

Minutes of the meeting of members of the Authority held on Monday 12 July 2021 (attended remotely via Microsoft Teams)

Approved at meeting of Members on 13 September 2021

Attendance

Members

Mike Burden

Tony Davis

Tim Dewing

Julian Distin

James Dodd (Chair)

John Ellwood

Geoff Holland (Harbour Master and Chief Executive Officer)

Melanie Lessels (Vice Chair)

John Milsom

Clerk

William Lewis

In these minutes, attendees are identified by their given name and the first letter of their family name except for references to attendees in quotations from minutes of earlier meetings who are referred to by their initials.

1. Apologies

None

2. Minutes

Members reviewed the minutes of the meeting on 10 May 2021.

Action: Geoff H will rewrite the following two paragraphs.

'GH commented he doesn't intend to change the policies, but has tweaked it to make it fit better for what DHNA wants. He is adamant about protecting the environment, but governed by the Duchy of Cornwall moorings can and can't do. GH more than happy to take on JJD and JD's papers and incorporate anything he sees fit to do so.'

'JD requested that in future Stakeholder meetings are reported within the Committee, and not as a separate Board Agenda item.'

3. Outstanding actions from previous Open Committee meetings

'GH to invite Tom Stratton to the next board meeting' – agreed that this be deferred until a meeting in person.

'GH – Hoodown purchase update' – agenda item 6.

'GH – Central drive for Members to access' – done / closed.

'TD – SWOT update' – agenda item 18.

'Clerk – generate an index of important decisions taken...' – agreed that this action be removed from the outstanding actions. Such an index has not yet been prepared. James D will give more thought to this with the Clerk, considering Julian D's observation that there is a value judgment involved to identifying 'important' decisions.

3.1 Declaration of interests

None

4. Urgent business

None

5. Report of Harbour Master / Chief Executive Officer

Geoff H presented his July report.

Members discussed Geoff H's initial thoughts on the structure and composition of his team set out in the HR section of the report, including the tension between developing and promoting existing Authority employees and searching for and attracting talent from outside the Authority.

Action: The HR Committee will undertake further work with Geoff H. He will present his structure for members' approval when it is ready. As part of this work, Geoff H will share details of any financial impact of changes he proposes with the Finance Committee.

In response to a question as to whether the Authority takes steps to inform vessels and harbours that it can accommodate visitors who may find other harbours full in high season, Geoff H explained that the Authority does not operate a booking system, can generally accommodate visitors without difficulty, and that this is well known in the neighbouring harbours.

James D commended the quality of the report and thanked Geoff H and his team for their work in preparing it.

6. Hoodown land purchase update

Geoff H reported that the Authority's purchase of a small piece of land at Hoodown has been delayed due to slow responses from the seller on conveyancing matters, but that the transaction is expected to come to fruition shortly.

7. Feasibility of small boat pontoon

Geoff H presented his report on the feasibility of establishing walk ashore small boat berths at a new pontoon proposed to be constructed between the 'DB' pontoon and the North Embankment. For the reasons set out in his report, he submitted that the proposal does not merit pursuing at this time.

Members discussed the matters raised in the report. Mike B pointed out that the size of vessel he has in mind for berthing at this pontoon would be up to 6m LOA, rather than dinghies/ tenders, and that vessels of this size would generate a higher income than the figure estimated in the report. He explained that, according to his thinking, this type of vessel would be used for fishing and pleasure day trips. The owner would, typically, be a local resident who wants a walk on berth with the required depth at most states of the tide.

Geoff H indicated that it may be possible to create some finger berths to cater for the users that Mike B highlights, albeit with some reduction in the overall amount of space available for berthing.

Members reached a consensus that it is not the right time to pursue this initiative, and that the Double Steps and Public slip way projects should be allowed to come to fruition first.

8. Report from the Human Resources Committee

Melanie L indicated that there was nothing specific to report that is not covered under other agenda items.

9. Report from the Safety Committee

Julian D reported that the Safety Committee is waiting for the outcome of an imminent Designated Person (DP) inspection. The Committee will provide detailed feed-back to members at the next meeting when it has received and reviewed the DP's report.

This agenda item included the action from a prior meeting, 'JD – Vacancy on Safety / Environmental Committee to be filled'. This refers to the resignation of the member, Jeremy Rawlings. Members discussed possible reasons for Jeremy's decision to step down soon after commencing his term, and whether an additional member is required immediately. Members decided that the appointment of a replacement member is not immediately required and that finding a suitably qualified replacement will fall to the Human Resources Committee as part of its ongoing work to attract new talented individuals to serve as members of the Authority. Members will reflect on factors within the Authority's control that may contribute to individuals' willingness to serve as members of the Authority.

Action: James D will share Jeremy's resignation e-mail with members.

10. Reports from stakeholder groups

None

11. Change to In Committee

The meeting changed to In Committee, moved by Tim D and Melanie L.

[Agenda items 12 – 19 In Committee]

20. Return to Open Meeting – moved by Julian D and John E.

21. Next meeting – 13 September 2021

22. Any other business

Julian D proposed that the Authority enquires as to ownership of a small strip of fundus under the boat hire pontoon at the embankment / double steps which is understood not to be in the ownership of the Authority, the Duchy of Cornwall, or South Hams District Council.

Action: Geoff H will make enquiries and report at the next meeting.

[End]