



## **Minutes of the Harbour Committee**

**15 June 2015**

**-: Present :-**

Councillor Bye (Chairman)

Councillors Amil, Cunningham, Carter, Stringer, Ellery (Vice-Chair) and Lewis  
(In place of Sykes)

External Advisors: Mr Buckpitt, Mr Ellis, Capt. Lloyd and Mr Stewart

(Also in attendance: Mayor Oliver until item 14)

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### **1. Election of Chairman/woman**

Councillor Bye was elected Chairman for the 2014/15 Municipal Year.

### **2. Apologies**

An apology for absence was received from Councillor O'Dwyer.

It was reported that, in accordance with the wishes of the Conservative Group, the membership of the Committee had been amended for this meeting by including Councillor Lewis instead of Councillor Sykes.

### **3. Election of Vice-Chairman/woman**

Councillor Ellery was elected Vice-Chairman for the 2015/16 Municipal Year.

### **4. Minutes**

The Minutes of the meeting of the Harbour Committee held on 23 March 2015 were confirmed as a correct record and signed by the Chairman.

### **5. Harbour Committee Terms of Reference**

The Committee considered the current terms of Reference for the Harbour Committee and the amendments suggested by the Executive Head of Business Services.

**Resolved:**

That the amended Harbour Committee Terms of Reference, as shown in the table, be passed to the Monitoring Officer, Mayor and Group Leaders or Council, for approval.

**6. Appointment of Harbour Appointments Sub Committee**

The Committee considered appointments to the Harbour Appointments Sub-Committee who consider applications for External Advisors to the Harbour Committee and to make recommendations to the Harbour Committee on suitable appointments to those positions. Members were advised that the previous Sub-Committee consisted of three Councillors, including the Chair and vice-Chair.

**Resolved:**

That a Harbour Appointments Sub-Committee be appointed to comprise three Members of the Harbour Committee (The Chair, Vice-Chair and Councillors Amil, Cunningham and Carter).

**7. Harbour Asset Review Working Party**

The Committee considered appointments to the Harbour Asset Review Working Party who provide strategic direction in relation to those assets within Tor Bay Harbour and the harbour estate that are managed by the Tor Bay Harbour Authority.

**Resolved:**

That a Harbour Asset Review Working Party, comprising four members of the Harbour Committee (Chair, Councillors Amil, Carter and Cunningham) and two of the External Advisors to the Committee (Mr Stewart and Capt. Lloyd), be appointed with the following terms of reference:

- a) To review all assets within Tor Bay Harbour and the Harbour Estate;
- b) To establish how each asset is performing; and
- c) To identify any assets that are surplus.

**8. Harbour Budget Review Working Party**

The Committee considered appointments to the Harbour Budget Review Working Party who assist the Harbour Committee in the management of all of the Harbour's financial matters in accordance with approved financial procedures and the Council's aspirations for the harbour to be self financing.

**Resolved:**

That a Harbour Budget Review Working Party, comprising three members of the Harbour Committee (Councillors Stringer and Amil), plus the Chairman and two External Advisors to the Committee (Mr Stewart and Mr Ellis), be appointed to scrutinise the draft Tor Bay Harbour Authority budget prior to presentation to the Harbour Committee and to review the full range of harbour charges. Also, to assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting.

**9. Pilotage Review Working Party**

The Committee considered appointments to the Pilotage Review Working Party who review the Pilotage arrangements for Tor Bay Harbour and recommend amendments to the Pilotage direction as and when appropriate.

**Resolved:**

That a Pilotage Review Working Party, comprising of two of the External Advisors (Capt. Lloyd and Mr Buckpitt) be appointed to work alongside Officers to review the Pilotage arrangements for Tor Bay Harbour and to recommend to the Harbour Committee any amendments to the Pilotage Directions as and when appropriate.

**10. Tor Bay Harbour Authority Revenue Outturn 2014/15**

Members received and noted a report setting out details of Tor Bay Harbour Authority's final expenditure and income figures against the budget targets for 2014/15.

Members noted that the anticipated Fish Toll income was reduced throughout the year but the harbour budget was fortunate that the fish tolls income made a late recovery and visitor income was also up.

Members also noted the Harbour Master's use of delegated powers to waive certain harbour charges, which at the end of the financial year amounted to £5,916.62 (excl VAT).

**11. Torquay/Paignton and Brixham Harbour Liaison Forums**

The Committee received the minutes of the latest Torquay and Paignton Harbour Liaison Forum and the Brixham Harbour Liaison Forum and noted the contents.

**12. Tor Bay Harbour Authority Quarterly Budget Monitoring Report**

The Committee received and noted a report which provided Members with projections of income and expenditure for the year 2015/16 compared with the approved budgets.

The report identified the overall budgetary position of Tor Bay Harbour Authority as at the end of May 2015 and noted that the projected deficit had reduced.

Members were also asked to note the Tor Bay Harbour Master's use of delegated powers to waive certain harbor charges, which so far this year has amounted to £631.40 (excluding VAT).

**13. Performance Report - Tor Bay Harbour Authority**

The Committee noted the report which detailed the year end 2014/15 performance position of Tor Bay Harbour Authority and the performance position to date in 2015/16.

External Advisor, Capt Lloyd agreed to look at existing Performance Indicators and review if some were unrealistic or too challenging.

**14. Tor Bay Harbour Authority Audit Plan**

The Committee received a report setting out a dedicated Audit Plan for the Harbour Authority for the next four years.

**Resolved:**

The Committee approved the amended Tor Bay Harbour Audit Plan for 2013 - 2018 as set out at Appendix 1 of the submitted report.

**15. Quarterly Accident and Incident Data for Tor Bay Harbour**

Members received a briefing note which provided a quarterly update of the current accident statistics for the Harbour Authority up until June 2015.

Members noted there had been 32 recordable events, compared with 24 events for the same period in 2013/2014.

The Executive Head for Business Services said that he believes this is due to the harbour authority being better at recording the incidents and that more people are making reports.

Members also noted that more oil pollution incidents have been recorded in Brixham and were advised that the harbour authority would continue to record and investigate all of the oil sheen reports it received, to try to establish what is causing the incidents and that all reported incidents were investigated.

The Executive Head for Business Services reported on the tragic death of a 14-year-old girl in a boating accident off Brixham harbour.