

**Minutes of a Board meeting on Tuesday 26 July 2022 @1845 at the Flavel (Studio), Dartmouth, and on-line**

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.

**Administration**

Attendance	10/3/2022	14/3/2022	11/4/2022	9/5/2022	13/6/2022	26/7/2022
<i>Members</i>						
Paul Britton (Harbourmaster from 14/3/2022)	✓ (designate)	✓	✓	✓	✓	✓
Mike Burden	✓	✓	✓	✓	✓	✓
Tony Davis	✓	✓	✓	✓	✓	✓
Tim Dewing (Chair)	✓	✓	✓	✓	✓	✓
Julian Distin	✓	✓	✓	✓	✓	✓
Melanie Lessels	✓	✓	✓	x	✓	✓
John Milsom (Vice Chair)	✓	✓	✓	✓	✓	✓
Joanna Poulton	✓	✓	✓	✓	x	✓
Anne-Marie Coyle	✓	✓	✓	✓	x	x
<i>Attendee</i>						
William Lewis (Clerk)	✓	✓	✓	✓	✓	✓

Tim D had received apologies from Anne-Marie C. The start of the meeting was delayed until about 1900 due to the late availability of the Studio and the time required to set the room up.

Declarations of interests	None
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Approval of Minutes	
Date of meeting	Approval
13/6/2022	✓

Review of Open Actions	
As at (date)	Reviewed
23/07/2022	✓

**1. Points arising from the review of open actions**

20021.2 – The Harbourmaster is taking on the review of the Moorings Policy. Julian D is acting in a consultative capacity, sharing his knowledge of the history of the Policy. The Harbourmaster is at an early stage in the work, gathering input from staff involved in the administration of the moorings.

2022.3 - Tony D confirmed that Francis Clark LLP (trading as PKF Francis Clark) has been appointed Dart Harbour's auditor and has started work.

2022.4 – Joanna P reported that her engagement with the other shareholders in Dart House Limited (the owner of the land and building in which the Harbour Office is housed) is continuing and that she expects to provide a full update in relation to the secretarial arrangements at the next meeting.

2022.5 – Anne-Marie C (not present) suggests that the action to explore how young people can be encouraged to engage with Dart Harbour can be closed with the co-option of a younger member on to the Board as envisaged under agenda item 4 of this meeting 'Co-opting Members'.

2022.6 – The Board re-capped on the issue of craft too large to lift in Dart Harbour that are not covered by government guarantee becoming wrecks and requiring scrapping / breaking up at Dart Harbour's expense, as in the recent example of MFV Honestas. The question raised at the last Board meeting is whether Dart Harbour can obtain insurance against the risk of having to scrap derelict vessels when they are, in effect, abandoned by their owners.

The Harbourmaster reported that he and his team are now vigilant in relation to large craft entering Dart Harbour, requiring the masters of such vessels to produce evidence of valid insurance covering the risk becoming wrecks and requiring scrapping / breaking up.

**Action** – The Harbourmaster will enquire as to the availability to Dart Harbour and terms of this type of insurance cover.

## **2. River Trip / feed-back and Strategy Publication**

Members reflected that the river trip was a success, feed-back from guests being positive. The Board agreed that no material amendments are required to the strategy document.

**Action** -The Harbourmaster will finalise the presentation and proceed to publish the document.

## **3. Harbourmaster**

### **a. Risk Assessment of Higher Ferry Slip Way**

Having reviewed the Harbourmaster's Risk Assessment and report dated 22 July 2022 of the use of the Higher Ferry slipway, the Board is satisfied that while the slipway set up is not ideal, the risks are acceptable with appropriate mitigations in place.

### **b. Operational Update**

Tim D invited Members to raise any points or queries arising from the Harbourmaster's Operational report dated 26 July 2022.

A discussion of item 18, installation of battery charging stations on Town Jetty, highlighted the potential risks of being tied into a single service provider early in the development of charging stations whose offering becomes less attractive over time as the technology improves and prices fall.

Members noted that the satisfactory number of June Visitor nights (2988) which exceeded those recorded for the same periods in 2019 and 2021.

#### **4. Co-opting Members**

The Board discussed Joanna P's report about co-opting Members on to the Board in terms of Article 7 of the HRO 2002 to attract young and diverse talent. Article 7 allows the Board to co-opt an additional two Members for terms not exceeding 12 months. Co-opted Members are the same in all material respects as appointed Members except from their short terms of office and the limitation that they do not take part in the selection of Members or the election of the Chair or Vice Chair.

The Board agreed the following.

- Co-opting additional Members under Article 7 is an appropriate way to bring young and more diverse talent on to the Board on the basis that co-opted Members may well put themselves forward subsequently to be appointed a Member for a full term of office when Board initiates a selection process for a new Member.
- The process to co-opt Members a requires a balance between, on the one hand, speed, and informality to meet an immediate need or objective and, on the other, appropriate governance to ensure objective and fair selection from the widest and most diverse pool of talent available.
- The Board will proceed to co-opt an additional Member.

By way of further actions:

- Tim D will consult with stakeholders on the possibility of co-opting an additional Member with a view to identifying the possible talent pool; and,
- Human Resources Committee will create a process to co-opt Members for the Board to approve.

#### **5. 2023 Board and Chair**

John M chaired the meeting for this item. Tim D is serving his first of a three-year term of office as Chair, subject to Members' continuing support for him to serve as Chair. Members confirmed unanimously that they wish him to continue to serve as Chair in 2023. Tim's third consecutive term of office as a Member expires on 31 December 2022. Accordingly, to enable Tim to continue to serve as Chair, Members appointed him to a fourth term of office as a Member from 1 January 2023 in terms of paragraph 11 (3) of the HRO 2002.

Melanie L shared that she intends to step down as a Member at the end of the year. Tim D thanked Melanie for all her work to date and noted that the Board will find an occasion to thank her more fully before she completes her term of office.

Members noted that Julian D's term of office as a Member expires on 31 December 2022 and that he is eligible for appointment for a further three-year term which will be his second consecutive term. Tim D requested Julian to continue to serve as a Member. Julian indicated his willingness to continue to serve, making clear that he is entirely comfortable going through a selection process with external candidates if deemed appropriate.

Date of and arrangements for next meeting	Monday 12 September at the Harbour Office
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[Meeting closed – 2205]

## Appendix

### Abbreviations

<u>Term</u>	<u>Abbreviation</u>
Dart Harbour and Navigation Authority	Dart Harbour
Dartmouth Public Slipway Trust (Charity no. 1178833)	Slipway Trust
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
Dart Harbour and Navigation Harbour Revision (Constitution) Order 2002	HRO 2002
Harbours, Docks, and Piers Clauses Act 1847	1847 Act
Member of Dart Harbour in terms of the 1975 Act	Member
Members of Dart Harbour referred to collectively	Board
Merchant Shipping Act 1995	1995 Act
Royal Dart Yacht Club	RDYC
Stoke Gabriel Boating Association	SGBA
Sit on top kayak	SOT
South Hams District Council	SHDC
South Devon Area of Outstanding Natural Beauty	AONB
Stand up paddle board	SUP