

**Minutes of a Board meeting on Monday 9 May 2022 @1830 held at the Guildhall Dartmouth and online**

These minutes identify Members (except for the Harbourmaster) and other attendees by their given name and the first letter of their family name, and use the abbreviations listed in the Appendix.

The Clerk has excluded confidential items.

**1. Administration**

Attendance	10/1/2022	15/2/2022	10/3/2022	14/3/2022	11/4/2022	9/5/2022
<i>Members</i>						
Paul Britton (Harbourmaster from 14/3/2022)	n/a	✓ (designate)	✓ (designate)	✓	✓	✓
Mike Burden	x	✓	✓	✓	✓	✓
Tony Davis	✓	✓	✓	✓	✓	✓
Tim Dewing (Chair)	✓	✓	✓	✓	✓	✓
Julian Distin	✓	✓	✓	✓	✓	✓
Melanie Lessels	✓	✓	✓	✓	✓	x
John Milsom (Vice Chair)	✓	✓	✓	✓	✓	✓
Joanna Poulton	✓	✓	✓	✓	✓	✓
Anne-Marie Coyle	✓	✓	✓	✓	✓	✓
<i>Attendee</i>						
William Lewis (Clerk)	✓	✓	✓	✓	✓	✓

Declarations of interests	William L, a Dart Harbour employee, declared an outside interest as vice-commodore of SGBA.
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Approval of Minutes	
Date of meeting	Approval
11/4/2022	✓

Review of Open Actions	
As at (date)	Reviewed
9/05/2022	✓

## 2. Harbourmaster's reports

### 2.1 Operational Update

The Harbourmaster invited questions and comments on his report. He shared, in addition, that the agency colleague assisting with finance (point 34 in the report) has secured a permanent position elsewhere and would not be able to start the position of temporary finance assistant. The agency is arranging a replacement.

#### Points arising

Dart Harbour's cashflow position remains positive, most of the annual harbour dues and charges for moorings having been paid.

Members discussed the appointment of new auditors, the Harbourmaster requesting the involvement of the Board in making the selection.

**Action:** Finance Committee will assist by identifying potential new auditors and with a request for proposal (RFP) which the Harbourmaster can issue. (Note: it may be possible to bring the payroll function in house).

## 3. HR update

John M reported that the recruitment of the Commercial Manager is under way and likely to come to fruition in July or August.

The recruitment of a River Officer and a River Assistant is proceeding satisfactorily, with an apprentice being the successful applicant for the River Assistant position.

## 4. Higher Ferry Slipway Project

Tim D shared an update received Sir Geoffrey Newman, Chairman of the The Dartmouth Public Slipway Trust (Trust). The Trust's fund-raising efforts are progressing slowly. The timescale within which the Trust expects to bring the new landing to fruition remains uncertain.

## 5. Strategy Document for publication

Members discussed the latest draft of the working group (Anne-Marie, John M, Tony D, and the Harbourmaster). Members are in broad agreement on the content and discussed minor amendments.

**Action:** The Working Group will share a final draft with the Board for approval before it is published.

## 6. Any Other Business

### Expenses

Tim D raised whether Members should be entitled to claim reimbursement of their out-of-pocket expenses of attending Board meetings. Historically, the question did not arise because Members typically lived in or close

to Dartmouth. The Board agreed that Members are entitled to claim reasonable out of pocket expenses incurred in the performance of their office.

Tim D had (prior to the meeting) requested Tony D (Chair of Finance Committee) to draw up a suitable document covering Members' out of pocket expenses of attending Board meetings.

Date of and arrangements for next meeting	Monday 13 June 2022 @ 1830 – Remote/online meeting. Members local to Dartmouth may wish to gather in the meeting room at the Harbour Office
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[Meeting closed – 2030]

## Appendix

### Abbreviations

<u>Term</u>	<u>Abbreviation</u>
Dart Harbour and Navigation Authority	Dart Harbour
Dartmouth Town Council	DTC
Dartmouth Yacht Club	DYC
Dittisham Sailing Club	DSC
Harbour Master and Chief Executive	Harbourmaster
Port Marine Safety Code	PMSC
Designated Person under PMSC	DP
Dart Harbour and Navigation Authority Act 1975	1975 Act
Harbours, Docks, and Piers Clauses Act 1847	1847 Act
Merchant Shipping Act 1995	1995 Act
Royal Dart Yacht Club	RDYC
Stoke Gabriel Boating Association	SGBA
South Hams District Council	SHDC
South Devon Area of Outstanding Natural Beauty	AONB