

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY 13 JULY 2015**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	∅	Mr G Burrell
*	Cllr J A Pearce	*	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 M Taylor

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Solicitor, Finance Business Partner and Senior Case Manager

SH.01/15 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 20 April 2015 were confirmed as a correct record and signed by the Chairman.

SH.02/15 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 Wright, Dr Harling, Mr Burrell, Mr Mackley, Mr Marriage, Mr Taylor, Mr Thomson and Cllr Wingate all declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council. As a result of the Solicitor granting each Board Member a dispensation (Minute SH.05/15 below refers), they were all able to take part in the debate and vote on any related matters (Minute SH.05/15 below refers).

SH.03/15 PUBLIC QUESTION TIME

There were no specific issues raised during Public Question Time.

SH.04/15 FEEDBACK FROM HARBOUR COMMUNITY FORUMS

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums. The updates were as follows:

Salcombe Kingsbridge Estuary Association (SKEA)

No update was given at this meeting.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The Forum had received a presentation on areas of sea grass and changes to bylaws to protect these areas. Two forthcoming events were also discussed; being a beach clean on 20 September 2015 and a Bioblitz on 27/28 September 2015, which was a biodiversity event that would include a species count.

South Devon & Channel Shellfishermen

The Shellfishermen had advised the Board that they were working with the Harbour Master to address issues of enforcement on Salcombe Quay. Their concerns related to lack of enforcement of quayside rules and the parking of lorries for long periods of time and the impact on local residents. The Board discussed the issues and the Harbour Master set out the details of those concerns. The Chairman advised that he would like to see what could be done to address the issues raised and he would attend further meetings on this matter.

Kingsbridge and Salcombe Marine Business Forum

There was no update to give at this meeting.

Kingsbridge Estuary Boat Club (KEBC)

There was no update to give at this meeting.

SH.05/15

CODE OF CONDUCT DISPENSATIONS

The Solicitor reminded the Board of the implications under the new Code of Conduct. She went on to advise 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 Board Members were in this position, the Solicitor 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 2016.

SH.06/15

FINAL ACCOUNTS 2014/15

The Harbour Master presented a report that advised Members of the Harbour's final trading position in 2014/15 together with brief details of the main variations from the original budget. A summary of harbour reserves and balances was also provided.

The Harbour Master went through the report, and particular reference was made to the list of variations which he explained in more detail. Examples included savings being made by running the invoices by email, savings on staffing by reducing overtime and savings from more effective maintenance. He also advised that a number of budget elements would be refined for 2015/16.

During discussion, reference was made to concerns regarding the wall located on the Quay at Kingsbridge, which would require monies being spent on it, and to the level of Reserves. On the whole, Members felt that the amount of the Reserves was right, and several Members stated that the levels of Reserves should not fall below the current level.

It was then:

RESOLVED

That the final accounts for 2014/15 be noted.

SH.07/15 **ANNUAL REPORT**

The Harbour Master presented a report that sought to publish the Annual Report which covered the period 1 April 2014 to 31 March 2015 and reported the progress made against the Board's Strategic Objectives up to 31 March 2015.

The Harbour Master advised that the report had not yet been finalised, and that he intended to circulate the completed draft to Members of the Board. It was agreed that the Board would then consider endorsing its approval for publication of the Annual Report at its next meeting on 28 September 2015.

It was then:

RESOLVED

That an Annual Report be published.

SH.08/15 **PERFORMANCE INDICATORS**

Members were asked to consider a report that proposed a revised set of Performance Indicators (PIs) and reported progress made in the first quarter of this financial year against both the proposed and existing PIs.

The Harbour Master introduced the report, and then advised Members of how he had arrived at the list of possible new PIs and the revised presentation of these indicators which would include some elements only being reported by exception.

During discussion, one Member raised concerns at the proposed changes. However another Member felt that the existing PIs measured activity rather than performance and was pleased to see the proposed changes. Other Members agreed that the presented paper reflected the request to the Harbour Master to review the PIs and that the Members should debate the critical success factors. It was also noted that a record should be kept of activity undertaken such as inspections.

To conclude this item, it was **PROPOSED, SECONDED** and on being

put to the vote declared **CARRIED**, that the presented recommendations be amended and additional recommendations added.

It was then:

RESOLVED

1. That the new PIs (as set out in the presented report) be adopted, subject to a review after one year;
2. That the latest PIs be noted;
3. That a quarterly budget monitoring report be presented to the Board; and
4. That any decision relating to Customer Satisfaction assessment be deferred pending presentation of a further report to the Board at a future meeting.

SH.09/15 **REPORT ON TOPICAL HARBOUR ISSUES**

Members were asked to consider a report that updated them on a number of issues of topical interest which did not merit a separate report in their own right.

At the beginning of this item, a Member asked that the Board discuss the latest position regarding the Rivermaid.

It was then:

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 as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

At the end of the discussion on this matter, it was:

RESOLVED

That public and press be readmitted.

The Harbour Master then took Members through the main points within the report. The Chairman asked that a full report updating the position of the Egremont be included as an agenda item for the next meeting. The Harbour Master also confirmed that a report would be presented to a future meeting of the Board to look at the options in relation to Wifi service.

In respect of the proposed customer satisfaction questionnaire, and

following the discussion on this matter during the previous item (Performance Indicators – Minute SH.08/15 above refers), it was confirmed that this would not be progressed at this time. Finally, in respect of concerns over the raft pontoon systems in the harbour, it was agreed that this could be considered at the time of the next Moorings Policy Review.

It was then:

RESOLVED

That the report be noted.

SH.10/15 **MATTERS FOR FUTURE CONSIDERATION**

A report was considered that highlighted matters for future consideration by the Board.

There being no matters to discuss, it was then:

RESOLVED

That the report be noted.

(Meeting commenced at 2.30 pm and concluded at 5.05 pm)

Chairman