



North Sunderland Harbour Commissioners

Friday 7th February 2025 – 2pm

General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Catherine Seymour (CS)
Glen Annison (GA)		Matthew Stephenson (MS)
Toby Douglas (TD)		Ron Bailey (RB) – Designated Person
Michael Evans (ME)		
Colin Hardy (CH)		
Guy Renner-Thompson (GR-T)		
Kerren Rodgers (KR)		
Fiona Kibby (FK) Harbour Master (HM)		
Kay Barkess (KCB) Clerk		
Notes: Items in bold denote an action, a result or a decision. NFA denotes No Further Action.		
1.	Apologies for Absence & Declarations of Interest	Action
	Catherine Seymour and Matthew Stephenson sent apologies for absence. No changes re Declarations of Interest.	NFA
2.	Approval of Minutes	
2.1	The Minutes from meeting on 22 November 2024 were unanimously approved.	Clerk

3.0	Actions List/ Matters Arising	Action
3.1	Dredging – recent offer to share a dredging vessel with Eyemouth and Amble harbours has been discounted. Need for any future licences and methods are being investigated.	FK
4	HRO update	Action
4.1	There is no new update. GR-T to contact, as per previous meeting, David Smith MP re invite and meet/ greet at Harbour and HRO current position and expected timescale.	GR-T
5	Projects update	Action
5.1	CCTV – estimated start date 4 March. JD Vision is to meet with Ad-Hoc and FK on-site. GA mentioned that there are no lights at freezers – FK confirmed this is part of the ongoing improvements.	FK
5.2	Power pedestals - First pedestal has been installed and software set up on new laptop. Casing being re-assessed re fit by Oswald Hughes prior to proceeding with all pedestals.	
5.3	Pontoon/Wall survey – Core survey completed to 1.5m. Pull test to be carried out. Installation scheduled for mid-March. Due to length of time since original quote there may be an increase to some costs. Handrails need to be considered at pier side. During installation the harbour steps can still be used with public being guided by pleasure boat staff / NSH staff and clear signage will be in-situ. Once in place disabled access will be hugely improved for our visitors. TD indicated that the Insurance Broker is aware of additional coverage required when Pontoon in-situ.	TD/FK
6	P&L, Finance	
6.1	There was a discussion on consultant fees. Debtors – FK shared debtor information and is attempting to address aged debt with those individuals.	Ongoing FK
6.2	It was agreed that from 1 April 2025 any local/ frequent visitor vessel (e.g. for safe haven) would be issued a Berthing Agreement and be expected to pay ad hoc Landing Dues but no 'minimum' amount charged as not resident berth holder.	FK/KCB
6.3	The question of fuel duty (and VAT on fuel) was discussed. FK has sought advice from GWA and will advise further in due course.	FK
7	Harbour Rates and the Charging Regime	
7.1	The proposal paper on harbour fees for 2025/6 shared by FK on 22 November 2024 meeting. Fees were summarised in a charging table at this meeting. This was unanimously agreed and 2025/26 berthing agreements and invoices will be issued	FK/KCB

[illegible]

12	Dates of next meetings 2025 – Chair	Action
12.1	21 st March – 14.00 22 nd May – 14.00 (moved from 23 rd May) 25 th July - TBC 26 th September – 14.00 21 st November – 14.00	
	The meeting closed at 3.30pm	