

Board

Minutes of a meeting on Monday 10 January 2022 at the Guildhall, Dartmouth (publication version without confidential material)

These minutes identify Members and other attendees by their given name and the first letter of their family name and use the following abbreviations.

<u>Term</u>	<u>Abbreviation</u>
Dart Harbour and Navigation Authority	Dart Harbour
Harbour Master and Chief Executive	HM
Port Marine Safety Code	PMSC

1. Administration

Attendance	11/10/2021	8/11/2021	13/12/2021	16/12/2021	10/1/2022
<i>Members</i>					
Mike Burden	✓	✓	✓	✓	✗
Tony Davis	✓	✓	✓	✓	✓
Tim Dewing (Chair from 1/1/2022)	✓	✓	✓	✓	✓
Julian Distin	✓	✓	✓	✓	✓
James Dodd (Member and Chair until 31/12/2021)	✓	✓	✓	✗	n/a
John Ellwood (Member until 31/12/2021)	✗	✓	✓	✗	n/a
Melanie Lessels (Vice Chair until 31/12/2021)	✓	✓	✓	✓	✓
John Milsom (Vice Chair from 1/1/2022)	✓	✓	✓	✓	✓
Joanna Poulton (Member from 1/1/2022)	n/a	n/a	✓ (guest)	✓ (guest)	✓
Anne-Marie Coyle (Member from 1/1/2022)	n/a	n/a	✗ (invited as guest but could not attend)	✓ (guest)	✓
<i>Attendees</i>					
William Lewis (Clerk)	✓	✓	✓	✓	✓
Rob Everitt (interim Deputy HM)	✓	✓	✗ (on leave)	✗ (not invited)	✓

Declaration of Members' interests	Ann-Marie C is Commodore of Dittisham Sailing Club
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Approval of Minutes	
Date of meeting	Approval
13/12/2021	✓
16/12/2021	✓

Review of Actions Log	
As at (date)	Reviewed and updated
10/01/2022	✓

2. HM – items brought to the Board’s attention by exception

Rob E presented his short report, highlighting:

- the need in 2022 to drive up near miss/ minor incident reporting,
- that the demand for moorings continues to exceed supply significantly, and
- the effect of silting over time means Dart Harbour and marina operators will need to dredge around pontoons in the medium term.

3. Members’ appraisals

Members agreed to continue the practice of having an annual appraisal with the Chair and Human Resources Committee Chair. The Chair’s appraisal will be with the Vice Chair and another Member. The Human Resource Committee’s appraisal will be with the Chair and the Vice Chair.

Action

Members (except Joanna P and Anne-Marie C) will arrange their appraisals, aiming to complete them by the end of March.

4. Strategy

Tim D outlined the approach he would like Dart Harbour to take in the further development of its strategy in consultation with stakeholders, referring to his paper, ‘Headline Strategic Objectives received to date 8-1-22’ shared with Members before the meeting and in preparation for the Board strategy session on the following morning. In summary, the approach is based on:

- four time horizons: Very Short Term (3 months), Short Term (12 months), Medium Term (5 years), and Long Term (20 Years), and
- five headings: Safe, Sustainable, Solvent, Staff, and Stakeholders.

He proposed a programme of stakeholder engagement activity involving:

- sharing a first draft of the strategy with stakeholders shortly after the 11 January Board strategy session, inviting input,
- presenting the strategy as a draft for input at the Public Meeting in March, and

- finalising it as a public document shortly thereafter when the Board has considered contributions received from stakeholders and the public in response to the presentation at the Public Meeting.

Members agreed to take the discussion forward in the strategy session.

5. Any Other Business

Farewell to Rob E

Tim D thanked Rob E for all his work for Dart Harbour particularly his contribution as interim Deputy Harbour Master following Captain Holland's departure and wished him well in his new role.

Classic Regattas Anglo-Breton (CRAB) 2022

Dartmouth is hosting the Classic Channel Regatta in July 2022. The organising committee has asked Dart Harbour to waive harbour dues for the visiting participating yachts, reciprocating the concession that French ports have made when hosting the regatta. Previously, Dart Harbour (2019) charged a third of the normal dues. Having discussed the issue Members requested Tim D/ John M and Paul Britton (when he joins) to agree an arrangement with the organising committee whereby harbour dues are included in the entry fee for the event at a discount and or with additional benefits, on the basis that CRAB will account to Dart Harbour for the agreed amounts, saving Dart Harbour the work involved in collecting the dues.

Membership of Sub-Committees, directorship of the company that owns Dart House (Harbour Office), and Members individual responsibilities

Members agreed to allocate roles and responsibilities during the following morning's Strategy session.

Frequency of Board meetings

Members agreed to continue to meet monthly for now (normally in the second Monday of the month) except for the months of August and December when it is intended not to hold a meeting. Meetings will continue to alternate between remote and in person.

When Paul Britton has settled in Members hope to be able to reduce the frequency of Board meetings to once every two months.

Members would like to make hybrid meetings possible whereby Members can meet in person or remotely, (i.e., a Member who cannot travel to an in-person meeting can join remotely or Members can meet in person if they choose for a meeting scheduled to be remote). This requires deploying appropriate technology to ensure that the meeting experience is satisfactory for both those assembled in person and those attending remotely.

Action

William L will circulate a Board and Committee calendar and will investigate the venue / technology required to support hybrid meetings satisfactorily.

Sub-Committee meetings

The Committees will continue to set their own meetings calendars and timing and method of meeting (remote/ in person/ hybrid) according to what works for their Members and Paul Britton.

Date of and arrangements for next meeting	Tuesday 15 February 2022 @ 1830 remotely via Microsoft Teams
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Signed

Tim Dewing – Chairman

15 February 2022