



YMDDIRIEDOLAETH HARBWR CAERNARFON CAERNARFON HARBOUR TRUST

MONTHLY (Hybrid) MEETING – 12th November, 2025.

Present	Dewi Pritchard-Jone – Chairman - CM Malcolm Jones – Vice Chairman (zoom) - MJ Barry Davies – BD Charles Roberts - CR Bill Barry – BB Mr Chris Jones – CJ
Apologies	None
No Attendance	Maria Sarnacki Alun Roberts (Anglesey Council)
Member of the Public.	None.
Officers	Mr D. O'Neill - HM Ms J. Jones - JJ
Agenda Item	<u>NOTES</u>
Minutes	The minutes from the meeting held on the 8 th October were proposed as being correct and formally agreed by the Board.
Any Other Business	<u>Appointment of Trustee.</u> CM – Mr Alun Roberts has been appointed by Anglesey Council as a representative. We have received his signed declaration, but this was not signed and witnessed by myself as Chairman, therefore as he is not present today, I am unable to sign. Until the declaration of interest is formalised Alun Roberts is not able to act as a Trustee.
MAC Minutes	BD – Having read the MAC minutes they seem to be negatively comparing CHT to other harbours, stating that we are 'not as friendly', which I feel is not true. CR – What improvements are MAC suggesting? CJ – That we improve visitor moorings (which we are doing), offer anchorages, pontoons, etc. We may want to share our strategy for attracting visitors with the MAC in the next meeting. BD – we have applications in for pontoons on the Quay Wall which will attract more visitors. Victoria Dock is well equipped with excellent facilities and generally no vessels are turned away. HM – We also have two courtesy moorings outside the River Seiont and there is scope for visitor moorings by the bridges for vessels to wait to transit the Swellies. The facilities for the River Seiont will improve once we have a new HQ and pontoons. CR – Are you surprised with these comments from the MAC? HM - The discussion was generally based around facilitating visitors but although the minutes may not reflect this, I felt that the sentiment was very positive with a focus of improvement.



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	<p>CJ – Recommendations for marinas, their facilities and moorings usually come from word of mouth between vessels. HM – The standard of Navigation or more so the confidence of the provision is the most significant factor.</p> <p>CJ – Do we need to go back to the MAC with a response to their comments? HM – The Marine Licence Application for pontoons would serve as an excellent response, as we are actively working on improving the facilities for visitors.</p> <p>BB – Perhaps ask the MAC where they feel which anchorages should be marked on a chart. HM – Yes. There are a couple eg Pilots Cove. Aber Menai. We could provide a short description of the anchorage and provide information such as substrate, depth of water. Suitable wind conditions, and put this on our website.</p> <p>BB – Since we’ve done away with ground staff at Slate Quay Car Park, we’ve lost representation for CHT, especially at weekends.</p> <p>HM – Once we have pontoons in, we will likely need someone to work weekends, especially. Their role would be similar to the Dock Master, taking lines, giving instruction, advice and local information. The service in the River Seiont will change considerably with the introduction of the new HQ and pontoons.</p>
<p>Governance</p>	<p>Appointment of Trustee has mainly been covered at the start of the meeting.</p> <p>HM - Neville Evans has stepped down as Anglesey Councils appointment. Alun Roberts will be taking his place as per the HRO 2012 prescription.</p> <p>Gwynedd Council appointment term has come to an end have been requested to appoint but unfortunately, they are yet to appoint.</p> <p>CM – A Trustee could be in position for nine years (three terms of three years) but we do not have a system in place to educate new Trustees as to how things work. Such as the operational side on the Seiont. Every Trustee should have a trip on the Seiont to gain a better understanding of the navigation marks. Finances – what our income and expenditure streams are. We should have a system of educating Trustees. The operational Inspections also need to be carried out at least once a year.</p> <p>CJ – Governance is about making sure the Directors are clear about what happens, and that the CEO feels he has the support from the Directors. Perhaps individual Trustees could get involved in certain aspects to assist.</p> <p>BD – There’s a lot to take on as a new Trustee, especially the marine terminology. I also appreciate that Trustees can bring their own specialist experience and knowledge to the Trust.</p> <p>MJ – When I joined, I had an induction with CM and HM. HM has also extended an invitation to go out on the Seiont. I don’t think we will ever be experts in the Trust but I don’t think the way we are doing things is wrong.</p> <p>BD – The criteria for Trustees is extensive.</p> <p>HM – This is exactly why Trustees should Govern from a much higher level and not be drawn into the daily management issues. The statutory requirement for Trustees to meet is a minimum of 6 times a year, this should provide a strong steer on the level of involvement a Trustee is expected to have.</p>



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	<p>CJ – HM, how do you think Governance could improve?</p> <p>HM – More structure through adherence to the Agendas and Minutes. There is opportunity between and during meetings to add items to the agenda.</p> <p>I have implemented the annual agendas which give structure to the monthly agendas and aid in ensuring we remain governing focused and can demonstrate compliance to the PMSFC.</p> <p>The minutes are structured to reflect the agenda items. Questions and decisions need to be agreed and minute as such.</p> <p>CJ – I propose that any decisions need to be formally agreed and recorded in the minutes as such, with any decisions taken noted at the end of the minutes. Any instruction to HM comes through a formal vote. – The Board unanimously agrees.</p> <p>BB – Governance needs a five- or 10-year plan and must be forward thinking beyond this timeframe.</p> <p>MJ – Highlighted that this whole conversation was raised by the Chairman having concerns about Trustee Training, but we haven't really discussed that at all. What your thoughts HM?</p> <p>HM – The topic that was originally raised at the beginning is not what we are discussing now, which is an example of how structure in meetings is not followed.</p> <p>CJ – We need to discuss this at a different meeting. Can this be placed as an agenda item for next month Part 2?</p>
Harbour Masters Report	As these is no time to discuss HM Report PT1, please refer to the previously circulated documents and return to HM with any questions or comments.
Correspondence	No Correspondance.
AOB	No other business.
Action Points	<ul style="list-style-type: none"> • Any decisions need to be formally agreed by way of majority vote and then minuted as such, with any decisions taken noted at the end of the minutes. Any instruction to HM comes through a formal vote <p>End of Meeting.</p>
	<p>Next Monthly Hybrid Meeting of the Trustees will be held on Wednesday the 10th December, 2025 at 10am. Old Harbour Office and via Zoom.</p>