



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

M. Mansell, BSc (Hons),
F.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, 13TH NOVEMBER 2018 AT 2.00 P.M.**

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

Councillors Campbell and Crabb

Co-opted Members:

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

AGENDA

1. Apologies for absence.
2. To approve as a correct record the minutes of the meetings held on 14th August 2018 (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 Corporate and Community 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. **Ilfracombe Harbour Charges Review.** Report by Harbour Master (attached)
7. **Ilfracombe Harbour Business and Marine Safety Plan 2019/22.** To consider the adoption of the Ilfracombe Harbour Business and Marine Safety Plan 2019/22 (attached). Harbour Master to report.

8. **Designated Person Audit Report.** Report by Chief Executive (attached)
9. **Port Marine Safety Code.** Harbour Master to report.
10. **Harbour Master Update.** Harbour Master to report.
11. **Harbour Forum Update.** Chairman of Ilfracombe Harbour Forum to report.

PART 'B' (Confidential Restricted Information)

Nil

<p><u>Reminder</u> - Members please return your agenda to the Corporate and Community Services Officer at the end of the meeting</p>

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

5.11.18

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 Community 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 Corporate and Community Services team on **01271 388253**, email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.