



Dart Harbour

DART HARBOUR AND NAVIGATION AUTHORITY Meeting Minutes 20 April 20

Summary of minutes of the meeting of the Authority held on Monday 20th April 2020 at 1830 hrs online via Zoom. The full recording is available online (times have been added).

1834 - Present RE, JD, JJD, TD, ZBE, TT, JE, TH, ML, MC, MB

Recording time: Meeting recording 20 April 2020

00.00 - JD described recording procedure and the intention to take a reduced set of written minutes but post out of committee recording online.

1. Review/Agree Previous minutes

00.01 JD - Asked if members had reviewed previous minutes and if they were agreed.

Decision - All agreed with the minutes.

2. Covid-19

00.02 HM outlined website advice. Advice follows legal advice and includes advice on physical activity. RNLI and other clubs have added guidance that strongly recommends not going out on the water. Still getting questions on exercise, commercial and leisure lift outs. FAQs also include translation of financial decisions that followed from by the Board's approval of the financial paper (silence routine ended 7 April 20). TT discussed demands to launch by some customers who appear not to have a reasonable excuse.

00.08 Everyone in accord with advice issued so far. JE – Asked if we should consider furlough of more staff and this was supported by TD and ML. JJD considered that it would be civilised if we were able to rotate staff. By making use of the furlough scheme we are protecting jobs and if we didn't we might be accused of not making sensible decisions.

ML – Asked about Authority powers over river use? HM – stated that we are following government advice but we don't have the powers to either stop users or prosecute them in any way. However, the police are interpreting the law as we describe it on our website.

Decision - TD and HM to furlough staff and continue to review finances in light of developing Covid-19 situation.

3. Plan for replacement of permanent chair

00.25 JD had asked by email if we should be proceeding with this now and had the support of the majority so to do so we should do this now. JE nominated JD as chair and the vote of support was unanimous. TT nominated RE seconded by ZBE and again the vote in favour was unanimous

Decision - Voted in JD as Chair and RE as Vice Chair

DATE OF NEXT MEETING – 11th MAY 2020 AT 1830 HRS – ONLINE



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There was a short discussion on the need to invite the public to zoom meetings. It was agreed we should remain transparent and that we should invite questions.

HM to put a note on the website to invite questions and advertise minutes

RE to send recordings to HM for production of minutes

Status of Actions from March meeting.

Issue/Min No	Description	Who	Status	Notes/Follow on actions
083/19.2	Risk Register	RE/MC/ ZBE/TD MB	Need to schedule review or Register	RE/MC to identify the areas. Risk register sent to Chairman. <ol style="list-style-type: none"> 1. Mike review of systems. 2. Financial Risk, TD 3. Safety ZBE/RE MC advised that individual Board Members are being tasked to different risk areas. MB to do risk in relation to financial systems. It was noted that an annual review of the risk register needs to take place.
JD – I am unsure what the action is here. I also question whether we should focus our efforts on getting our governance in order and then raise this as a specific project if it still needs addressing?				
098/19	Finance System Review	MB	In progress	MC advised that MB continues to work with KD on the new methods of working.



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JD – This action seems to be ongoing business for MB Can we remove it and allow him to report as and when he feels it appropriate?

027/20	Moorings' Policy	Board Members	On going	JJD leading. Board members to read and review the draft Moorings' Policy and to give any comments to JJD by 23/03/2020 ready for draft to be issued for consultation
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JD – Again, can we wait until JJD raises the issue as an agenda item and remove this Action?

MCA Health Check	Emergency Procedures Action: Dart Harbour to review Emergency procedures	MC	Ongoing	Emergency Plan in draft – v1.0 In process of staffing
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037/20	KPIs	Board Members	On going	<ol style="list-style-type: none"> 1. TD to raise £9683.50 in Professional Fees 2. JD requested RE review recycling effectiveness and how reporting could be more accurate 3. %mooring maintenance – JD requested RE look at reporting and how a more usable figure could be reported.
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JD – Although not for this meeting, a review of KPIs may become a standard agenda item: does it need to remain as an Action?

