



YMDDIRIEDOLAETH HARBWR CAERNARFON

CAERNARFON HARBOUR TRUST

MONTHLY (Hybrid) MEETING – 10th December, 2025.

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| Present | Dewi Pritchard-Jone – Chairman - CM Malcolm Jones – Vice Chairman - MJ Charles Roberts - CR Bill Barry – BB Mr Chris Jones – CJ |
| Apologies | Maria Sarnacki |
| No Attendance | Barry Davies |
| Member of the Public. | None. |
| Officers | Mr D. O'Neill - HM Ms J. Jones – JJ |
| Agenda Item | <u>NOTES</u> |
| Minutes | <p>Amendments to the minutes from meeting held 12th November, 2025 – Appointment of Trustees - Change representative to Trustee. Governance – Change Directors to Trustees.</p> <p>The minutes from the meeting held on the 12th of November were then proposed as being correct and formally agreed by the Board.</p> <p>CJ – Expresses his disappointment in the lack of attendance from the Local Councils.</p> |
| Any Other Business | <p><u>Appointment of Trustee.</u></p> <p>CM – A continuation from the last meeting. No contact has been made from Alun Roberts (Anglesey Council Representative). He can not become an official Trustee until his signature has been witnessed by CM. No contact from Gwynedd Council for their representative either. HM to chase these.</p> |
| Governance | <p><u>Review of 2026 Annual Agenda.</u> Agenda Agreed by Trust.</p> <p><u>Caernarfon Harbour Trust 2024 Strategic Plan.</u> Please refer to the Caernarfon Harbour Trust 2024 Strategic Plan, which can be found on our website.</p> <p>Amendments to the wording –</p> <p>CJ – Change the Title of the Plan to Caernarfon Harbour Trust 2024 - 2029 Strategic Plan.</p> <p>Financial Responsibilities. Point 7. Change (on the public purse) to the Stakeholders.</p> |



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Stakeholder Engagement.

Point 2. Change (Hold an Annual General Meeting) to Hold an Open Annual Meeting.

CM – It is important that Local and Town Council attend the meeting to gain feedback from public and stakeholders.

Promote and Improve Harbour.

Points 1 and 3 could be amalgamated.

Open Port Duty.

CR – Are all Harbour Dues collected?

HM – It is difficult to capture all commercial vessels, especially when in transit. Powers of General Direction would require vessels to make contact prior to transit.

General Duty to Ensure Safe and Efficient Port Marine Operations.

CR – Health & Safety Matters to become an Agenda Item

CM – More information on any issues relating to staff, to be included in HM PT 2 Report.

Environmental Duty.

Change (To prioritize nature conservation) to monitor nature conservation.

Strategic Priorities from 2024.

- The Demolition of Manton and the creation of a hard Standing. **ACHIEVED**
- The construction of a new YHCHT HQ incorporating a new Harbour Office and Buoy shed. **ON TARGET**
- The development of a feasibility study to accommodate coach parking. **UNDER REVIEW**
- The development of the Harbour Forecourt into a multi-use space. **ON TARGET**
- To undertake the consent process to enable the installation of pontoons in the river Seiont. **ON TARGET**

All amendments to the Caernarfon Harbour Trust 2024 Strategic Plan were agreed and approved by the Trust.

The Guidance for Trust Port Board Members – Published by the British Ports Association, has been distributed to Board members.

Governance and Procedural Document for Caernarfon Harbour Trust

Please refer to the previously circulated document.

Point 3.2 – To read - The Harbour Master is an ex-officio Trustee, shall attend all meetings, and is responsible for operational management in accordance with statute.

Point 3.31 – Last point to be removed.

Point 3.33 – Annual Review not required. To be reviewed as and when required or if there is an issue with the process (every 3 years)



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| | <p>Point 4.1 – Under statute, meetings to be convened by the Harbour Master on the date fixed by him. Any additional meetings must be put to the Chairman by the Board, who will then request that HM holds said meeting.</p> <p>Point 6 – Indemnity & Insurance. MJ request to see a copy of the Policy Certificate. – HM agrees to make this available in next meeting.</p> <p>Point 7.2 – Change wording of (align with the Trust’s goals) to align with the Trust’s statutory functions.</p> <p>Point 10.10 – Remove wording (and performance statement). MJ – Our Annual Report to be published on Website.</p> <p>All Board members agree to the above amendments.</p> |
| Governance Exercise. | HM distributes a Self-Assessment Questionnaire to the Board of Trustees to complete. Results to be correlated and distributed . |
| Harbour Masters Report | No Part 1 Harbour Masters Report this month. |
| Correspondence | No Correspondance. |
| AOB | No other business. |
| Action Points | <ul style="list-style-type: none"> • HM to chase Anglesey and Gwynedd Council for their representatives. • Review of 2026 Annual Agenda - Agreed and approved by Board of Trustees. • All amendments to the Caernarfon Harbour Trust 2024 Strategic Plan were agreed and approved by the Board of Trustees. • HM to make Indemnity Insurance Certificate available for next meeting. • All amendments to Governance and Procedural Document for Caernarfon Harbour Trust were agreed and approved by the Board of Trustees. <p>End of Meeting.</p> |
| | <p>Next Monthly Hybrid Meeting of the Trustees will be held on Wednesday the 11th of February, 2026 at 10am. Old Harbour Office and via Zoom.</p> |