

## **Minutes of a Board meeting on Monday 20 February 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 are excluded from these published minutes.

### **1. Administration**

All Members were present.

The Board approved the minutes of the January meeting.

### **2. Harbourmaster**

#### 2.1 Operational Update

The Harbourmaster took question on his operational report dated 20 February. The following points arose.

Point 3 – Large tugs will be required for the larger cruise ships that Dart Harbour plans to host. A suitable tug has been identified in Falmouth at a competitive price.

Point 43 – ADRUC – the Harbourmaster confirmed that while Anne Davis has indicated her interest in re-starting the group, she supports the idea of a Leisure Users group as the Board has previously discussed; Dart Harbour will drive inception of the Leisure Users Group.

Operations Dashboard – performance indicators are quite new and may require re-calibration over time. The red rated indicators do not, on scrutiny, indicate a material problem. By way of illustration, Staff turnover ‘in the red’ at 25% indicates the turnover of staff over the last year which is well known to the Board.

#### 2.2 Financial update

The Harbourmaster provided a verbal update that Dart Harbour’s financial performance is on track. The reserve now stands again at £600,000. Tim D noted that a separate discussion is to be scheduled on the question of treasury arrangements (maximising the return on funds not immediately required for operations or capital expenditure).

### 2.3 2021 Statement of Accounts ('Accounts')

The Board noted that the Accounts are not yet final. The change of Auditor, staff changes and the implementation of new finance systems within Dart Harbour in 2022 have resulted in the work to finalise the Accounts taking longer than usual. It is expected that the Board will receive the Accounts for approval before 14 March, the date of the Annual Public Meeting.

The Harbourmaster reported that Dart Harbour did not file the corporate tax return due at the end of December because the Accounts are required to be included with the return. A corporation tax liability for 2021 is not expected, but there will be a late filing penalty.

### 2.4 BRNC

The Harbourmaster summarised the present position in relation to BRNC's pontoon proposal at Sandquay, an objection having been raised that it will obstruct navigation to Old Mill Creek. BRNC is working on changes to address the issue. Discussions continue.

### 2.5 Risk Register

The Harbourmaster has worked with Audit and Risk Committee to produce the Risk Register presented at this meeting.

The Board approved the Risk Register and thanked the Harbourmaster and the Committee for their work.

### 2.6 Cruise ships moorings

The Board has previously agreed to prioritise the upgrade of the current cruise ship moorings to allow vessels of up to 300m in length to visit Dartmouth.

The Harbourmaster's proposal to lay a large ship mooring buoy in the bight in 16m of water near the current mooring B28 is described in his paper 'MS-0 Cruise ship mooring' dated 20 February 2023.

Members' points of discussion and clarification included the following.

- The cruise ships in this category are unlikely to visit for longer than a day.
- The presence of a cruise ship moored in the bight will not be a hazard to navigation for other craft.
- It is envisaged that a cruise ship will lie to its own anchor at the bow and be tethered to the mooring buoy at the stern. While the masters of cruise ship prefer to lie alongside or to their own single anchor, this mooring arrangement is common and preferred to a mooring buoy at bow and stern.
- Members would appreciate a clearer statement of the business case for the investment and return in relation to the new mooring buoy and hosting of these larger cruise ships. The Harbourmaster will action this.
- Members noted the importance of effective engagement with Stakeholders when consulting on the plan to host these larger cruise ships.

Having discussed the Harbourmaster's paper the Board agreed that the Harbourmaster will proceed to obtain quotations for the work on the new mooring buoy and to consult further with Stakeholders on the proposal for cruise ships of up to 300m in length to visit Dartmouth and moor in the bight.

### 2.7 Double Steps Pontoon (V2 January 2023)

The Board approved the Harbourmaster's plan for the Double Steps pontoon, acknowledging that over time the Harbourmaster will adjust the operational arrangements for use of the new pontoon and may change the customers it serves as other facilities are developed.

### **3. Draft Mooring Policy V 4 ('Policy')**

Members expressed their appreciation of the work to date of the Harbourmaster and sub-group of Members (Julian D, Mike B, and Anne-Marie C) refreshing the Policy.

Points of principle having been discussed and agreed at previous meetings and feed-back having been provided to the Harbourmaster in advance of this meeting, Members made suggestions for improvements on points of detail.

More work is required to complete the draft. It is intended to refer to the consultation draft at the Annual Public Meeting and that the consultation period will immediately follow the date of the Public Meeting.

### **4. Annual Public Meeting**

Members expressed their support for the Harbourmaster's presentation to which he and Tony Wheeler will speak at the public meeting and made suggestions for improvement on points of detail. Tony D will assist the Harbourmaster further with the finance section.

### **5. Any Other Business**

John M noted that at a forthcoming meeting the Board should update Dart Harbour's the short-term objectives. Members indicated their agreement.

### **6. Date of Next Meeting**

The next meeting will be on Monday 13 March @ 1830, an Operational Update with hybrid attendance, online or in person at the Harbour Office.

[meeting closed @ 2045]

## 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
Mean High/Low Water Spring tide	MH/LWS
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
Stakeholder(s) in terms of PGGG Part A Section 2 and Part B S Section 2	Stakeholder(s)
Stand up paddle board	SUP
TMS Marine Limited (Dawlish)	TMS