Harbour Committee Work Programme – 2018/2019 v1

Meeting	Standing items to be considered	Type of Report
18th June 2018	1. To elect a Chairman for the Municipal Year	Decision
	2. To appoint of Vice Chairman for the Municipal Year	Decision
	3. To review the Harbour Committee's Terms of Reference as per the Council's Constitution	Decision
	4. To appoint a Harbour Appointments Sub-Committee	Decision
	5. To appoint a Harbour Asset Review Working Party	Decision
	6. To appoint a Harbour Budget Review Working Party	Decision
	7. To appoint a Pilotage Review Working Party	Decision
	8. To consider the Budget outturn for previous financial year	To note
	9. To consider the Tor Bay Harbour Authority quarterly Budget Monitoring Report	To note
	10. Annual Performance Report of the Tor Bay Harbour Authority Business Unit (SPAR.Net)	To note
	11. To review quarterly Accident & Incident for Tor Bay Harbour	To note

No meeting in September – Send out the Tor Bay Harbour Authority quarterly Budget Monitoring Report via email (end of Q2)

Meeting	Standing items to be considered	Type of Report
17th December 2017	1. To consider the Tor Bay Harbour Authority Budget and Setting of Harbour Charges	Decision
	2. To consider the Annual Compliance Audit of the Port Marine Safety Code	Decision
	3. To consider the Tor Bay Harbour Authority quarterly Budget Monitoring Report	To note

Meeting	Standing items to be considered	Type of Report
18th March	1. To review the delegated powers of the Head of Tor Bay Harbour and Harbour Master	Decision

2019	2. To agree the Tor Bay Harbour Authority Business Plan 2019/20	Decision
	3. To review the Operational Moorings Policy	Decision
	4. To consider the Tor Bay Harbour Authority quarterly Budget Monitoring Report	To note
	5. To agree the Harbour Committee Work Programme for 2019/20	Decision
	6. To receive recommendations from the Harbour Asset Review Working Party - review and approve the Tor Bay Harbour Asset Management Plan 2019/20	Decision
	7. To review quarterly Accident & Incident for Tor Bay Harbour	To note

NB   Reports on specific matters that require a decision or are to note, will be added to this programme as and when required.

Meeting venues will normally be rotated between Brixham and Torquay.

Monitoring of the Tor Bay Harbour Authority in year performance can be undertaken using the SPAR.Net software or reports can be sent on request.

Harbour Liaison Forum minutes will be emailed to all members of the Harbour Committee prior to each Committee meeting.

March 2017