

Friday, 18 June 2021

HARBOUR COMMITTEE – REVISED AGENDA

A meeting of **Harbour Committee** will be held on **Monday, 28 June 2021** commencing at **5.30 pm**

The meeting will be held in the Assembly Room at the Town Hall, Torquay for decision makers all other interested parties are encouraged to attend remotely via Zoom (the links to the meeting are set out below)

<https://us02web.zoom.us/j/84382450829?pwd=OGNQUnplaWdCOGNPRGsyNnNnYXN4Zz09>

Meeting ID: 843 8245 0829 Passcode: 320236

One tap mobile
+442034815240,,84382450829#,,,,*320236# United Kingdom

Where a person would like to attend in person, it is requested that they notify our Governance Support Team on 207087 or governance.support@torbay.gov.uk, so that arrangements can be made to ensure meetings are held safely, in accordance with Covid secure guidelines.

Members of the Committee

Councillor Amil (Chairwoman)

Mr Blazeby

Mr Day

Mr Ellis

Mr Young

Councillor Barrand

Councillor Brooks

Councillor Carter

Councillor Dudley (Vice-Chair)

Councillor Ellery

Councillor O'Dwyer

Councillor Mills

Together Torbay will thrive

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Lisa Antrobus, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

HARBOUR COMMITTEE REVISED AGENDA

1. **Apologies**
To receive apologies for absence, including notifications of any changes to the membership of the Committee.
2. **Minutes** (Pages 6 - 15)
To confirm as correct records the Minutes of the meetings of this Committee held on 21 September 2020, 21 December 2020 and 22 March 2021.
3. **Declarations of interest**
 - (a) To receive declarations of non pecuniary interests in respect of items on this agenda
For reference: Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.
 - (b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda
For reference: Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

(**Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)
4. **Urgent items**
To consider any other items that the Chairman decides are urgent.
5. **Terms of Reference of Harbour Committee** (Pages 16 - 17)
To note the attached Terms of Reference.
6. **Harbour Asset Review Working Party**
To appoint two External Advisors to the Harbour Asset Review Working Party.
7. **Harbour Budget Review Working Party**
To appoint two External Advisors to the Harbour Budget Review Working Party.

8. **Pilotage Review Working Party**
To appoint an external advisor to the Pilotage Review Working Party.
9. **Tor Bay Harbour Authority Revenue Outturn 2020/21** (Pages 18 - 23)
To note a report that provides Members with the details of the Tor Bay Harbour Authority final expenditure and income figures against budget targets for 2020/21.
10. **Tor Bay Harbour Budget Monitoring 2021-22** (Pages 24 - 30)
To receive the latest budget monitoring report for 2021/22.
11. **Port Marine Safety Code** (Pages 31 - 35)
For Members to note the latest accident statistics for the Harbour Authority's operational area.
12. **Update to the Moorings Policy** (Pages 36 - 79)
To agree that the Tor Bay Harbour Authority Operational Moorings & Facilities Policy Version 17 be replaced by the Tor Bay Harbour Authority Operational Moorings & Facilities Policy Version 16 (as circulated) and that the Director of Place to work with the heritage boat owners to agree a new and additional operational protocol for the mooring of Heritage vessels in Brixham Harbour.

Instructions for the Press and Public for joining the meeting

To meet Covid-19 secure arrangements this meeting will be held via a hybrid system with the actual decision makers e.g. members of the Committee and key officers meeting in person, at the Town Hall, Torquay. All other people which includes persons who have registered to speak, are encouraged to attend remotely via Zoom.

People will not be prohibited from attending meetings in person but where that number exceeds our maximum Covid-19 secure numbers, the meeting will be adjourned to enable the meeting to continue safely in an alternative location.

Where persons would like to attend meetings in person, it is requested that they notify our Governance Support Team on (01803) 207087, so that arrangements can be made to ensure meetings are held, in accordance with Covid secure guidelines.

If you are joining remotely, via an iPad you will need to install Zoom which can be found in the App Store. You do not need to register for an account just install the software. You only need to install the software once. For other devices you should just be taken direct to the meeting.

Joining a meeting remotely via Zoom

Click on the link provided on the agenda above and follow the instructions on screen. If you are using a telephone, dial the Zoom number provided above and follow the instructions. (**Note:** if you are using a landline the call will cost up to 13p per minute and from a mobile between 3p and 55p if the number is not covered by your inclusive minutes.)

You will be placed in a waiting room, when the meeting starts the meeting Host will admit you. Please note if there are technical issues this might not be at the start time given on the agenda.

Upon entry you will be muted and your video switched off so that only the meeting participants can be seen. When you join the meeting the Host will unmute your microphone, ask you to confirm your name and update your name as either public or press. Select gallery view if you want see all the participants.

If you have joined the meeting via telephone, your telephone number will appear on screen and will be displayed for all to see until the Host has confirmed your name and then they will rename your telephone number to either public or press.

Meeting Etiquette - things to consider when attending a virtual meeting

- Background – the meeting is public and people will be able to see what is behind you therefore consider what you will have on display behind you.
- Camera angle – sit front on, upright with the device in front of you.
- Who else is in the room – make sure you are in a position where nobody will enter the camera shot who doesn't want to appear in the public meeting.
- Background noise – try where possible to minimise background noise.
- Aim to join the meeting 15 minutes before it is due to start.