

## Minutes of a Board meeting on Monday 9 January 2023 @1830 at the Harbour Office, Dartmouth

In the text of the minutes Members (except for the Harbourmaster) are referred to by their given name and the first letter of their family name. In the Appendix their names and roles are listed together with a list of the abbreviations that may appear in the text.

Any confidential items have been excluded.

Tim D welcomed Emma M to her first meeting.

### 1. Administration

All Members were present.

The Harbourmaster is attending to the induction of Emma M and Lloyd T as new Members and to their declarations that Article 8 of the HRO 2002 requires as to duties of Members and declaration of interests.

The Board approved the minutes of the December meeting.

### 2. Follow up of actions from previous meetings

**Capital Plan** (Harbourmaster) ... *'circulate a paper summarising the December away day discussion and outlining the plan.'*

The Harbourmaster explained that this included in section 6 of the draft Port Master Plan (agenda item 3.2) under the heading 'Prioritisation'.

**Mooring Policy** (Working Group - Harbourmaster, Julian D, Anne-Marie C, and Mike B) ... *'prepare a first draft of the Policy for the Board to review.'*

The Policy is a work in progress. Members discussed how to bring it to fruition and consult with stakeholders, bearing in mind that the annual public meeting is planned for March.

The Harbourmaster indicated that, with the benefit of a further session with the Working Group, he will have a draft ready for review at the February Board meeting. Acknowledging that the Policy is one that the Board must own collectively, and which is likely to be of interest to stakeholders, Members requested the Harbourmaster to provide a presentation to which he will speak at the next meeting setting out the issues that have arisen in the review and how it is proposed to address them.

On the question of consultation, Members felt that the best course is to have a single round of consultation to run for a period of weeks immediately following the public meeting.

Tim D requested the Harbourmaster to provide a timeline of tasks and activities to ensure that the draft Policy is ready to be issued for consultation by the public meeting.

**Strategic Risk Register** (Harbourmaster / Audit & Risk Committee) – *‘schedule the first report in the Board Calendar.’*

The first report is scheduled for the February Board meeting.

### **3. Harbourmaster**

#### Operational Update

The Harbourmaster answered questions on his report.

The police and fire service dealt with the fatality near Longmarsh without Dart Harbour’s involvement. The incident was unrelated to Dart Harbour’s operations or responsibilities.

The machine part required to repair Hercules’ crane, which was out of action in December, was specific and not one that would be held as a spare. The crane is scheduled to be re-built next year.

The present demand for Berths indicates that all are likely to be allocated to customers this year.

Dart Harbour advises event organisers concerned with water quality to contact the Harbour Office so that Dart Harbour can check Southwest Water’s sensors.

#### Port Masterplan

The Harbourmaster answered questions on the draft plan. Emma M enquired as to the provenance of the zones shown on the map. The Harbourmaster explained that they are Dart Harbour’s own zones and that they follow those designated by local authorities approximately.

#### Financial update

The Harbourmaster shared that Dart Harbour ended 2022 with an operational surplus ahead of budget of £83,000. Dart Harbour’s cash flow position (bearing in mind that Dart Harbour receives most subscription income in March and April) is satisfactory for the time of the year.

Tony D mentioned that Finance Committee will review the amount (presently £630,000) that Dart Harbour seeks to maintain as a capital reserve.

#### **4. Stakeholder engagement**

##### Annual Public Meeting

The Board agreed to hold the annual public meeting in March. The Harbourmaster is enquiring as to the availability of the auditorium at the Flavel and will revert to Members. The Board agreed that the format will remain the same as last year, subject to one difference that the Harbourmaster will present the financial report rather than the Chair of the Finance Committee.

##### Engagement with Leisure Users

Members reflected that ADRUC does not meet, and Dart Harbour does not have a body representing leisure users with which to consult. The Board agreed that Dart Harbour will initiate one or more public consultation meetings with leisure users and gauge from the response whether it may be possible to support the establishment of a leisure users advisory body in terms of Article 14 of the HRO 2002 or at least adopt the practice of holding such meetings regularly to engage with leisure users as a loose group of stakeholders, (PGGG 2.2 and 3.2 refers).

#### **5. Board Calendar**

##### Board meetings

The Board agreed to adopt a pattern of meetings whereby one meeting each quarter will be focused on Dart Harbour's strategic agenda and that in the remaining months, (except for August when the Board will not meet), there will be a shorter meeting at which the Harbourmaster will provide an operational update to the Board.

Members will make every effort to attend the quarterly strategic meetings in person and will attend the shorter operational update meetings in person or online as they prefer.

The Board will continue to schedule meetings to take place on the second Monday of the month at 1830 unless that day is a public holiday, or a different day is required for other reasons.

Adopting these arrangements, the Board will continue to comply with the requirement to meet at least once every two months (HRO 2002 Article 12, paragraph 9. (2)).

##### Calendar

The Board approved the calendar shared before the meeting reflecting the new pattern of Board meetings, subject to the Board appraisal being moved to follow the annual Public Meeting and the completion or confirmation of the Sub-Committee meetings dates.

#### **6. Sub-Committee Membership**

The Board agreed the following membership of the Board Sub-Committees in addition to the Harbourmaster, who is a member of all of them.

- Audit and Risk Committee: Tony D (Chair), Mike B, and Joanna P
- Human Resources Committee: John Milsom (Chair), Anne-Marie C, and Joanna P
- Safety and Environment Committee: Julian D (Chair), Emma M, and Lloyd T.

## **7. Next meeting**

The next meeting will be on Monday 20<sup>th</sup> February (moved from Monday 13 February to avoid a clash with the Commercial Users Group). The meeting will be a Quarterly meeting focused on Dart Harbour's strategic agenda, as referred to in paragraph 5 above.

[meeting closed @ 2010]

## Appendix

### Dart Harbour Board

Name	Role
Paul Britton	Harbourmaster
Mike Burden	Member
Anne-Marie Coyle	Member
Tony Davis	Member, Chair of Audit and Risk Committee
Tim Dewing	Member and Chair
Julian Distin	Member, Chair of Safety & Environment Committee
Emma Magee	Member
John Milsom	Member, Vice Chair and Chair of Human Resources Committee
Joanna Poulton	Member
Lloyd Turner	Member

### Abbreviations

<u>Term</u>	<u>Abbreviation</u>
Annual General Meeting	AGM
Association of Dart River User Clubs	ADRUC
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
Ditisham 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