

## **Minutes of a Board meeting on Tuesday 9 May 2023 @1830 online and at the Harbour Office, Dartmouth**

In the text of the minutes Members (except for the Harbourmaster) and regular attendees 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 items have been excluded.

### **1. Spring Safety Audit**

Andi Lloyd (DP) attended at the beginning of the meeting to speak to his Spring 2023 internal PMSC review and to meet Members.

Tim D introduced Andi and explained, for the benefit of Emma M and Lloyd T (this year's new Members), that Dart Harbour appoints the DP in terms of the PMSC to provide the Board with independent assurance in relation to the Board's duty holder accountability for port safety.

The purpose of the review was to provide an update of progress made during the winter months against recommendations raised to improve Dart Harbour's PMSC systems and a view on ongoing compliance with the requirements of PMSC prior to the season.

The DP's general observation in the review was that *'Dart Harbour continues to go from strength to strength, it was clearly demonstrated during this visit the Management team are not afraid to ask difficult questions of their systems and processes with the aim of a general improvement overall.'*

### **2. Administration**

Attendance - All Members were present.

Minutes - The Board approved the minutes of the April meeting.

Declaration of Interests - The Harbourmaster shared that he has been appointed to the Cruise Britain steering group. (Cruise Britain is a network of cruise ports, destinations, and service providers that works with cruise operators to welcome ships to Britain). He also requested confirmation that the Board is comfortable with him joining a bid with others to provide DP services to Cornwall council owned harbours. This would involve him about 6 days of work per annum. The Board indicated its approval.

### Follow up of actions from previous meetings

*Jetty at Dittisham Creek* – The position remains as at the last meeting; 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.

*Mooring Policy* – The position remains as at the last meeting; the Harbourmaster is finishing the draft policy for consultation.

*ADRUC meeting 13 April* – John M and the Harbourmaster reported their attendance. Members observed and agreed with the following.

- There is a prospect that this Advisory Body will become active again.
- Members will not accept nominations to represent an ADRUC member organisation at ADRUC meetings. Members attending ADRUC meetings as an alternative to their nominated representative must make clear that they are representing the member organisation, not Dart Harbour.
- Depending on how ADRUC develops, there may be a role for a Dart Harbour leisure users Group to put individual river users in direct contact with Dart Harbour via a consultation forum.

*Finance /QuickBooks* – The package has been implemented and is being used to produce management accounts.

*Strategy* – Since agreeing Dart Harbour’s short-term objectives at the last meeting, work is in hand to update and re-publish the Strategy.

### Advisory Bodies

Members accepted the Clerk’s recommendations in the paper ‘Advisory Bodies’ with the following next steps for the Harbourmaster and Clerk.

- a. Settle requirements to be an accredited Advisory Body.
- b. Identify the organisations meeting the requirements, communicate accreditation to them, and publish on the website.
- c. Agree arrangements to review accreditation periodically.
- d. Put in place any internal processes or standard required to record consultation activities with accredited Advisory Bodies and engagement with them.
- e. Separately, identify Dart Harbour’s Stakeholders in terms of the PGGG and settle any internal process or standard required to follow the PGGG’s guidance.

These arrangements will replace the Consultation Policy dated March 2021.

The Harbourmaster and Clerk will write a paper for the Board covering points a. – e. above.

## **3. Harbourmaster**

- 3.1 Finances – The Harbourmaster presented the management accounts. Financial performance remains on track. The management accounts were in a new format. Members felt that the format requires further work. Tim D volunteered to work with the Harbourmaster on the format of the next material finance presentation to the Board.

3.2 Operational Update– The Harbourmaster took questions on his operational report dated 9 May 2023. The following points arose.

Members noted that Dart Harbour’s provision of pilots is much improved, and work continues to establish a long-term plan.

The Harbourmaster outlined improvements to pilotage arrangements. It is possible now to provide pilotage information electronically to vessels before they arrive in order that they can prepare. The pilot boat now meets approaching vessels further out to sea so that the pilot and master have more time to prepare for the approach to the harbour.

The Harbourmaster is continuing efforts, relying on the Byelaws, to prevent unseaworthy vessels entering the harbour and is considering a direction in terms of HRO 2021 to strengthen measures to discourage the launch of unseaworthy vessels.

#### **4. Audit and Risk Committee**

Tony D highlighted key points of the meeting held on 3 May.

Work is in hand to improve the rate of interest deposit interest earned on Dart Harbour’s funds held including the possibility of holding HM Treasury bonds (‘gilts’).

The Committee is reviewing the level of the statutory reserve. Early indications point to an increase to about £700,000.

Work on the 2022 statutory accounts is proceeding satisfactorily with the Auditor.

Tony D held meetings with the Auditor and with the Harbourmaster and Tony Wheeler (Commercial Manager) to review the relationship with the Auditor.

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

Joanna P enquired how Dart Harbour appoints the DP and whether there is a periodical review of the appointment. Members agreed that this requires attention. Tim D requested the Audit and Risk Committee to adopt the question.

#### **6. Next meeting**

The next meeting will be on Monday 12 June @1830, a full quarterly meeting intended to be attended in person, if possible, or online if not.

[meeting closed @2044]

## 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
<b>Regular attendee(s)</b>	
William Lewis	Clerk

### 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