

Minutes of a Board meeting on Monday 12 December 2022 @1830 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. Members' names and roles are listed in the Appendix.

Confidential items have been excluded.

Tim D welcomed to the meeting Lloyd Turner who will commence his term as a Member on 1 January.

1. Administration

Attendance

Tim D received apologies from Mike B and Anne-Marie C.

Minutes

The Board approved the minutes of the October and November meetings, (the October minutes having been amended to correct the figure for the current year's capital expenditure).

2. Follow up of actions from previous meetings

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

The Harbourmaster reported that Dart Harbour cannot practically obtain insurance against this risk, and that there are 3-4 large vessels in the river at risk of becoming Dart Harbour's responsibility from dereliction. He reminded Members of the measures that Dart Harbour has introduced to mitigate the risk such as requiring production of evidence of current insurance on entering and remaining in the river. Moreover, changes to the Moorings Policy are envisaged to reduce the risk.

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 reported that Dart Valley Railway does not propose any changes to this public crossing. Members discussed Dart Harbour's responsibility to its employees who use the crossing to reach the Hoodown premises concluding that the training, rules, and guidance provided to employees is appropriate and proportionate to the risk.

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

The Harbourmaster reported that he is engaging with SHDC primarily with reference to the repairs that SHDC is due to undertake to improve the grid, which is Dart Harbour's priority. During the coming

season he will act to reduce the risk of pollution from user's activities at the grid as previously agreed with the Board.

3. Harbourmaster

Capital Plan

The Harbourmaster reported that the Board's away day on 8 December achieved its objective to prioritise capital expenditure for the next five to ten years. In the first quarter of 2023 he will circulate a paper summarising the discussion and outlining the plan.

Financial performance update

The Harbourmaster reported that financial performance remains on track for the year and that he expects Dart Harbour to make a profit before depreciation, capital expenditure, Honestas disposal and tax of +£350,000 which will be used primarily to fund capital expenditure. He mentioned steps under way with the support of Finance Committee to improve Dart Harbour's interest income on its bank deposits.

Operational update

The Harbourmaster took questions on his Operational Update. He provided an overview of the Southwest Water water quality sensors which the Environment Agency has installed at Totnes, Stoke Gabriel, and Dartmouth.

Saltmarsh Restoration

The Harbourmaster presented his paper on the Environment Agency's proposal for a project to restore the Dart Estuary saltmarshes. Members expressed their strong support for Dart Harbour's involvement in the project, at this stage making resources (vessels, equipment, manpower, and expertise) available as the project gets underway.

4. Strategic Business Risk Register

The Harbourmaster presented the working group's Strategic Business Risk Register as a work in progress. The Board approved the Strategic Business Risk Register framework and agreed as follows.

- The Harbourmaster must present a Strategic Business Risk Report in terms of the framework at a Board meeting twice each year.
- Finance Committee will review the report before it is presented to the Board.

By way of next steps, the Harbourmaster will schedule the first report to the Board in the Board calendar. Finance Committee will update its name and terms of reference and share with the Board for approval.

5. Farewell to Melanie Lessels

On behalf of the Board Tim D said farewell to Melanie and expressed Dart Harbour's gratitude to Melanie for her work since her appointment in 2019. He outlined her leadership contribution to human resource management during this period and her wider contribution to the life and work of Dart Harbour.

Tim presented Melanie with a framed print of an early Admiralty navigation chart of the river Dart.

6. 2022 re-cap

Tim D paused to reflect on Dart Harbour's achievements in 2022 which included:

- appointing Paul Britton as Harbourmaster,
- Paul's great first year as Harbourmaster,
- the new management structure enabling Paul to engage proactively with the community,
- completion of the Strategic Plan in consultation with stakeholders,
- timely preparation and approval of the 2023 Budget, and
- the successful Board away day focused on capital expenditure in the coming years.

Tim commended the Harbourmaster, his team, and Members for their contributions to these outcomes.

7. Any other business and date of next meeting

John M requested the Board to assess Dart Harbour's stakeholder engagement, communications, and public relations at a suitable opportunity, focusing initially on Dart Harbour's engagement with leisure users, the 2023 public meeting (which last took place in March 2022), the website, and initiative-taking communication programmes.

Members agreed that going forward all meetings will be in person and will normally take place at the Harbour Office at 1830 on the second Monday of each month (the next working day if Monday is a public holiday). Members unable to join the meeting in person can join remotely by arrangement.

The next meeting will be on Monday 9th January.

[meeting closed @ 2010]

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 Harbour and Navigation Harbour Revision Order 2021	HRO 2021
Dart House Limited (the company that owns the land and building housing the Harbour Office)	Dart House
Dart Harbour mooring	Berth
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

Dart Harbour Board

Name	Role
Paul Britton	Harbourmaster
Mike Burden	Member
Anne-Marie Coyle	Member
Tony Davis	Member and Chair of Audit and Risk Committee
Tim Dewing	Member and Chair
Julian Distin	Member and Chair of Safety & Environment Committee
Melanie Lessels	Member and Chair of Human Resources Committee (until 31/12/2022)

Name

Emma Magee
John Milsom
Joanna Poulton
Lloyd Turner

Role

Member from 1/1/2023
Member, Vice Chair
Member
Member from 1/1/2023