



North Devon Council
Civic Centre
Barnstaple
North Devon EX31 1EA

M. Mansell, BSc (Hons),
C.P.F.A.
Chief Executive.

ILFRACOMBE HARBOUR BOARD

A meeting of the Ilfracombe Harbour Board of the Council will be held in the Ilfracombe Centre, Ilfracombe on **TUESDAY, 14TH OCTOBER 2014 AT 2.00 P.M.**

Members of the Board: Councillor Fowler (Chairman)

Councillors Crabb, Wilkinson and P. Yabsley.

Co-opted Members:

Mr. Down, Mr Hocking, Captain Joint and Mr. Knill.

AGENDA

1. Apologies for absence.
2. To approve as a correct record the minutes of the meeting held on 15th July 2014 (attached).
3. Items brought forward which in the opinion of the Chairman should be considered by the meeting as a matter of urgency.
4. Declaration of Interests (Please complete the form provided at the meeting or telephone Member Services to prepare a form for your signature before the meeting) Items must be re-declared when the item is called, and Councillors must leave the room if necessary
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART 'A'

Harbour Programme Board

6. **Project Progress.** Harbour Master to report. Paper on Update on Harbour Projects by Senior Regeneration Officer (attached).

Harbour Board

7. **Designated Person Audit.** Report by Health and Safety Advisor (attached). Chief Executive to report.
8. **Port Marine Safety Code.** Harbour Master to report. Papers (attached).
9. **Harbour Community Forum update.** Councillor Gear to report.
10. **Business Plan Update.** Harbour Master to report. Business Plan (attached).
11. **Gig Club Requirements.** Harbour Master to report. Email from Ilfracombe Pilot Gig Club (attached).
12. **Quarter 2 Performance Figures.** Harbour Master to report.
13. **Harbour WIFI.** Harbour Master to report.

PART 'B' (Confidential Restricted Information)

Nil

Reminder - Members please return your agenda to the Member Services Officer at the end of the meeting
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If you have any enquiries about this agenda, please contact Member Services, telephone 01271 388253/388254

03.10.14

North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Member Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Member Services team on **01271 388254** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.