

Board

Minutes of a meeting on Monday 8 November 2021 at the Guildhall, Dartmouth

These minutes identify attendees by their given name and the first letter of their family name and abbreviate the role of Harbour Master and Chief Executive to 'HM.'

Open Session

1. Administration

Attendance	11/10/2021	8/11/2021
<i>Members</i>		
Mike Burden	✓	✓
Tony Davis	✓	✓
Tim Dewing	✓	✓
Julian Distin	✓	✓
James Dodd (Chair)	✓	✓
John Ellwood	x	✓
Melanie Lessels (Vice Chair)	✓	✓
John Milsom	✓	✓
<i>Clerk</i>		
William Lewis	✓	✓
<i>Attendees</i>		
Rob Everitt (interim Deputy HM)	✓	✓

Declaration of Members' interests	None
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Approval of Open Session Minutes

Date of meeting	Approval
11/10/2021	✓

Review of Open Session Actions Log

Date of Actions Log	Reviewed and updated
11/10/2021	✓

2. HM's report

Rob E presented the HM's report.

Matters Arising

Dartmouth Royal Regatta

Members noted and supported work in advance of next year's Dartmouth Royal Regatta to encourage the Regatta Committee to adopt a safety culture from the outset and throughout the planning. This will enable the Authority to perform timely risk assessments and provide guidance before the Regatta Committee finalizes the programme.

South Hams District Council (SHDC) maintenance works

SHDC has fallen behind with maintenance of its physical infrastructure on the embankment at Dartmouth (e.g., mooring rings and fenders) posing physical risks to the Authority's staff and the public.

Action

Rob E will approach SHDC formally to highlight the outstanding works, particularly those which present immediate danger to river users. Depending on SHDC's response, the Authority may have to consider its legal position. A mutually acceptable way forward could be for the Authority to undertake or arrange the required works on behalf of SHDC on terms it agrees with SHDC.

Renewal of the 'KP' (Commercial Fishermen's) pontoon

The question arose of whether the Authority will allow the fishing enterprises to store their gear on the new pontoon in the quantity and manner prevalent now. There is a shortage of storage space near to the river, resulting in fishing gear stored on the pontoon. Rob E explained that on the new pontoon the Authority will mark out the storage area allowed for each berth and make clear that the Authority will remove gear left outside the marked areas.

Funding the South Devon Area of Outstanding Natural Beauty (AONB)

Members discussed the Authority's 2022 financial contribution to the funding of the AONB and agreed in principle to increase the contribution from £7,500 to £10,000. This is subject to the AONB sharing with the Authority details of its program of activities that will benefit the Dart and Members being satisfied that the program supports the purposes of the Authority and provides value for money.

Action

Julian D will invite AONB to present its 2022 program to the Board.

Stand up Paddleboards (SUPs)

Rob E is seeking to engage with a commercial operator on the river on safety issues. The activities of private SUPs around the Harbour entrance are also a safety concern. The British Canoe Union is taking SUPs under its wing as part of the sport, but formal training programmes are at an early stage of development and deployment. The Authority will need to issue a Directive on the use of SUPs and commercial operators offering SUPs experiences.

Action

Rob E / the HM will update the Board on the safety position of SUPs on the river and around the Harbour entrance in Q1 2022.

3. Designation as Collector of Rates

Members approved the designation of Kate Distin, Finance Manager, as Collector of Rates for the purposes of distraint under section 44 of the Harbours, Docks, and Piers Clauses Act 1847.

Matter Arising

Members suspect that marina operators may not always collect Harbour dues from their visitors and pass them to the Authority.

Action

Finance Committee will review the present arrangements for marinas to collect Harbour dues from visitors and may recommend measures to reduce any leakage of dues from marina visitors.

4. Formal Approval of the Policy on the Chair's terms of office

Members approved the Policy and its addition to the Members Guide subject to the addition of a provision saying that the Chair's term will normally start and end mid-year.

5. Moorings Policy Review – activities / timetable

Members discussed the review, the following main points arising.

- Julian D explained the history of the Policy and why it is necessary, on this occasion, to go further back than the last version that the Board formally approved ('Version 3/ 2016') to the one before that ('Version 2/2010') to re-capture important material the omission of which has resulted in a lack of clarity about how the Authority manages particular situations.
- The review provides the opportunity to align the Policy to the Authority's purpose as discussed at the September away day, the Authority's nascent strategy, and wider stakeholder interests (e.g., AONB).
- A balance is desirable between comprehensive coverage of situations, on the one hand, and simplicity on the other. Members agreed that the public should be able to access, read, and understand the Policy easily on-line via the website.
- Members agreed with the activities / timeline proposed which will allow a full opportunity for Members to engage with the material and for the Authority to consult with stakeholders.
- Members can form a working group when new Members join in the new year.

Action

Julian D will lead the review as set out in the activities/ timetable, inviting Members to join a working group in the new year.

6. Values and Behaviours work – briefing / next steps

John M presented his work on Values and Behaviours since the September away days. Next steps are to engage with Rob E and the management team to implement them. This means designing the Values and Behaviours into the day-to-day life of the Authority evidenced by, for example, measures of performance in personal appraisals that focus on the Values and Behaviours, internal and external branding, and employee recognition.

Action

John M and Rob E will take the work forward, reporting back to the Board as the Authority brings the Values and Behaviours to life in practical ways.

7. Strategy work – briefing and next steps

Tony D summarised work to date and the stage reached. Members agreed the four steps Tony set out in his paper:

- Identify key strategic issues,
- Identify strategic “pillars” and populate them with strategic issues,
- Develop a strategic roadmap, and
- Draft the Strategic Plan,

The Strategic Plan, on completion of the fourth step, will be a document of eight to fifteen pages. To complete the work required to the end of step three the Board requires a workshop of about half a day. Members agreed to meet for that purpose on the morning Tuesday 11 January, the day after the next *in person* board meeting on the evening of Monday 10 January. Ideally the HM would be involved in all the stages. The Board hopes a new HM will be in place at least in time to contribute to Step 4: drafting the Strategic Plan.

Action

Tony D will lead the workshop.

William L will arrange the venue.

8. Any other business

Staff party

Members agreed that the Authority will hold and fund a party for staff+1s estimated to cost £1,300 to £1,400.

Dart House

John Ellwood's retirement from the Board means the Authority needs a replacement for him on the board of Dart House, the company that owns the building housing the Harbour Office, in which the Authority has a one third interest. Members agreed that this can wait until the new year when new Members join.

Office staff capacity

Rob E highlighted that from March the present level of staff in the office, without a HM, will not be sufficient to manage the moorings renewals and general pick up in seasonal work. Members agreed that Rob E can revert to HR Committee with a proposal for additional / temporary staff to manage this.

Board practice of 'in Committee' and 'open to public'

Melanie L proposed Members to review the present practice of having part of Board meetings 'in committee' (i.e., in private) and the remainder open to the public.

Action

Melanie L will write a review report with a recommendation as to the way forward.

Date of and arrangements for next meeting	Monday 8 December @ 1830 remotely by Microsoft Teams
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