



**Minutes of a Board meeting held on Monday 13 and Tuesday 14 September 2021 at the Royal Dart Yacht Club, Kingswear, Devon**

In these minutes, attendees are identified by their given name and the first letter of their family name. The acronym 'HM' refers to the Harbour Master / CEO.

**Attendance**

Mike Burden

Tony Davis

Tim Dewing

Julian Distin

James Dodd (Chair)

John Ellwood

Melanie Lessels (Vice Chair)

John Milsom

William Lewis (Clerk)

**OPEN SESSION**

No members of the public attended.

**1. Administrative Matters**

1.1 Apologies for absence - None

1.2 Approval of minutes of Open Session agenda items of the meeting on 12 July 2021 - Approved

1.3 Declaration of interests- None

1.4 Review Actions Log of Open Session Agenda items

Members noted the completed actions.

As to outstanding actions:

- Jeremy Rawlings resignation e-mail - James D reported that he was unable to locate and retrieve it. He had asked Jeremy Rawlings to re-send it. Jeremy replied that he was unable to retrieve it. Clare Hodge (interim Office Manager) has asked the IT service provider to retrieve it.
- Ownership of a strip of fundus under the boat hire pontoon - Captain Holland's enquiries did not bring new information to light before he left the Authority. Rob Everitt (interim Deputy HM) will continue the enquiries.

## **2. Audited Financial Statements for the year ended 31 December 2020 ('Financial Statements')**

Tony D (Chair of the Finance Committee) summarised the work of Finance Committee with external auditors in preparing the Financial Statements and the draft Chairman's report and recommended Members approve them.

Members approved the Financial Statements and draft Chairman's report subject to the addition of a paragraph covering Captain Holland's resignation and the advice of the Auditor.

## **3. 2021 Designated Person's ('DP') Report**

Julian D (Chair of the Safety Committee) presented the 2021 DP's report which is satisfactory. Members noted the DP's support for the appointment of a Deputy HM. Captain Holland's resignation has been shared with the DP who has indicated his comfort with the capability of the river team while the Authority recruits a new HM.

#### **4. Any Other Business**

Melanie L raised that she wishes stand down as Vice Chair at the end of the year. She explained that as she does not now live locally it is difficult for her to discharge the responsibilities of Vice Chair fully, and for this reason, she does not see herself as being appointed to the role of Chair in the future. Accordingly it would be preferable to have a Vice Chair who can use the opportunity to shadow the Chair and 'learn the ropes' as a possible future Chair.

Members identified John M as a potential replacement for Melanie. John M indicated his willingness to take up the role. Members unanimously agreed to appoint John M to the role of Vice Chair from 1 January 2022. Between now then John M will shadow Melanie L.

Members discussed the frequency of Board meetings and, having regard to the amount of work presently required, agreed to meet monthly for now and to alternate between in person and remote meetings given the requirement of Members who do not live locally to travel to in person meetings.

#### **Date of next meeting**

Monday 11 October at 1830 – remotely