



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, 4TH MAY, 2021 at 2.00 pm.**

Members of the Harbour Board

Councillor Fowler (Chair)

Councillors Campbell, Turton and Wilkinson

Co-opted Members:

Martin Cleary, Bert Gear and Tim Gibbs + 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 2nd February 2021 (Pages 5 - 12)
(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 your signature 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. **Quarterly Designated Person Port Marine Safety Code Audit Report - Ilfracombe and Lynmouth Harbours** (Pages 13 - 16)
Report by Health and Safety Manager (attached)

8. **Marine Safety Plan**
Harbour Master to report.
9. **Aids to Navigation Update**
Harbour Master to report
10. **Harbour Security Update**
Harbour Master to report
11. **Infrastructure Update**
Harbour Master to report.
12. **Future Projects**
Harbour Master to report
13. **Harbour Community Forum Update**
Chair of Harbour Community Forum to report

PART 'B'

Nil

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

26.04.21



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 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**.

