

**MINUTES OF THE MEETING OF  
THE SALCOMBE HARBOUR BOARD  
HELD AT CLIFF HOUSE, SALCOMBE ON TUESDAY, 12 JULY 2011**

<b>Members in attendance</b>			
<b>* Denotes attendance</b>		<b>∅ Denotes apology for absence</b>	
*	Cllr R J Carter (Chairman)	*	Mr J Barrett
*	Cllr M J Hicks	*	Mr T Bass
*	Cllr S A E Wright	∅	Dr C C Harling (Vice Chairman)
		*	Mr H Marriage
		*	Mr M O'Brien
		*	Mr P Waring

<b>Also in attendance</b>
Cllr K R H Wingate

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All agenda items		Head of Service (Salcombe Harbour), Principal Accountant and Senior Member Support Officer

**SH.12/11 MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 6 June 2011 were confirmed as a correct record and signed by the Chairman.

**SH.13/11 URGENT MATTERS**

The Chairman advised that he had one item of urgent business to be raised as an exempt item at the end of the meeting.

**SH.14/11 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

Cllr S A E Wright declared a personal interest in all agenda items by virtue of him having worked in a self employed capacity in the Harbour and also having a mooring.

**SH.15/11 PUBLIC QUESTION TIME**

There were no public questions raised at this time.

## SH.16/11 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums, during which reference was made to:-

### **Salcombe Kingsbridge Estuary Conservation Forum**

The Conservation Forum met on the 28 June. They had elected a new Chairman, Tony Watson, who had previously been a successful Commodore of the Yacht Club and had expertise that he could bring to the role. The meeting went on to discuss a number of ongoing issues around the Harbour.

### **Salcombe Kingsbridge Estuary Association (SKEA)**

A letter was drafted to the Chairman of SKEA to determine their future intentions in relation to acting as a Community Forum. As yet, a response had not been received.

### **Kingsbridge Estuary Boat Club**

Since the last meeting of the Harbour Board, the Boat Club had met for a social event. The only issue to discuss was the possible new pontoon, however, discussions on this are ongoing.

### **South Devon & Channel Shellfishermen**

The only current issue for the Shell fishermen was the Fish Quay.

Cllr Wright advised the Board that, following the request made to him at the previous meeting, he had arranged for a number of commercial operators to come together as a Forum. They agreed to meet on a regular (twice a year) basis, and be known as the Kingsbridge and Salcombe Marine Business Forum. The key objectives of the Forum were agreed as follows:

- Support local businesses;
- Improve communication;
- Improve long-term sustainability of local businesses; and
- Jointly promote the Estuary as an Area of Outstanding Natural Beauty and improved safe accessibility.

All Board Members agreed that the Kingsbridge and Salcombe Marine Business Forum should be included as an additional Forum.

It was then:

### **RESOLVED**

That the Kingsbridge and Salcombe Marine Business Forum be accepted as a new Harbour Community Forum.

## SH.17/11 **ANNUAL REPORT**

The Board considered a report which outlined the way in which the Harbour Board operated and described the progress made during the previous financial year.

The Harbour Master introduced the report, and explained that the report was written against the five year plan. Following a brief discussion, the annual report was agreed.

It was then:

**RESOLVED**

That the Annual Report 2011 be published.

SH.18/11 **FINAL ACCOUNTS 2010/11**

Consideration was given to a report which advised Members of the Harbour's final trading position in 2010/11 together with brief details of the main variations from the original budget.

The Principal Accountant took Members through the report, and advised that a healthy surplus had been made. The Harbour Master commented that his only concern was that pay had been frozen for three years and, whilst this made setting the budget easy, there would potentially be an issue once the pay freeze ended as staffing costs were a major expense.

During discussion, the following points were raised:

- (a) Savings had been made by using proper procurement processes, which had helped to bring a number of costs under control;
- (b) The reduction in income from Deep Water Moorings was due to a number of Mooring contracts being cancelled at the last minute. This issue had been addressed at the previous meeting of the Harbour Board (minute SH.06/11 refers);
- (c) In response to a number of figures being different to their estimate, the Principal Accountant explained that as the budget was set in September, this was undertaken without up to date information from the current year which was not available until after October;
- (d) A number of Members queried the HQ cost allocations. In response, the Executive Member for Finance and Audit suggested an additional recommendation that he and the Principal Accountant assess the HQ cost allocations to identify any savings or efficiencies that could be made, particularly in light of the management restructure.

It was then:-

**RESOLVED**

1. That the Board note the final accounts for 2010/2011 (as set out in the presented appendix A to the agenda report); and

2. That the Executive Member for Finance and Audit work with the Principal Accountant for Salcombe Harbour to identify any savings or efficiencies that could be made to the HQ cost allocation element of the budget.

## SH.19/11 **TOPICAL HARBOUR ISSUES**

The Board considered a report which updated it on developments on a number of operational issues within Salcombe Harbour.

In introducing the report, the Harbour Master made reference to the achievement of Mr Goodhead on the award of the UKHMA Bursary for the International Diploma for Harbour Masters and the fact that this route was now the way forward for Harbour Masters to gain a qualification recognised by the UK Harbour Master's Association in line with recognised National Occupational Standards.

The Harbour Master moved on to the second element of the report which was Frogmore Boatyard's application for a slipway. During discussion, the following points were raised:

- The Harbour Master explained that the Board would be a consultee to this application, which would need an MMO Licence, along with others such as the Duchy and Natural England, however, at this stage he wished to gauge if there was broad support for the proposal;
- Most Members were generally supportive of the proposal, although it was recognised that some issues such as signage and landscaping would be addressed as planning matters rather than via the Harbour Board;
- A Member wanted it known that this proposal was supported as a standalone proposal for an established boatyard. Another Member raised the distinction between a slipway and a jetty;
- A Member asked if information was forthcoming in relation to power washing on the proposed slipway. The Harbour Master advised that this could be imposed as a condition of the licence.

It was then:

### **RESOLVED:**

That:-

1. the Board congratulate Mr Goodhead on the award of the UKHMA Bursary for the International Diploma for Harbour Masters and agree to finance the additional associated costs of the course;
2. Support be given to Frogmore Boatyard's application for a slipway for the Boatyard's use, through the planning process.

SH.20/11 **PERFORMANCE MANAGEMENT**

The Board was asked to consider a report relating to the Harbour's performance against agreed Performance Indicators (PIs).

The Harbour Master took Members through the main points of the report. A discussion ensued which related to water pollution, and it was agreed that the Chairman would again write to the Chairman of South West Water in relation to incidents of pollution.

It was then:-

**RESOLVED**

That the Harbour's Performance against agreed Performance Indicators be noted.

SH.21/11 **MATTERS FOR FUTURE CONSIDERATION**

The Board considered a report which identified matters for future consideration by the Harbour Board.

The Harbour Master introduced the report, and advised Members that this report was their opportunity to get items onto the Board agenda.

He concluded this item by reminding Members of the workshop which would take place on 19 July 2011.

It was then:-

**RESOLVED:**

- i) That the report be noted; and
- ii) That a Harbour Board Workshop be held on 19 July 2011 to consider the Strategic Business Plan 2012-17.

SH.22/11 **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

SH.23/11 **SALCOMBE FISH QUAY**

As referred to above under Urgent Matters (minute SH.13/11 above refers), the Board discussed the Salcombe Fish Quay. Following a discussion, the Board wished for its strong concerns to be forwarded to the Head of Assets accordingly.

(Meeting commenced at 2.30 pm and concluded at 4.30 pm).

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Chairman