**

Nicola Gandy addressed the commissioners.

#### **WB Griffiths**

Update on ongoing dialogue relating to the MCOE. The MD and specialist advisors are coming on Friday, and we are due to meet with them next week.

#### **Accommodation**

The new cleaning company are proving to be a success.

Coastal Cottages have installed a system and following a 4 week period Coastal have been advised that we need two systems as it is hard to decipher which building has been booked and risks customers with dogs using Ocean Square and guests are getting lost frequently.

#### **Tenants**

Restaurant has had one viewing but fit out costs and first floor location put them off, so still no interest.

Wedding licence has been obtained and hoping to utilise the restaurant space as a wedding venue.

#### **Welcome Centre**

Opening has been reduced to Friday, Saturday and Sunday. Visitor numbers have been limited.

## **597. EVENTS**

## **598. FINANCE & GOVERNANCE**

CEO addressed the commissioners.

Lisa and CEO attended HSBC Strategy for Growth session which was helpful and informative. Made good contacts with other businesses and HSBC.

Approval to set the annual increases to harbour fees and charges based on autumn RPI of 2.7% was requested. Commissioners approved the increase.

Currently, there are around 200 annual car park permits with around 60 of those linked to individuals that have no direct connection with the harbour other than buying an annual car park pass. The CEO proposed to increase the charge to non-harbour users to £300 per year equating to £0.82 per day and requested commissioner's approval to make this change. Currently, this allows these individuals the same benefit as mooring holders, tenants and other harbour users and impacts on car park income generation.

- Chair confirmed that he is in favour as it shows a concession to harbour users.
- Commissioner Sangster clarified that there would be clear differentiation between harbour users and anyone else.

The commissioners supported the proposal to increase the car park permits to £300 for non-harbour users.

HSBC put the harbour forward for Swansea Bay Business Awards 2025 and we are finalists for Not for Profit Business of the year.

## **599. HRO**

Commissioner Sangster addressed the commissioners.

No progress since last report.

CEO reported that Mari at WG has said that it will go to cabinet secretary at end of year and a final decision after that.

## **600. HR**

Andy Collins has reduced his hours by one day per fortnight.

Seasonal worker Anthony Sambrook has stayed on for one day per week.

## **601. ADVISORY AND STAKEHOLDERS**

Nicola Gandy addressed the meeting.

Advisory Committee meeting was cancelled at the request of the Chair.

Second tenant's forum held.

Meeting with Street Food Circus keen to return next year.

Appointed a safety advisor over a two year period.

Health and Safety audit by insurers.

PCC held their consultation on street and highway changes in the Coal Building and have rebooked for March.

Wesh Ports meeting in Cardiff on Monday

Having discussions for Marine Licence.

Christmas market on 14<sup>th</sup> December in Coal Building

**602. ANY OTHER BUSINESS**

CEO addressed the commissioners

**603. DIARY CONFIRMATION**

Next official Board meeting will be Wednesday 29<sup>th</sup> January 2025.