

Minutes of a Board meeting on Tuesday 11 April 2023 @1830 online and 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.

Confidential material has been excluded.

1. Administration

All Members were present.

The Board approved the minutes of the March meeting subject to the correction of the name of the vessel referred to as Grey Gull to Great Gull.

Declaration of interests – Julian D reminded Members of his and his cousin’s interests in moorings off the North Embankment in the context of the potential improvement of facilities in the vicinity.

Board Calendar -ADRUC, an Advisory Group, is meeting on 13 April with the intention of refreshing its activities. John M and the Harbourmaster will attend.

Follow up of actions from previous meetings

January

Emma M’s declaration in terms of Article 8 of the HRO 2002 – closed.

February

Jetty at Dittisham Creek – The Harbourmaster is consulting Dittisham Parish Council to ascertain whether the council would be amenable to the jetty remaining in place if the landowner obtains the required approvals.

Aqua Superpower (AS) – The Harbourmaster has not heard further from AS in response to Dart Harbour’s comments on their proposed contractual terms. This action is marked as closed for now.

Mooring Policy – The Harbourmaster is part way through writing the introduction, which will take another week or so to complete before he issues the draft policy for consultation.

2. Review of public responses before/ at/ after the Annual Public Meeting

After the meeting Tim D shared a note of comments and feedback that he received at or after the meeting, and invited Members to do the same. Members discussed the points noted briefly. Tim D requested William L to collate the feedback into a single document.

3. Harbourmaster

3.1 Finances – The Harbourmaster reported that financial performance is on track. £60,000 has been moved to an interest-bearing account. Work will follow to increase deposit interest and to split deposits between more than one bank. Dart Harbour is moving over to the QuickBooks accounting package. Management accounts will be provided from next month.

3.2 Operational Update – The Harbourmaster took questions and comments on his operational report. The following points arose.

- The cruise ship visits bookings for 2025 are provisional while Dart Harbour puts the required mooring infrastructure in place. The work will be conducted next winter. Presently, the design of the new mooring arrangements in the bight are being outsourced to engineers with the required expertise, and the Harbourmaster is consulting with the pilots.
- With reference to the request that the Harbourmaster has received for a financial contribution towards the cost of repair work undertaken recently to the dam at Stoke Gabriel, Members felt that they would need more information about its ownership, the nature, extent, purpose and cost of the repairs, and the responsibilities (if any) for, and interests of, other bodies in relation to the dam (e.g. South West Water, SHDC, Stoke Gabriel Parish Council, and AONB).

3.3 Port Master Plan – The Harbourmaster reported that work is continuing.

3.4 Short Term Objectives – John M reminded Members that when they approved the Strategy last year the document was structured so that short term objectives can be updated each year with the longer-term objectives remaining unchanged. The short-term objectives are, in effect, the Harbourmaster's deliverables for the year which he can report on at the next annual public meeting and can be referred to at his performance appraisals. Members indicated their support for the objectives as presented. The Harbourmaster will update and publish the Strategy accordingly.

4. Committees

The Board approved the updated terms of reference of the Committees. Tim D invited questions on the minutes of the Committee meetings held in the first quarter of the year. A discussion followed of points arising from the Human Resources Committee meeting on the subject of recruitment, retention, core competencies, and individuals' workplace development.

5. Any Other Business

Emma M highlighted and explained the sewage spillage data for 2022 recently made public. She will attend a Dart Estuary Forum meeting on 11 May.

The Harbourmaster reported that he has invited the DP to attend the next Board meeting.

6. Next meeting

The next meeting will be on Tuesday 9 May.

[meeting closed @ 1930]

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>
Accredited advisory body in terms of Article 14 of the HRO 2002	Advisory Body
Annual General Meeting	AGM
Association of Dart River User Clubs	ADRUC
Conservancy duty in term of the PMSC	Conservancy
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
Independent Statutory Auditor PKF Francis Clark LLP	Auditor
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