

# Dart Harbour and Navigation Authority

## Minutes of a Meeting of the Dart Harbour and Navigation Authority held by Zoom on Monday 9<sup>th</sup> October 2020.

**PRESENT:** Zoe Briant-Evans (ZBE)  
Mike Burden (MB)  
Tim Dewing (TD)  
Julian Distin (JJD)  
James Dodd - Chairman (JD)  
Richard Eggleton (RE) – Interim Harbour Master  
John Ellwood (JE)  
Melanie Lessels (ML)  
Tony Tudor (TT)

### 1. Apologies for Absence

There were no apologies, but TH was not present.

### 2. Minutes of the last Meeting.

The minutes of the Board held on 14th September 2020 were approved for signature by the Chairman.

### 3 Declarations of Interest

No Board Members declared any personal or disclosable pecuniary interests for the matters included on the agenda. JD reminded Board Members to ensure that they send in new declarations.

### 4. Move Into Committee

ML and JE voted to move the discussion into Committee.

### 5. Decisions

The following “In Committee” items were approved for publication in the main minutes.

#### **2020 Budget Review and 2021 Recommendations including Pay Review and Charges**

A report was submitted by Kate Distin (Finance Manager) (KD) which contained income and expenditure information for 2020 and budget and price recommendations for 2021.

Following discussion all the recommendations were agreed.

## Decisions:

- a) Increase buoyage and all other charges by 0.5%
- b) No increase in Harbour Dues or Visitor Dues

## 6. South Hams District Council (SHDC) Lease and Licence

Gus Lewis of Dorade Law provided an update to the Board in relation to negotiations between Dart Harbour and SHDC which had been ongoing for a number of years. He explained the progress on four different legal documents.

- a) **Lease** to bridge the gap between Dart Harbour's pontoons at the Low Water Landing and the sea wall, owned by SHDC. This document gives Dart Harbour the exclusive rights to occupy that land and put its own pontoons on and manage its own LWL. Also gives a right to attach those pontoons to the sea wall. It is for a 10 year term with a £2k annual rental and a 3 yearly rent review.
- b) **Licence** to use the Town Jetty. Dart Harbour gives SHDC the right to position the bridge over Dart Harbour land and the right for the southernmost pile and a foot width of the landing pontoon to be on Dart Harbour land, in exchange for that SHDC is giving Dart Harbour the right to fix pontoons, access and use pontoons via the bridge. This is for a term of 6 years with an annual rent of £12k with an annual increase. The Town Jetty is to be insured jointly between Dart Harbour and SHDC.
- c) **Licence** for Four Floating Pontoons (Yacht Club Pontoon, Green Pontoon, Double Steps Pontoon and Commercial Dinghy Pontoon). This gives Dart Harbour the right to put four pontoons in place with no particular restriction on size, and Dart Harbour can vary the layout. This is for an annual rent of £2k and Dart Harbour are to insure.
- d) **Management Agreement**. This is a key agreement because this sets out and gives Dart Harbour permission to do what we need to do to discharge our functions as a harbour authority from SHDC assets and gives Dart Harbour specific permission to do various things from SHDC assets. The specific information is set out in the schedule to the agreement and this identifies all of SHDC assets along the North and South Embankment, describes the asset, describes who owns it, who is responsible for maintaining it and who is responsible for inspecting it and therefore flagging up the need for maintenance.

**Decision.** A discussion took place, following which it was agreed unanimously to progress all four documents to signature and implementation.

**ACTION:** RE to review other areas of SHDC locations on the Dart, that might need similar legal agreements to be put in place.

## 7. CEO Report

RE verbally presented his report and the following matters were noted:-

- a) **Trinity House Inspection** carried out and Dart Harbour passed with flying colours.
- b) **Noss on Dart**. Additional buoyage will be installed during the course of this major marina development, which will take place over the winter.

- c) **Pontoons.** Negotiations are taking place for repairs to KP and KQ pontoons to take place over the winter, this will also ensure that Dart Harbour do not need to pay any Corporation Tax.
- d) **Land at Hoodown.** This is still under negotiation.
- e) **COVID.** Additional protection for staff has been put in place since the restrictions were brought in, including appointment only for customers and Perspex screening between work stations. River staff are not mixing and work in separate bubbles.
- f) **Honestas.** Work has taken place to prevent her from sinking; the owner plans to take her to Malta in April.
- g) **DP Audit.** The Designated Person audit is scheduled for 21 October and the DP will provide a full report to the Board.
- h) **Superyacht.** A superyacht called Le Datcha will be visiting Dartmouth on 22<sup>nd</sup> October (subsequent to the meeting the visit was cancelled)
- i) **Finance Report.** KD had provided a simpler style financial report.

**Decision:** New style finance report to be adopted for future meetings.

**ACTION:** RE to arrange for new style finance report to be prepared each month.

JD made comment about his inability to articulate the reports that the Board would wish to see from the CEO, and suggested this was work that should be addressed next year.

## 8. Clerk to the Board

It was noted that the recruitment drive had not been successful and a discussion took place in relation to the remuneration and job description, which was felt to be too complicated.

**Decision:** It was agreed to review the JD and remuneration and then re-advertise.

**ACTION:** ML to progress.

## 9. CEO/HM recruitment

JD advised that the recruitment campaign was progressing with 12 shortlisted for Zoom meetings, following which 6 candidates would be invited for interview on 3<sup>rd</sup> or 4<sup>th</sup> November.

A discussion took place and the following areas were mentioned:-

- The involvement of all Board Members during the interview days. It was agreed that the HR committee be delegated to appoint a new CEO/HM.
- The stakeholder group representative. The three stakeholder group chairs had been invited to put forward a representative.
- A river trip and meet and greet with staff would be part of the process.

**Decision:** It was agreed that the HR sub-committee deals with the process of recruiting a new CEO/HM and employs the most suitable candidate.

## 10. Board Member Status and Recruitment

JD advised that the recruitment had started for two new Board Members. It was noted that this had a skills-based focus and that the advertisements had been placed with a closing date of 3<sup>rd</sup> November. It was noted that the information was available on the website.

A discussion took place about the timing of Board Members' three year terms. JJD had concerns that if all new members were given a three year term initially, there was a danger that there could be clumping of members leaving in one year.

**Decision:** JD agreed that the Board Terms spreadsheet should be reviewed every year.

**Decision:** A discussion took place about carrying out a skills audit of all Board Members and it was agreed that this would be a good idea.

**ACTION:** JD to update the board on the recruitment of new Board Members.

**ACTION:** ML - A Board Member skills audit to be included as part of the Clerk's role.

**ACTION:** JD - Review of board appointments to take place early in each year.

## 11. Strategic Objectives for 2021

JD advised that at the last meeting there was an action on all Board Members to consider strategic objectives for the development of a paper and based on the contributions received, he circulated a paper to Board Members. JD asked if the Board is happy to use those three tier objectives as a basis of a business plan for 2021.

**Decision:** It was agreed unanimously that the three Tier 3 objectives listed in the paper be used to form the basis of a business plan for 2021.

**ACTION:** RE to take this forward to create a business plan for 2021

## 12. Recruitment and Selection Core Principles

A report was submitted by ML outlining the proposed core principles to provide an umbrella for a future recruitment and selection strategy. These cover the basics of an equal opportunities and fair recruitment process.

A discussion took place and some minor amendments to the principles were suggested:

- That Item No 3 (appointments on merit) be moved to become Item No 1
- To ensure that full references are taken up
- To ensure that qualifications supplied are checked out.

**ACTION:** ML to make adjustments to the principles.

**Decision:** It was unanimously agreed to adopt these principles and make them in-house policy once the amendments had been made.

### **13. Dart Harbour Values Initiative**

JD advised that ML had approached him in relation to developing a Dart Harbour values initiative which had come about following training undertaken by ML provided by the British Ports Association (BPA).

The values would be of a benefit to Dart Harbour to provide overarching values, behaviours and culture throughout the organisation.

**Decision:** It was agreed to develop values for Dart Harbour in early 2021.

### **14. Any other Business**

- a) **Remembrance Service** – JD advised that he would represent Dart Harbour at the annual Remembrance Service and lay the Dart Harbour poppy wreath.
- b) **Dart House Ltd** – JE explained that he was the Dart Harbour representative on Dart House Ltd. This company is involved in deciding service charges and maintenance of the Dart House building, which contains flats and the harbour office.
- c) December Board Meeting

**Decision:** A normal Board Meeting may take place on 9<sup>th</sup> December (instead of the Annual Meeting) and JD would advise members if this would take place in due course.

### **15. Date of Next Meeting**

Monday 9<sup>th</sup> November 2020 at 1830 hours by Zoom.