



North Sunderland Harbour Commissioners

Friday 22nd November 2024 – 2pm

General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Glen Annison (GA)
Toby Douglas (TD)		Guy Renner-Thompson (GR-T)
Michael Evans (ME)		Paul Brown (PB) – Consultant
Colin Hardy (CH)		Ron Bailey (RB) – Designated Person
Kerren Rodgers (KR)		
Catherine Seymour (CS)		
Matthew Stephenson (MS)		
Fiona Kibby (FK) Harbour Master (HM)		
Kay Barkess (KCB) Clerk		
<p>Notes:</p> <p>Items in bold denote an action, a result or a decision.</p> <p>NFA denotes No Further Action.</p>		
1.	Apologies for Absence & Declarations of Interest	Action
	GR-T and GA sent apologies for absence. No changes re Declarations of Interest.	NFA
2.	Approval of Minutes	
2.1	The Minutes from meeting on 27 September 2024 were unanimously approved.	Clerk

2.2	The Chair thanked William Lawrence for his long service as a Commissioner.	
3.0	Actions List/ Matters Arising	Action
3.1	<p>6a – Berthing Agreements. One berth holder still to sign Berthing Agreement for 2024/2025. FK and KCB will issue new Berthing Agreements well in advance of April 2025 commencement. To be signed and returned with MCA Coding and current Insurance.</p> <p>FK informed Meeting that Credit Notes issued this year will not repeat in future. A paper was circulated regarding fees and charges setting out a policy of no part payments or refunds. A berth will be granted for the full year and payment will be for the same.</p>	All
3.2	8 – The Port Master Plan will be forwarded to the HUG for their comment. FK suggested the inclusion of a strategy for the food outlets, ticket booths and hardstanding areas.	FK
3.3	9 – Electric Meter Installation – One tower has been fitted. Works required to water posts sited beside towers to be moved has delayed the installation. Also need software to activate the towers. A new laptop is on order for this purpose. Works still to be in place before start of 2025 season.	FK
3.4	<p>14 – Pontoon – TD advised a full vertical scan of the walls is required and planned. We hope to have an indication of the findings by 5 December 2024 with full report to follow.</p> <p>TD will circulate the drawings to all Commissioners.</p>	TD
4	Compliance	Action
4.1	<p>Trinity House had recent site visit and all compliant.</p> <p>FK completed Level 4 OPRC making NSHC fully compliant with two trained at Level 4. Staff training – Clerk and HMA’s completed First Aid at Work and Emergency Fire Safety training. Terry Taylor, new HMA, has completed Forklift Training.</p> <p>Hydrographic Survey (action from PMSC audit) has been completed – FK will circulate the report.</p> <p>LOLER has been completed for the Boatlift and issued.</p> <p>It was unanimously agreed that Capt Ron Bailey be retained for 2025 as NSHC’s Designated Person.</p>	FK
5	Fisherman’s Elections Update	Action
5.1	<p>3 nominees were received so an Election was not required. In role from 1st November 2024.</p> <p>The Chair welcomed Glen Annison as new Fisherman Commissioner in his absence.</p>	NFA
6	HRO update	Action

6.1	GR-T to contact, as per previous meeting, David Smith MP re current position and expected timescale/can it be expedited? No further update.	GR-T
7	CCTV Update	Action
7.1	Cameras currently held 'in stock' assessed and can be utilised internally – Kiln 4 and Garage 15. Initial budget of £10,000 agreed at last Commissioners Meeting and AdHoc Properties Ltd aware and working within this parameter. Unanimously agreed that first tranche of works will include cameras covering the freezers.	FK
8	P&L, Finance	
8.1	The Chair noted that there were some issues with the timing of the budgeted figures against actual, but in time this would improve. KR noted that the book keepers were including some of the P&L figures whereas the budget was based upon a cashflow. ME queried some of the differences being the Credit Notes that were recently issued.	Ongoing
9	Harbour Rates and the Charging Regime	
9.1	<p>A Proposal paper on harbour fees for 2025/6 was shared by FK.</p> <p>Key policy agreements from this paper:</p> <ol style="list-style-type: none"> 1. All fees are per annum, and are for full year only, there is no pro-rata, part payment or refund options for vessels that leave the harbour or are sold. 2. All fees will rise each year by at least the rate of inflation. 3. Berthing – no base rate rise for 2025/6 4. Passenger dues – a proposed sliding scale was rejected and a rise from £4,000.00 per annum to £4,100.00 per annum for trip boats was agreed following a thorough discussion on a per seat charge and a smaller boat charge. 5. Charges for some individual vessels needs to be checked. 6. No change to fish landing dues will remain at 3%. 7. Slipway fee to be reduced to £20.00, overnight charge remains at £20.00 8. Container charges and freezer per pallet charges are to be checked – as £150.00 as set out in the paper looked to be incorrect. <p>All changes effective from April 2025.</p>	FK/KCB FK/KCB
9.2	A "Friends of the Harbour" scheme pass was discussed and it was agreed that it would be test launched from 1 st April 2025.	FK/KCB
9.3	Booking Offices – it was agreed that one company should have one booking office. FK will incorporate in to the Port Master Plan.	FK
10	Freezer Project Update	
10.1	A generator is in place due to the intermittent supply issues with Northern PowerGrid. KDM are monitoring the situation and liaising with Northern PowerGrid for resolution and reimbursement of NSHC's costs to date.	FK

11	Dredging (GWA advice)	
11.1	An option to dredge with a vessel that will be operating at Amble and Eyemouth has arisen. NSHC will need permits and licences for all dredging operations and an assessment to ensure the vessel is suitable.	FK
11.2	The Chair shared a response from GWA on options for dredging costs to be accrued in accounts. There may be an option for grant funding for future dredging.	
11.3	Further investigation on dredging proposals to be made.	FK
12	Harbour Users Group (HUG)	Action
12.1	Date / time of next meeting still to be confirmed by HUG Chair. Port Master Plan to be sent prior to meeting for HUG's consideration.	FK
13	Top 3 Risks – HM. Unchanged	Action
13.1	a – Tripping Boat – Boarding and Landing b – Diving Incident – brought ashore c – Cargo lifting on dockside	FK
14	Any Other Business - All	Action
14.1	The RNLI have requested a berth in the outer harbour. It was agreed that a berth would be provided to the RNLI, at no cost, but with a Berthing Agreement to ensure the berth location were flexible.	FK
14.2	MS queried, as did GA in absentia, if the meetings could be moved to later in the afternoon to accommodate the working fishermen? It was noted that given there were only 6 meetings each year and that the timing has been consistent, at 2.00pm, for a number of years now that a later meeting would be inconvenient to the majority of the Commissioners. It was agreed that the next meeting will remain as 2.00pm start.	
15	Dates of next meetings 2025 – Chair	Action
15.1	24 th January – 14.00 21 st March – 14.00 23 rd May - TBC 25 th July - TBC 26 th September – 14.00 21 st November – 14.00	
	The meeting closed at 16.05	