



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

K. Miles
Chief Executive.

HARBOUR BOARD

A meeting of the Harbour Board will be held as a Virtual – Online meeting on **TUESDAY, 17TH NOVEMBER, 2020 at 2.00 pm.**

Members of the Harbour Board

Councillor Fowler (Chair)

Councillors Campbell, Turton and Wilkinson

Co-Opted Members

Mr Cleary, Mr Gear, Mr Gibbs and one vacancy

AGENDA

1. Virtual meetings procedure - briefing and etiquette
Chair to report.
2. Apologies for Absence
3. To approve as a correct record the minutes of the meeting held on 11th August 2020 (Pages 7 - 16)
(attached)
4. Items brought forward, which in the opinion of the Chair, should be considered by the meeting as a matter of urgency
5. Declarations of Interest
(Please telephone Corporate and Community Services to prepare a form for you before the meeting) Items must be re-declared when the item is called, and Councillors must leave the meeting if necessary)
6. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

PART 'A'

7. **Designated Person Port Marine Safety Code Report - Ilfracombe and Lynmouth Harbours** (Pages 17 - 20)
Report by Health and Safety Manager (attached)
8. **Ilfracombe Harbour - Charges Review 2021 - 2022** (Pages 21 - 40)

Report by the Harbour Master (attached)

9. **Ilfracombe Harbour - Enforcement and Prosecution Policy** (Pages 41 - 54)

Report by the Harbour Master (attached)

10. **Ilfracombe Harbour - Marine Safety Management System** (Pages 55 - 102)

Report by the Harbour Master (attached)

11. **Ilfracombe Harbour - (Dangerous Goods) Standard Operating Procedures**
(Pages 103 - 116)

Report by the Harbour Master (attached)

12. **Ilfracombe Harbour - Training Policy** (Pages 117 - 122)

Report by the Harbour Master (attached)

13. **Recruitment Process to appoint Independent Member to Harbour Board**
(Pages 123 - 124)

Report by the Harbour Master (attached)

14. **Aids to Navigation Update**

Harbour Master to report

15. **Harbour Security Update**

Harbour Master to report

16. **Infrastructure Update**

Harbour Master to report

17. **Ilfracombe Harbour Community Forum**

Chair of Harbour Community Forum to report

18. **Future Projects**

Harbour Master to report

19. **Consider dates of future meetings of the Harbour Board 2021/2022**

To agree the following dates for future meetings of the Harbour Board:

- Tuesday 4th May 2021 at 2pm
- Tuesday 10th August 2021 at 2pm
- Tuesday 16th November 2021 at 2pm
- Tuesday 1st February 2022 at 2pm

PART 'B'

Nil

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

NOTE: Pursuant to Part 3, Annexe 1, paragraph 3 of the Constitution, Members should note that:

"If a Member:

- (a) Arrives at a meeting during the consideration of an item; or*
- (b) Leaves a meeting at any time during the consideration of an item;*

They shall not:

- (i) propose or second any motion or amendment; or*
- (ii) cast a vote*

9.11.20



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 and a reminder will be issued at the commencement of virtual meetings.
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. In a virtual meeting the public will be excluded from the meeting while in Part B.
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. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
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 Corporate and 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** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

Meeting Etiquette Reminder for Members

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

Virtual attendance by members of the public

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or memberservices@northdevon.gov.uk by 12pm on the Monday preceding the meeting.