



North Devon Council  
Brynsworthy Environment  
Centre  
Barnstaple  
North Devon EX31 3NP

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 on **TUESDAY, 9<sup>TH</sup> MAY 2017 AT 2.00 P.M.**

Members of the Board: Councillor Meadlarkin (Chair)  
Councillor Fowler (Vice-Chair)

Councillors Campbell and Crabb

Co-opted Members:

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

### **AGENDA**

1. Apologies for absence.
2. To approve as a correct record the minutes of the meeting held on 7<sup>th</sup> February 2017 (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'**

6. **Watersports Centre and Harbour Development.** Senior Regeneration Officer to report.
7. **Port Marine Safety Code.** Audit report (attached) and letter from British Ports Association (attached).

8. **Safety Management System 2017 Review.** (attached). Harbour Master to report.
9. **Designated Person Audit.** Chief Executive to report. Report to follow.
10. **Harbour Master Update.** Harbour Master to report.
11. **Harbour Forum Update.** Chairman of the Harbour Forum to report.
12. **Date of meeting of the Board in February 2018.** Owing to a clash of meetings, to consider changing the date of the meeting of the Board currently scheduled on 13<sup>th</sup> February 2018 to either 6<sup>th</sup> February 2018 or 20<sup>th</sup> February 2018.
13. **Exclusion of Public and Press and Restriction of Documents.**

RECOMMENDED :

- (a) That, under Section 100A(4) of the Local Government Act 1972, the Public and press be excluded from the meeting for the following item as it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (b) That all documents and reports relating to the item be confirmed as "Not for Publication".

**PART 'B' (Confidential Restricted Information)**

14. **Severn Marine Ltd Proposal.** Proposal (attached). Harbour Master to report.

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

26.04.17



## **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 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is: Brynsworthy Environment Centre(BEC), Roundswell, Barnstaple, Devon. EX31 3NP.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side. There should be plenty of spaces.

Please come into the main entrance and dial for Property and Technical Services.

