

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Council Chamber, The Guildhall, Dartmouth on Monday 10th June 2019, commencing at 1830 hrs.

PRESENT: Mike Burden (MB)
 Captain Mark Cooper (MC) - Harbour Master/CEO
 Tim Dewing (TD)
 Julian Distin (JJD)
 James Dodd (JD)
 Shona Duncan (SD)
 Mark Hubbard (MH) – Chairman
 Melanie Lessels (ML)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator

060/19 Apologies for Absence

Apologies were received from TT, TH, ZBE, RE and JE.

061/19 Minutes of the Meeting held on 8th April 2019.

It was **proposed** by JD and **seconded** by MB with all in favour “that the minutes represented a true record of the meeting”.

062/19 Action Grid - Status of Actions set on 8th April 2019.

Issue/Min No	Description	Who	Status	Notes/Follow on actions
072/18	Draft Deed between SHDC and Dart Harbour	MC/TT	Ongoing	Jun 19 – TT/MC met with SHDC to refine wording – awaiting re write of key points. Also investigating joint insurance for town jetty
011/19	Interim Review of the Moorings' Policy	JD/JJD	Ongoing	Jun 19 - Skeleton document to be re-circulated. A discussion took place about consultation via the Community Group as one method. PJ to resend the skeleton document to Board Members to invite feedback.
012/19	Fish Hoek Planning Application	MC	Ongoing	Jun 19 – no change awaiting request

028/19	Dart Harbour Community Fund (Formerly Young Champions)	ZBE	Ongoing	
037/19	St Christophe II Update	MC/TT	Ongoing	Jun 19 – MC/TT provided support to Hill Dickinson to respond to owners/insurance comments on our defence and counterclaim
053/19	Questions from the Public – Alan Sherratt – Carbon Neutral River	JD	Ongoing	Jun 19 - JD presented environmental strategy at minute ref 067/19

063/19 Urgent Business brought forward at the discretion of the Chairman

063/19.2 Windo the Seal

MH advised that an incident had occurred involving a seal basking on an upturned dinghy in the Bight. A local resident chose to chase the seal off the boat using his boat. This activity triggered a number of complaints to Dart Harbour and the MMO and press interest in the incident following photographs being published on a local website. MH advised that advice was sought from the MMO and MH spoke to the resident on two occasions. Dart Harbour were also approached by the Police for details of the resident and this information was provided to them in accordance with our GDPR guidelines.

064/19 Declarations of Interest

Board Members were invited to declare any personal or disclosable pecuniary interests including the nature and extent of such interests.

There were none.

065/19 Questions from the Public.

There were no members of the public present.

066/19 Stakeholder Groups

066/19.1 Dart Harbour Communities Group (DHCG)

A meeting was held on 14th March.

066/19.2 River Dart Commercial Users Group (CUG)

A meeting was held on 3rd June 2019 and was attended by JJD and MC. The general feeling was that business was down. The group also discussed changes to the MCA coding for larger passenger vessels which may have an impact on some of the larger vessels, eg the Kingswear Castle.

It was noted that this is a national issue and there has been a coordinated national response to the MCA through the British Ports Association. There were concerns that this would have an impact on 12 man craft as the majority on the river will not meet the new standards.

JJD reported that Mr. Osman of Noss Marina had stressed that the iconic brick wall bearing the 'Philip and Sons Shipbuilders.....' wording had needed to be taken down but that, contrary to rumour, the firm intention was to rebuild it as a significant feature of the redevelopment.

The introduction at Noss of shorter lift out slots for annual maintenance – rather than having boats occupying valuable space over the whole winter – was working well and was of real benefit to marine trades as it spread their work load out considerably. JJD highlighted that this approach was less likely to suit the needs of traditional vessels and restoration projects. Smaller yards were of increasing importance in allowing space and time for longer term restoration work

066/19.3 Association of Dart River User Clubs (ADRUC)

A meeting was held on 11th April 2019. The minutes of this meeting have not yet been received.

066/19.4 Dart Estuary Forum (DEF)

JD advised that the DEF took place on 30th April. JD advised that the South Devon AONB have recently launched their new management plan and it was noted that the DEF Chair (Mike Peary) attended the launch.

067/19 Operational Report (including PMSC and Safety)

MC reported on the Operational Report, and the following matters referred to:-

067/19.1 Staff Training

a) Oil Spill 5p Training and Oil Spill Exercise.

MC reported that the Moorings Manager, Assistant Moorings Manager and Assistant Harbour Master had all participated in this training, which was combined with a practical exercise involving our oil spill contractor.

b) Incident Command Training

MC advised that MC, MM, DMM and AHM are all attending incident command training at Follaton House involving various agencies (SHDC, the MCA and Police). This training will give the final tick in the box for junior managers to carry out Duty Harbour Master duties so that there will be experienced cover 7 days a week. MC also advised that the DMM took charge of the Anchorstone grounding incident which went smoothly.

067/19.2 Designated Person (DP)

It was noted that the DP visited for safety check in May and provided a report. It was noted that all the key points raised last October had been addressed. **It was agreed** to circulate the DP report to Board Members.

ACTION: MC to circulate the DP report to Board Members.

067/19.3 Small Boat Repair Work

MC advised that maintenance on the taxi is ongoing. It was noted that Josh Gooden is making a good job of the majority of boat maintenance, since the promotion of Rob Everitt to AHM.

067/19.4 Waiting lists and Allocations

MC advised that the waiting lists had gone down slightly over the last year and allocations are progressing well. The only dry spot is the Galampton area, however it was felt that moorings in this location would be more popular once the Dolphin Haven project becomes viable.

TD advised that some third party trot moorings are almost empty and asked if Dart Harbour would want to take them back. MC advised that the organisation do not want to relinquish them. MC advised that the same debate has taken place with another third party and consideration is being given to this.

067/19.5 Finances

It was noted that the May budget report is still showing a number of budget lines with issues and descriptions have been given for those with a variance of more than 10%. The majority of these are relating to timing or for the purchase of uniform and equipment for the additional casual staff.

067/19.6 Budget Adjustment Request

MC circulated a budget adjustment request for an additional £48,500 for the following areas:-

- Oil Spill Exercise – additional £500
- Computers & Support – server costs were more than expected and additional ipads and card readers required to make available for new river assistants - £10,000
- Uniform - additional uniform for new staff - £3,000
- Yacht Taxi – under estimate of cost to future proof the requirements of the MCA for 12 man craft - £25,000
- Fume Extraction- for mild steel welding. The need for this was identified by staff attendance at health and safety training - £12,000
- Harbour Assist – Potential underspend of £2,000

The following areas were noted:-

- Consideration should be given to identify which expenditure should be identified as capital equipment
- Additional casual river assistants caused the additional overspend on IT and uniform
- Exercises and training had become more expensive than anticipated

- New Yacht Taxi will be more than anticipated because of changes to MCA passenger boat standards
- Mitigation needed with other expenditure profiles as there is confusion between capital and revenue expenditure.
- Fume extraction is a priority as health and safety training had identified the need to install this equipment.
- It is fundamental to review how we fund capital, which we currently do out of revenue and then account separately at end of the year. There is a need to decide what we do on capital and agree how we fund it. If that is done we will be more able to look at the numbers and recognise mid term numbers.

It was **proposed** by MH, **seconded** by TD with **all in favour** to:-

- a) to approve the expenditure with the exception of the yacht taxi and prioritise the fume extraction equipment.
- b) to review the budget with the appropriate capital/revenue split to understand the impact on the budget.

ACTIONS:

1. MC to authorise the purchase of items identified above.
2. MH/TD/MC to arrange to review the capital/revenue budgets.

067/19 Environment

067/19.1 Environment Strategy

A report prepared by JD was given consideration by the Board.

The river Dart is a significant feature of the South Devon Area of Outstanding Natural Beauty (AONB), for which administration there is a dedicated office within the South Hams District Council. The AONB Office have issued the AONB Management Plan (2019-2024) and a South Devon Estuaries Management Plan (2016-2024) that provide clear guidance on environmental matters. Dart Harbour operates in harmony with the AONB and provides annual funding to contribute to the cost of the AONB's Estuary Officer. Adherence to and support of their aims and actions, and the safeguarding of the environment, are important features of Dart Harbour's routine operations and forward planning. The AONB Management Plan states their key objective for the Rivers and Estuaries is:

“To conserve and enhance the natural beauty special qualities and natural processes of the AONB's rivers and estuaries.”

From a Dart Harbour perspective this is an ideal the Authority would wish to uphold, but it must be taken in balance with the inevitable consequences of operating a Trust Port where conflicting issues might merit a different priority. In this context the Dart Harbour's Environmental Objective is defined as:

Env Obj 1. To conserve and enhance the natural beauty, special qualities and natural processes of the Dart Estuary in balance with the circumstances arising from Dart Harbour's primary duties.

Dart Harbour maintains routine dialogue with several key governmental agencies including the Marine Maritime Organisation (MMO), Environmental Agency (EA), Association of Inland Fisheries and Conservation Authorities (IFCA), Natural England (NE) as well as the private company with the most significant impact on water quality in the river: South West Water.

Dart Harbour sends representatives to the AONB Steering Group, the Estuaries Partnership Steering Group, the Catchment Partnership, and subsidiary meetings resulting from these groups, and the Dart Estuary Forum which provides the best opportunity for open environmental discussion and interaction between interested parties. In recent years Dart Harbour has made available in the budget an annual sum of £50K as an enabler for relevant project activity that might arise; to date, there has not been a project to warrant its use.

The on-going communication with environmental agencies and other interested parties offers Dart Harbour the best opportunity to stay current with the issues, to listen to stakeholders and understand their concerns, to remain abreast of technological advancements and undertake future operations and developments on the river in the most environmentally positive way. Its continuation is essential to the strategy.

Env Obj 2. To engage with and support the community of environmental specialists, enthusiasts and stakeholders and operate as a full partner in the corporate effort to protect and improve the environment.

Env Act 1: *To maintain effective communication with the AONB and operate in harmony with their guidance, and take actions as agreed within the South Devon Estuaries Management Plan.*

Env Act 2: *To provide financial support to contribute to the provision for the AONB Estuary Officer.*

Env Act 3: *To allocate a sum of £50K per year as an enabler for environmental projects arising out of the Dart Estuary Forum.*

Local Stakeholder liaison is achieved through three separate groups focussing on: Commercial Users; Leisure Users; and Local Communities; and Dart Harbour nurtures the on-going existence of these groups with administrative support. The effectiveness of these groups is cause for concern: whereas the Commercial Users interest is assured and the meetings are lively and well-supported, the same is not the case for the other two groups. Dart Harbour finds that it needs to be proactive in generating interest in these groups and few topics of concern are raised by the representatives from the various organisations and associations. One of the causes of this perceived malaise is the geographical separation of the represented associations and a corresponding and reasonable 'lack of interest' by their agents for issues that do not impact on their local vicinity. This situation should be kept under review and a more fruitful and efficient balance of meetings should be sought.

Env Act 4: *Review the stakeholder structure and seek to improve its effectiveness.*

In practice, there is a limit to Dart Harbour's ability to respond to Environmental issues. For example, Water Quality and the level of toxins in the river that have arisen in other water areas within the larger Catchment Area, are beyond the control of the Authority, and

are monitored and managed by national government agencies or private companies with specific responsibilities for such matters. However, in response to a major incident resulting in critical pollution, such as an accidental spillage of oil, then Dart Harbour has plans in place for initial containment and subsequent management of the pollutant. The areas where Dart Harbour can contribute are:

- *Accidental and localised pollution incidents which merit initial containment action and subsequent de-contamination work.*

Env Act 5: *Conduct annual reviews of Oil Spill Plan, regular consolidation training of incident managers and awareness training for all Dart Harbour river staff.*

- *Waste Management systems on the River, including the collection and removal of refuse and the provision of environmentally friendly scraping grids.*

Env Act 6: *Conduct annual reviews of the Waste Management Plan; seek new and improved means of recycling materials collected.*

Env Act 7: *Develop a scrubbing grid plan for the long term evolutionary improvement of facilities to promote conscientious and environmentally friendly culture amongst river users.*

Env Act 8: *Consider the introduction of sewage collection units to encourage river users to be more conscientious and diligent in their discharge of holding tanks.*

- *The aesthetics of the river and its surround through routine monitoring of water and shoreside activity and playing a part in the Planning process for any new waterfront development.*

Env Act 9: *Monitor all planning applications on the waterfront to safeguard Dart Harbour and stakeholder interests.*

- *Remaining abreast of technical developments that can be used to increase efficiency in operational matters and/or improvement of the environment.*

Env Act 10: *Through continuous communication and active participation in partnerships remain conscious of technical advancements and opportunities for Dart Harbour.*

JD advised that there are two simple objectives that the Authority can use as the ethos and then identify actions to flow from the objectives. JD also advised that the proposed structure may need to change. JD invited the Board to give their views.

During discussion the following comments were made:-

ML felt that too much is framed in terms of what we can't do and so would like to see what we can do, and objectives should be set so that we can be measured by this.

JD responded that members of the public expect the Authority to be proactive, although the Authority fundamentally helps the AONB to exist and operate through them. He advised that the Dart Estuary Forum is available for anyone who wants to get involved and

if that forum suggests projects, Dart Harbour can decide whether or not to support these projects financially. JD also explained that much is not our responsibility, but the public do not understand that.

ML responded that when we look at our primary objectives, we should always perform our duty with a view to the least negative impact on the environment as we can.

JD advised that environmental drivers often threaten our business, but the Authority still needs to operate.

MC advised that it was important to get the metrics right and asked what these should be, for instance attending meetings or getting more salt marsh.

MB supported the report, but advised that it would be important to set objectives before measuring. He also advised that for every boat damaging the environment or creating a safety issue conflicting with the environment, that the Authority needs to weigh one thing against the other. There should be a balance between safety and visual aspects. He also advised that this is the major element of what we do and it is not our role to measure the water quality coming from the fields.

JJD mentioned that disposal of antifouling and sewage from boats is an area the Authority could contribute to. He advised that the action grid in the strategic plan is graded by priority. He felt that in the short-term Dart Harbour could set an environmental protection ethos and establish an environment budget.

It was agreed that the impact a trust port has on the environment includes vessels' air pollution, diesel, water pollution, wave damage from boat passage, visual amenity and sea bed damage, and that the Authority should have policies in place that attempt to cause movement in these areas and to give consideration to:-

- Limiting the number of mooring,
- Let light in between pontoons,
- Reduce wash – speeding
- Researching environmentally friendly moorings.

SD advised that she agrees with the report, but that it needs to be considered as part of the strategic review. The Authority should work in partnership with others as it is not our prime objective and the environment needs to be considered within the broader picture of the overall strategy.

JJD advised that a trust port does not only operate as a business but also needs to balance the interests of all the stakeholders. He suggested that the primary step would be to decide what we are, to refocus on what that means via the strategic review.

MH advised that part of the challenge is, because there is no coherent expression of the stakeholder's requirements with the Authority, to obtain feedback and buy in from the stakeholders to the strategy.

MC advised that he was pleased that actions are being identified.

The budget of £50,000 for environmental projects was noted and JJD felt that any project would need to have a strong environmental benefit to warrant spending this budget and

that if appropriate environmental projects are not available then the money should not be spent.

It was agreed to further develop the high level strategy that will have loose environmental objectives, either as an expansion of the strategic plan, or as an operational approach to deliver the strategic plan.

ACTION: To consider the environment objectives as part of the strategic plan review.

067/19.2 Potential Environmental Projects

JD advised that four potential environment projects had been identified via the DEF and asked the Board to consider the merit of these projects for Dart Harbour support.

- a) The Estuary Officer had suggested a project called SuDS, in order to separate sewage from rainwater because too much rain can overload whole system causing toxic dumps into the river. SuDS is a scheme to create natural filtration processes for excess rainwater. A discussion took place and as the project is not Dart Estuary specific, it was felt that the Environment Agency and South West Water should be supporting this work.
- b) A Saltmarsh Project on the best way to extend/maintain the saltmarsh. There were mutual benefits as the saltmarsh helps to maintain the navigational channel. It was felt that there is potential for the Authority to support this project.
- c) Scrubbing Grids. It had been identified that the traditional activity of scrubbing antifoul from boats on beaches and scrubbing grids is not good for the water quality. MC had put a lot of effort into discussions with SHDC regarding the scrubbing grid improvements. Some financial support for this could come from the environmental budget. It was noted that the DEF would be invited to get involved.
- d) Electric yacht taxi. It was felt that investigation could take place into the feasibility of operating an electrically powered yacht taxi in order to cut down on diesel.

It was agreed to give feedback to the DEF and Estuary Officer on these potential projects.

ACTION: JD to contact the DEF and Estuary Officer and report back to the Board with further details.

067/19.3 Marine Conservation Zone (MCZ)

It was noted that the Dart Estuary MCZ had been announced, despite the fact that we argued against it on the basis that there was no information on what impact it may have on Dart Harbour or our stakeholders.

Protected features include coastal saltmarshes and saline reedbeds, estuarine rocky habitats, intertidal mud, low energy intertidal rock and protection for the tentacled lagoon-worm (*Alkmaria romijni*).

JD advised that advice from the Estuary Officer indicated that most recreational activity will not need to be managed and that the next step would be to monitor through a local grouping of MCZ's which he would attend on behalf of the Authority.

A discussion took place about intertidal mud and the implications for the Authority.

JJD advised that the local planning authority appeared to make judgments on planning applications prior to the MCZ coming into force on the basis that it was already in place with one applicant struggling to obtain permission to build over intertidal mud.

MH advised that every time developers consult with the MMO, Natural England and the Environment Agency on a marine development, the sticking point will always be losing intertidal mud and protecting mud. He felt that costs will become prohibitive for developers and Dart Harbour will lose income from the upper reaches of the river. MH suggested that the Authority could write to DEFRA to find out what the management measures will be.

It was agreed to attend and influence work from within the MCZ group, to keep a close eye on Galampton, give positive messages and test the availability of intertidal mud through survey activity.

ACTION: JD to attend the MCZ group and liaise with the Board.

068/19 Strategic Plan

A report prepared by SD was given consideration by the Board.

Background

At recent meetings the Board has touched on the need to clarify Dart Harbour objectives to provide focus for the harbour team and the Board and to help prioritise the work of all involved.

Our vision and objectives are set out in our Strategic Plan 2016 – 2016 which the Board ratified in January 2016. At 49 pages long, the plan was developed after significant input from Plymouth University and widespread public consultation. It is a comprehensive review of Dart Harbour operations and forecasts future trends. It identifies the following as our vision:

“Manage, protect and enhance the River Dart as a safe and thriving community asset”.¹

The plan includes the following strategic actions² with outline budgets to achieve them:

- 1. Dart Harbour to continue to execute its statutory duties well and to supplement this with a clear communication strategy that encompasses interactions with all key sectors, particularly visitors, residents, businesses, and river users (Budget: £1.3m pa).*
- 2. Dart Harbour to lead the establishment of a partnership-based approach to deliver shared benefits for the River Dart community (Budget: £37,500).*
- 3. Dart Harbour to establish an ‘environment code’ to enshrine the environmental protection ethos into all Dart Harbour activities (Budget: £37,500).*
- 4. Dart Harbour to lead the development of a distinctive brand, potentially in partnership with other organisations, focused on the Dart as a high quality scenic environment that provides the context for the generation of significant health and well-being benefits, and supports a living maritime river (Budget: £24,000).*
- 5. Dart Harbour to develop a rolling infrastructure and facilities investment and maintenance programme, potentially in collaboration with other partners, with a particular emphasis on promoting access to, and the accessibility of, the River (Budget: £80,000).*

¹ P.18 of Strategic Plan

² P.24 of Strategic Plan

The plan then outlines more detailed actions in order to deliver these five points. After benchmarking Dart Harbour's objectives against other ports, the plan goes on to lay down measures for evaluating progress³ including twice yearly reports to the Board.

Discussion

Dart Harbour's existing Strategic Plan 2016 -26 is certainly comprehensive and was consulted on widely before being published. If it presents challenges, it is probably in the realm of being too in-depth which makes it harder to pick out key points.

Since the plan was produced, there has been a significant change in personnel in both the harbour team and on the Board, which may have eroded awareness of the plan. We could address this by monitoring our progress against the plan more effectively. The plan suggests twice yearly evaluations to assist the Team in giving them clear objectives and priorities.

This gives rise to a broader consideration of the Board's role, which, in summary is⁴: to ensure the long-term success of the business; set strategic aims; challenge constructively and maintain a clear division between the running of the Board and the Executive responsibility for running the business.

Proposals

- *The existing strategic plan is just three years into its timeframe and contains everything we need to deliver on our agreed strategic objectives. To facilitate this, a single page document should be produced focussing on actions and targets.*
- *As indicated in the Strategic Plan, the Harbour Master should report to the Board on progress in delivering the plan twice a year in April and October.*
- *The Board should review the five key actions contained in the strategic plan at least once a year to ensure that they are still relevant and achievable.*
- *We should alter the structure of Board meetings to focus on agenda items that focus on the bigger picture. Future agenda items should be identified and agreed at each meeting.*
- *To reduce the burden on the management team, the action grids presented at Board meetings could be re-structured to focus on extraordinary or exceptional operational issues that the Board needs to be aware of and away from a summary of everything that has ever been considered by the Board.*
- *The Board should review its own performance at least once a year to ensure that it is focussing on oversight and strategic guidance above day-to-day operations.*

SD highlighted three aspects for Board consideration.

- Clarity of content
- The role the Board has in driving the strategic side forward
- Budgetary considerations

MH indicated that the plan needed detailed actions.

MC advised that he needed clear objectives and a set of KPIs in order to report back to the Board on the plan.

SD advised that the Authority should keep the existing plan as it contains much good content, but to create a brief overlay document and to agree the direction of the strategic, plan through a working group to identify key actions.

³ point 4.1 on p.40 of strategic plan

⁴ Ports Good Governance Guide, March 18 p. 9

SD explained that the Board seem to get weighed down in operation and that some of the operational burden should be removed to avoid constant reporting. SD recommended that the strategic role of Board, as one of its key roles, should be put up higher up the agenda.

TD explained that historically the previous HM needed to be monitored and the chair, of that time, wanted to be aware of details, but now the Board can probably pull back more and get some clear objectives.

SD suggested that this would be a way of enabling the executive to get on with the work.

MH advised that he fully supported SD's report and that it was a good time to take ownership.

MB explained that he could not see what the fundamental objectives are and advised that it is more important for a not for profit (NFP). He advised that NFP organisations need to be very specific about objectives as the aim is not to make a lot of money, but to generate income to fund identified objectives. In the current strategy the objectives are hidden and the first step is to determine what the fundamental objectives are. He advised that it is a statutory requirement to protect the environment and this needs to underpin everything we do.

JD advised that he would be happy to join a working group, to work through this.

SD noted that the strategy must have taken a large resource to produce and that some of the Plymouth University content, description and is quite accurate and fastidious. SD advised that it would be possible to pull out an overlay on the top, in a similar way to what JD had done on the Environment piece.

It was proposed by MH, seconded by SD with all in favour to go forward with the proposals in the report, as follows:-

- a) The existing strategic plan is just three years into its timeframe and contains everything we need to deliver on our agreed strategic objectives. To facilitate this, a single page document should be produced focussing on actions and targets.
- b) As indicated in the Strategic Plan, the Harbour Master should report to the Board on progress in delivering the plan twice a year in April and October.
- c) The Board should review the five key actions contained in the strategic plan at least once a year to ensure that they are still relevant and achievable.
- d) We should alter the structure of Board meetings to focus on agenda items that focus on the bigger picture. Future agenda items should be identified and agreed at each meeting.
- e) To reduce the burden on the management team, the action grids presented at Board meetings could be re-structured to focus on extraordinary or exceptional operational issues that the Board needs to be aware of and away from a summary of everything that has ever been considered by the Board.
- f) The Board should review its own performance at least once a year to ensure that it is focussing on oversight and strategic guidance above day-to-day operations.

ACTIONS:

1. Develop a single page document to focus on actions and targets (SD)
2. To report to the Board in April and October on delivery of the plan (MC)
3. Board to review 5 key actions annually (All)
4. Alter structure of meetings to focus on agenda items (MH)
5. Identify future agenda items at Board meetings (MH)
6. Restructure Action Grids presented at Board Meetings (MC/PJ)
7. Review Board performance annually (MH)

068/19.1 Strategic Plan Working Group

It was also agreed to set up a working group to consider matters to report to the Board in September, which could include:

- Statutory Duty
- Operational Safety
- Stakeholder Engagement
- Communication
- Environment
- Monitoring
- Objective Actions
- Risk Register

The following Board Members are happy to participate in this working group ML, JD, TD (tentative) with SD as the lead. **It was also agreed** that it was appropriate for ZBE and RE to be involved in this group and that SD would contact Board members who were not present at this meeting.

ACTION: SD to outline proposal for working group to those Board Members not present.

069/19 May workshop meeting Update

MH advised that a priority list had been created following the May workshop meeting, with the top two areas identified as HR (including succession planning) and Harbour Assist. **It was agreed** that MH would circulate the priority list to Board Members

ML advised that she was waiting for clear strategic guidance before progressing HR work.

MH advised that the priority list contained building blocks rather than a dramatic change.

ACTIONS:

1. MH to circulate the priority list to Board Members
2. MB to review Harbour Assist and report back to the Board

069/19 Correspondence

Board Members to advise on any correspondence received.

There was none.

070/19 Any Other Business

There was none.

071/19 Move “In Committee”

It was proposed by TD and seconded by JD with all in favour, “*that the meeting move into Committee*”.

072/19 Date of next Meeting

Monday 8th July at 1830 hours at The Village Hall, Dittisham.