

Minutes of a Board meeting on Monday 10 October 2022 @1830 on-line and at the Harbour Office, Dartmouth

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 abbreviations listed in the Appendix.

Confidential items have been excluded.

1. Administration

| Attendance | 11/4/2022 | 9/5/2022 | 13/6/2022 | 26/7/2022 | 12/9/2022 | 10/10/2022 |
|--------------------------------------|-----------|----------|-----------|-----------|-----------|------------|
| <i>Members</i> | | | | | | |
| Paul Britton (Harbourmaster) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Mike Burden | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tony Davis | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Tim Dewing (Chair) | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ |
| Julian Distin | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Melanie Lessels | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ |
| John Milsom (Vice Chair) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Joanna Poulton | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ |
| Anne-Marie Coyle | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ |
| <i>Attendees</i> | | | | | | |
| William Lewis (Clerk) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tony Wheeler (Commercial Manager) | | | | | ✓ | |

John M chaired the meeting in the absence of Tim D. John M received apologies from Anne-Marie C and Tim D before the meeting.

| Approval of Minutes | |
|---------------------|----------|
| Date of meeting | Approval |
| 12/9/2022 | ✓ |

2. Follow up of actions from last meeting

Publication of the strategy document' (Harbourmaster)

Tony Wheeler (Commercial Manager) has outsourced the artwork. Publication is expected shortly.

Whether Dart Harbour can obtain insurance against the risk of having to scrap large derelict craft (Harbourmaster)

This remains a work in progress.

Consulting with selected stakeholders about individuals who could be co-opted as additional Members (Tim D)

Update awaited from Tim D (not present).

Regarding the incident involving the railway crossing at Hoodown... explore with Dart Valley Railway whether there are practical measures that could make the crossing safer. (Harbourmaster)

The Harbourmaster is engaging with Dart Valley Railway.

Risk of pollution from use of scrubbing grids for anti-fouling work (Harbourmaster)

The Harbourmaster is engaging with SHDC, the owner of the scrubbing grid.

Mooring Policy review

Anne-Marie C, Julian D and the Harbourmaster are yet to convene to discuss. Mike B will join the group.

3. Harbourmaster

3.1 Monthly Finance Update

The Harbourmaster reported that Dart Harbour's financial performance remains on track, presenting management accounts to the end of August that show Dart Harbour is slightly ahead of budget for the year to date. August was a little quieter than last year.

Work continues to improve financial reporting to include forecasts in order that, in addition to presenting income and expenditure with budget variance year to date, the Board will have a forwarding looking view of the probable financial outcome for the year.

Going forward, the Harbourmaster will arrange for Members to receive a PDF summary of the monthly finance update presented to the Board.

3.2 Operational update

The Harbourmaster clarified points arising from his report.

Dart Harbour can procure the services of TMS's newly acquired tug to be based at Dartmouth on an ad hoc basis. This will be helpful with Dart Harbour's support of cruise ship visits.

3.3 Seatrade cruise exhibition

The Harbourmaster represented Dart Harbour at the cruise exhibition in Malaga in September to promote Dartmouth as a destination for cruise ships. Four cruise lines who have not visited Dartmouth before or in

recent years expressed interest in visiting Dartmouth in the coming years. Next year ten or eleven visits are expected.

The Harbourmaster clarified two points relating to the environmental impact of cruise ship visits. First, cruise ships have arrangements to ensure that they do not make any polluting discharges into the water. Secondly, the diesel fuel burned in their engines is the same as in other diesel-powered craft.

4. Any other business and date of next meeting

Strategic Risk Register

Tony D reminded Members of the Board’s commitment to create a strategic risk register. The Board agreed to progress this work, (initially a sub-group of the Harbourmaster, Tony D and Joanna P), with a view to presenting a first draft to the Board at the December meeting.

Electric power for Phoebe

The Board gave final approval to replace Phoebe’s diesel engine with an electric battery powered engine on the basis that the battery will pay for itself within the working life of the battery.

| | |
|---|---|
| Date of and arrangements for next meeting | Monday 14 November @ 1830 in person at the Harbour Office, and remotely for those unable to attend in person. |
|---|---|

[meeting closed @ 2020]

Appendix

Abbreviations

| <u>Term</u> | <u>Abbreviation</u> |
|---|---------------------|
| Annual General Meeting | AGM |
| Dart Harbour and Navigation Authority (a SHA) | Dart Harbour |
| Dart Harbour and Navigation Authority Act 1975 | 1975 Act |
| Dart Harbour and Navigation Harbour Revision (Constitution) Order 2002 | HRO 2002 |
| Dart House Limited (the company that owns the land and building housing the Harbour Office) | Dart House |
| Dartmouth Public Slipway Trust (Charity no. 1178833) | Slipway Trust |
| Dartmouth Town Council | DTC |
| Dartmouth Yacht Club | DYC |
| Department for Transport | DfT |
| Designated Person under PMSC | DP |
| Dittisham Sailing Club | DSC |
| Harbours, Docks, and Piers Clauses Act 1847 | 1847 Act |
| Harbour Master and Chief Executive | Harbourmaster |
| Maritime & Coastguard Agency | MCA |
| 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 |
| Port Marine Safety Code (DfT & MCA) | PMSC |
| Ports Good Governance Guidance (DfT) | PGGG |
| Royal Dart Yacht Club | RDYC |
| Statutory Harbour Authority | SHA |
| 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 |
| TMS Marine Limited (Dawlish) | TMS |