

COMMISSIONERS' MEETING
HELD ON 13 JUNE 2018

A meeting of the Newport Harbour Commissioners was held at the offices of ABP, Alexandra Docks, Newport, on Wednesday, 13th Day of June 2018, at 09:30am

PRESENT

Mr J.C Neale (in the Chair)
Messrs S.P Davison, M.C James, G Jug, A.R Speight, R Steed and E.J Watts MBE DL

APOLOGIES

Captain R.M McDonald and Councillor J.A Guy have apologised for non-attendance.

IN ATTENDANCE

Captain R Lewis was in attendance.

MINUTES

3471. It was resolved on a motion by Mr M.C James, seconded by Mr A.R Speight, that the minutes of the last meeting of the Commissioners, which took place on 9 May 2018, (a copy of which had been sent to every Commissioner), be taken as read, received and adopted save for an addition to Minute 3470 which should read:

“Mr A R Speight noted that the detailed files given to Commissioners upon appointment should be regularly updated. It was agreed that this would be undertaken annually in November (or earlier if required)”.

DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

3472. Mr R Steed declared an interest in Agenda Item 3475(b) relating to Liberty Steel Newport Limited.

ANNUAL ACCOUNTS

3473. Mrs M Lock (Auditor) was welcomed to the meeting.

3474. Mrs M Lock presented the annual financial statements of the Commissioners for the year ended 31 March 2018. Several questions were raised relating to the audit of the accounts, all of which were answered satisfactorily. After due consideration, it was agreed unanimously that the annual accounts of the Commissioners for the year ended 31 March 2018 be passed and approved. Mrs M Lock noted the requirement for the Commissioners to adhere to the new GDPR regulations and noted that the Making Tax Digital regime will shortly be a requirement for HMRC.

HARBOUR MASTER'S REPORT as prepared by ABP

3475. The Harbour Master's Report, as prepared by ABP, is attached.

The following further matters were noted:

a) Navigational Light at Dallimores

No substantive progress has been made on the navigational light at Dallimores which had still to be repaired. The light is situated on land used by Dallimores and it is their obligation to fix it, although the Commissioners were responsible to ensure this was carried out. Mr S.P Davison was concerned over the time the repair was taking, especially since it was agreed that a working light was necessary. It was agreed to write to Dallimores noting:

- The inordinate time the light has not been working;
- The requirement from Trinity House that the repair be made as soon as possible. The light is marked on navigational charts;
- Offering to employ a technician (at Dallimores cost) to effect a repair.

b) Unsafe practices at berth/ Mooring Plans

The Harbour Master noted the recent problems arising where the vessel broke away from its moorings. It was noted that in the past Notes of Protest may have been raised when such events arose. Specifically however, in this case the master of the vessel had been informed of the deficiencies in the management of the vessel and the situation had been dealt with correctly.

c) Oil Spill Contingency Plan

The plan is in the process of a significant update. It was agreed that the Chairman would circulate the draft to Commissioners for comment.

d) MMO – Marine Licensing

The Harbour Master had attended an event where the MMO had explained how accessibility in relation to Marine Licensing was being improved in England. Developments in Wales were awaited.

MATTERS ARISING FROM BOARD MINUTES

Minute 3423 – East Usk Lighthouse

Two contractors had expressed interest in conducting the works necessary to modernise the East Usk Lighthouse and had conducted a site visit. Quotations are expected shortly and both considered there to be a more cost-effective solution than the original suggestion. When a quote has been selected the working arrangement will be agreed with Trinity House.

Minute 3445 - Mission to Seafarers/Sailor's Society

A letter from the Sailors Society dated 14 May was noted.

Minute 3450 – Training trip

The training trip for Commissioners was confirmed for 20 July.

Minute 3465 – GDPR update

The Secretary noted the draft Privacy Statement. After discussion it was agreed that the Privacy Statement be adopted and recorded on the website.

Minute 3470 – NHC Website

The Secretary noted that it would be difficult to add a search engine to the NHC Website due to its construction. It was noted though that use could be made of Googlesearch to search the NHC Website. The Secretary agreed to copy an email from John Hilton to all Commissioners explaining this further. It was also agreed to ascertain whether a visitor counter facility could be added to the website.

INFRASTRUCTURE DEVELOPMENT

3476. A Welsh Government consultation paper entitled “Changes to the approval of infrastructure development” was noted. It was agreed that the Commissioners should not reply to the document.

MONTHLY ACCOUNTS

3477. The accounts for the current month were examined. It was agreed unanimously that the attached accounts amounting to £14,890.35 be paid. It was agreed unanimously that the Chairman's monthly payment be increased from £750pm to £775pm from 1 July.

INCOME AND EXPENDITURE

3478. The statement of the Commissioner's revenue was examined. They disclosed monthly bills of £13,518.74 compared to the budget of £18,000.00. Expenditure for the month totalled £14,370.68 compared to the budgeted figure of £21,304. The year to date costs amount to £22,992.60 compared to the budget of £42,408.

INVESTMENTS

3479. It was confirmed that the amounts at present invested were as follows:

Monmouthshire Building Society	£76,161.15
Nat West	£28,884.19
Santander	£25,000.00

CORRESPONDENCE

3480. A letter from RNIB thanking Commissioners for their donation was noted. The Chairman noted that work had been undertaken within the lighthouse perimeter to tidy up the area.

ANY OTHER BUSINESS

Dock Training Visit

3481. It was agreed that Commissioners would be given a tour of the docks, as part of their training, following the July Board meeting. The meeting would take place at the Mission to Seafarers and a buffet would be available following the dock visit.

Newport and Cardiff Dock Website

3482. Mr A.R Speight noted the Dock Website and the positive comments made thereon with respect to the Commissioners.

NHC Furniture

3483. Mr C.W Dowds, a previous Commissioner, had informed the Board that a number of items of old furniture previously owned by NHC, had been found and had asked whether they could be returned. It was agreed that the items could be homed at the Mission to Seafarers.

Chairman: _____

Date: _____