

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 24 SEPTEMBER 2012**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr R J Carter (Chairman)	*	Mr J Barrett
*	Cllr M J Hicks	*	Dr C C Harling (Vice Chairman)
*	Cllr K R H Wingate	*	Mr M Mackley
*	Cllr S A E Wright	∅	Mr H Marriage
		*	Mr A Thomson
		*	Mr P Waring

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Chief Accountant, Principal Accountant and Member Services Manager
Item 5	SH.21/12	Deputy Monitoring Officer

SH.19/12 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 9 July 2012 were confirmed as a correct record and signed by the Chairman.

SH.20/12 URGENT BUSINESS

The Chairman advised that there were no items of urgent business.

SH.21/12 LOCALISM AND THE NEW CODE OF CONDUCT

The Deputy Monitoring Officer circulated information relating to the new Code of Conduct, and outlined the implications for Members and Co-opted Members. The key points of the new requirements were explained, and these included the following:

- Personal Interests;
- Disclosable Pecuniary Interests (DPI); and
- The role of the Independent Person.

The Deputy Monitoring Officer then advised the Board that having a mooring or payment of harbour dues constituted a contract with the Council, and therefore should be declared as a Disclosable Pecuniary Interest (DPI). In the event of declaring a DPI, a Member would have to update their Register of Interest forms immediately.

As a number of the Board Members were in this position, the Deputy Monitoring Officer granted a dispensation to all Members to enable them to take part in the meeting, (as stated in Paragraph 8.1 (c) of the Members Code of Conduct) as otherwise the meeting would be inquorate. This dispensation would be in force until the next Annual Council meeting in May 2013.

The Deputy Monitoring Officer also clarified that time limited ad hoc arrangements that were not in force at the time of Board meetings would not need to be declared as DPIs.

SH.22/12 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, and the following were made:

Cllr S A E Wright, Mr J Barrett, Dr K Harling, Mr M Mackley, Mr A Thomson and Mr P Waring all declared a disclosable pecuniary interest by virtue of having moorings or paying harbour dues to the Council. As the Deputy Monitoring Officer had granted a dispensation under Paragraph 8.1 (c) of the Code of Conduct (minute SH.21/12 refers), all Members remained in the meeting and took part in the discussion and debate on all agenda items.

SH.23/12 **PUBLIC QUESTION TIME**

Members of the public were in attendance and advised that they did not wish to utilise the Public Question Time session. However, Mr J Barrett asked that he be allowed to raise an issue for discussion and the Chairman duly agreed.

Mr Barrett wished to raise concerns relating to the organisation of racing within the harbour, and added that a number of mooring holders had raised concerns with him about collisions. He asked if, in future, courses could be set away from the location of moorings.

The Harbour Master responded by outlining a number of actions that were taken during the regatta week by himself, including advice that he had given.

Members had a full discussion on this matter and a number of concerns were raised. The Harbour Master advised that he and the Chairman had attended a meeting with the Commodore of Salcombe Yacht Club and a written response was awaited to issues raised at that meeting.

SH.24/12 **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

No update given

Salcombe Kingsbridge Estuary Association (SKEA)

No update given

Kingsbridge Estuary Boat Club (KEBC)

The Harbour Master updated the Board on behalf of Mr Marriage, and advised that the KEBC had written to thank the Board for their support during the recent Fun Regatta, and also to give their response to the consultation on Future options for Kingsbridge Moorings.

South Devon & Channel Shellfishermen

Cllr R J Carter advised that meetings were being held with the Shell fishermen to inform them of developments relating to the Fish Quay

Kingsbridge and Salcombe Marine Business Forum

Cllr S A E Wright advised that the Forum had a new Chairman – Rob Hayles

SH.25/12 **BUDGET REPORT**

The Board considered a report which set out how the 2013/14 budget built upon the principles adopted in the Salcombe Harbour Strategic Business Plan and detailed the financial impact of the proposals contained therein.

The Harbour Master presented the report and introduced Pauline Henstock, Principal Accountant to the Board. Pauline would be responsible for the Harbour accounts in the future, and he also took the opportunity to thank John Smith, the previous accountant for the Harbour Board, for all his hard work.

The Harbour Master advised Members that all necessary detail was contained within the report, and that the Five Year Plan included a number of assumptions in relation to inflation. Because the actual rates of inflation were lower, combined with renegotiating contracts at a rate which kept costs down, he was able to present a budget deficit of only £14,500 before fees and charges were set.

During discussion, the following points were made:

- The increase in rent related to rent due to the Duchy based on income during 2010/11;
- The increase in cash collection costs related to payments made by credit card;
- The decrease in fuel costs resulted from moving staff into different boats e.g. diesel rather than petrol;
- Income from Whitestrand Berthing Permits issued in July and August was being reinvested to improve the facilities;
- The accounting systems between the Harbour Authority and the Council were being streamlined.

It was then:

RECOMMENDED

That the Harbour Board **RECOMMEND** to **COUNCIL** that the 2013/14 budget items set out within the presented report be approved.

SH.26/12 **REVIEW OF CHARGES**

The Board considered a report which had been prepared to enable Board Members to recommend the Harbour rates and charges for 2013/14.

The Harbour Master introduced the report and advised that once the budget had been recommended, it would now be necessary to set the fees and charges at an appropriate rate to address the proposed deficit.

He took Members through the key elements of the report, and explained the rationale for each recommendation.

One Member felt that the proposed increase for the majority of fees and charges of 2% was too low, and that they should be increased by the rate of inflation. He was concerned that a low increase this year may result in having to make a much larger increase next year. Other Members felt that a 2% increase was acceptable as the Board had an objective to keep costs for Harbour users as low as practically possible. During the discussion comparisons were made with other harbours in terms of fees charged and facilities available.

It was then:

RECOMMENDED

That the Harbour Board **RECOMMEND** to **COUNCIL** that:

1. The changes to the charging policy set out in paragraph 2.1 of the presented report be approved; and
2. The proposed charges as presented in Appendix A of the presented report be approved, for implementation from 1 April 2013.

SH.27/12 **DEEP WATER MOORING OPTIONS**

The Board considered a report that informed them of plans to make better use of the Coad Cove pontoons by trialling the use of finger berths for vessels up to 8 metres which would free up more space to accommodate larger vessels.

The Harbour Master presented the report and explained that the harbour had been laid out many years ago, when the average size of boats was smaller than today. There was now a shortage of moorings for larger vessels, and therefore the waiting list was longer. He would like to try to resolve this issue, by trialling the use of finger berths for the smaller vessels generally up to a maximum of 8m and advised that navigation would not be restricted.

Members of the Board were broadly supportive of this initiative, and saw it as responding to changes. However, they also asked that there would be absolute clarity that the total number of moorings available would not be increased. This amendment to the recommendation was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED**.

It was then:

RESOLVED

That the planned changes to the berthing arrangements on the Coad Cove pontoons be noted, providing the overall number of moorings available did not increase, and that the outcome of the trial be reviewed in October 2013.

SH.28/12 **PERFORMANCE MANAGEMENT**

The Board considered a report that reported the Harbour's performance against agreed Performance Indicators (PIs).

The Harbour Master introduced the report, and advised the Board that the report covered the first quarter of the year and therefore was a little out of date, however, there had not been an opportunity to report the findings earlier. He then took Members through the key exception items contained within the report.

It was then:

RESOLVED

That Harbour performance against agreed Performance Indicators be noted.

SH.29/12 **MATTERS FOR FUTURE CONSIDERATION**

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

The Harbour Master introduced the report and advised the Board that not a single piece of feedback had been received from the public in relation to the consultation on the Moorings Policy. He would therefore bring a report back to the next meeting of the Board.

The Board discussed the proposed date for the workshop relating to future berthing options at Kingsbridge, however, it would not be convenient for all Members of the Working Group therefore an alternative date would be circulated. It was also proposed to invite a member of Kingsbridge Town Council to attend the meetings of the Working Group to discuss feedback.

It was then:-

RESOLVED:

That the report and key dates be noted.

(Meeting commenced at 2.30 pm and concluded at 4.45 pm).

Chairman