



YMDDIRIEDOLAETH HARBWR CAERNARFON

CAERNARFON HARBOUR TRUST

MONTHLY (Hybrid) MEETING – 3rd July, 2024.

Present	Dewi Pritchard Jones (Chairman – CM) Ioan Thomas Christopher Jones Barry Davies Charles Roberts Bill Barry Malcolm Jones	
Apologies	Neville Evans Iwan Huws	
No Attendance	-	
Officers	Mr D. O'Neill Ms J. Jones	
Agenda Item	<u>NOTES</u>	<u>ACTION</u>
Minutes	<p>CM – To change the reporting of minutes to a more concise form, so that items are clearly defined with specific outcomes that require attention or not.</p> <p>The minutes from the meeting held on the 5th of June were proposed as being correct by CJ and seconded by IT before being formally agreed by the Trustees.</p> <p>AOB to be raised at the end of the meeting.</p>	
Governance	<p>HM – Strategic Plan. BD has made amendments to the final draft which has been circulated to the board for their comments / approval.</p> <p>Photos and short bios of Trust Members still outstanding. Please send to HM as soon as possible.</p> <p>Stuart Wallace currently looking at all our Risk Assessments and bringing them into a standard format and possibly testing a few. He is also happy with the accountability for Marine Safety. The analysis system for Marine Incidents needs to be reviewed at a later date.</p> <p>CJ – Risk Assessments need to be tested, for example man-over-board drills. HM – Agreed and should form part of staff induction.</p> <p>MJ – Is there an issue with how we currently report Marine Incidents? HM – Not at the moment as we have no incidents to report on. Reporting is covered in our Safety Management System (SMS). MJ – If Stuart Wallace has highlighted what the specific issues are, should we not be asking him to make recommendations? HM – It is up to the Trust as Duty Holders to decide what you want Stuart to do. HM – Review of our enforcement process; how or would we would enforce a by-law.</p>	<p style="text-align: center;">HM Trustees</p> <p style="text-align: center;">Trustees</p>



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	<p>CR – Some easier to enforce than others. Some necessary and some aren't. If we ask Stuart to go into more detail, would we be paying more fees?</p> <p>HM – Yes. Everything we ask Stuart to do is on an hourly rate.</p> <p>CR – As a board, do we want to do this?</p> <p>HM - Particular attention should be given to the review of the SMS. From this you can instruct Stuart as to what is, and what is not required.</p> <p>HM - Three documents to circulated to the Trust to review. SMS, Draft Strategic Plan and bios.</p> <p>HM – HM Job Description. Has been reviewed, agreed and marked as completed.</p>	HM Trustees
Correspondence	<p>CM has received an email from Bob Lowe informing him that Cei Llechi Development were finalist in the Heritage Project Awards (RICS).</p>	
Harbour Masters Report	<p>Please refer to previously distributed Harbour Masters report, Part 1.</p> <p><u>PMSC.</u> We are still waiting for the PMSC Health Check from the MCA. They have been contacted but with no response.</p> <p><u>Navigation.</u> Work has commenced on the Mussel Bank Perch. All steel work returned galvanized. Work will commence when conditions are favourable. Steel has also been purchased for building Navigational Marks, whilst prices are low.</p> <p><u>Notice to Mariners.</u> No notices in June.</p> <p><u>Pilotage.</u> No acts of pilotage in June.</p> <p><u>Vessels.</u> Blue light and siren now operational on Foryd.</p>	
ANOB	<p>CJ – A couple of complaints from Victoria Dock visitors re contact and information sharing.</p> <p>JJ – we are experiencing a few administrative issues whilst the role of Dock Master remains open. During busy weekends at the Dock it is possible for customer service errors to be made, but we are striving to improve on our systems.</p> <p>END OF MEETING.</p>	
	<p>Next Monthly Hybrid Meeting of the Trustees will be held on Wednesday the 4th September 2024, at 10am. Old Harbour Office and via Zoom.</p>	