

NOTES OF THE INQUORATE BOARD MEETING held at 2.00pm in Committee Room 1, Havant Civic Offices on Friday 23 April 2010

Present

Representing Portsmouth City Council

Councillor Caroline Scott

Representing Havant Borough Council

Councillors Victor Pierce-Jones (Vice-Chair)
June Hanan
Virginia Wilson-Smith
Ken Smith

Representing Hampshire County Council

Councillor Frank Pearce

Representing the Advisory Committee

Mr Bob Russell OBE

Mrs Helen Baldry

In attendance

Captain N Jardine, Harbour Manager
Stephen Kerr, Clerk to the Board
Chris Braby, Treasurer to the Board
Lyall Cairns, Engineer to the Board

68. Apologies and Chairman Welcome

Apologies for absence were received from the Chairman, Councillor Jackie Branson, Cllr Hugh Mason and Cllr Wemyss who expected to attend but to be late – in the event he was unable to attend. The Vice-Chair welcomed all those present to the meeting and drew attention to the fact that the meeting was inquorate due to a lack of representation from Portsmouth members. The Clerk advised that the members present could proceed informally to consider the Agenda but could not make any resolutions. The members present expressed their disappointment at the inconvenience caused by inquorate meetings.

69. Members Declarations of Interest

There were no declarations of interest from members albeit a formal declaration is required only for quorate meetings.

70. Minutes of the Board meeting held on 19 February 2010

The minutes, as submitted, were considered

(TAKE IN MINUTES)

Min 67 - The Harbour Manager advised members that he had informed the correspondent of the Board's decision.

Deferred for approval and signature at the June meeting.

71. Matters Arising

There were no matters arising from the minutes of the last meeting.

72. Minutes of the Advisory Committee meeting held on 15 April 2010

The minutes, as submitted, were considered

(TAKE IN MINUTES)

Mr Russell summarised the minutes of the Advisory Committee, drawing member's attention to the following points;

- a) Min.3 – Item 6 - The Harbour Manager had been requested to provide a copy of the Staffing Sub Committee's Terms of Reference. The Harbour Manager confirmed that this was in hand.
- b) Min. 4 – Item 7 - Mr Russell had received a copy of the Counsels closing speech and thanked the Officers for providing it for him.
- c) Min. 8 – Since the Advisory Committee meeting was held it has been learned that the Borough Council's Committee rooms would be unavailable for meetings after October 2010 for a period of at least 18 months. The Committee will investigate alternative venues for the Open Forum.

73. **Harbour Managers Report**

The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)

The Harbour Manager summarised his report. There was a general discussion over the level of fines imposed by the Courts. Councillor Pearce suggested that the Patrol staff issue "on the spot fines" rather than going through the Courts. The Clerk advised that such a change would require legislation and undertook to investigate Councillor Pearce's suggestion.

74. **Clerks Report**

The Clerk's report, as submitted, was considered
(TAKE IN REPORT)

The Clerk gave members a brief resume of his report and advised members that there no decision had been received from the Secretary of State regarding the outcome of the Public Inquiry since the last meeting. The members present were content that that the Clerk would submit the revised Disciplinary and Grievance Procedures to the harbour staff for consultation.

The matter would be considered at the next meeting of the Board in June.

75. **Planning Sub Committee Decisions**

The report of the Planning Sub Committee decisions, as submitted, was considered

(TAKE IN REPORT)

Item 2 - The Engineer advised members that since writing the report a revised application had been received for the Goal's Soccer Centre which reduced the size of the sign. The Sub Committee's views on the revised application will be reported to the next meeting.

76. **Pilotage Report**

The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)

The Harbour Manager updated the Board on a number of Pilotage acts he had undertaken since his report was written.

77. **Income and Expenditure for the Year Ended 31st March 2010**

The Treasurer's report, as submitted, was considered
(TAKE IN REPORT)

The Treasurer reported verbally on the Board's current financial position. The Board will carry over a small surplus into general reserves to enable maintenance works to be carried out on the Hayling pontoon which had been budgeted for 2009/10. The Treasurer advised members that he will report in more detail to the June meeting.

78. **Review of Business Risk Register**
The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)
The recommendation was deferred to the next meeting of the Board in June
79. **Internal Audit Review – Additions to the Risk Assessments Register**
The Treasurer advised members that his report was a duplication of the Harbour Manager's report and therefore did not require the Board's consideration.
80. **Review of the Effectiveness of Internal Audit**
The Treasurer's report, as submitted, was considered
(TAKE IN REPORT)
The Treasurer gave a brief resume of his report.
The recommendation was deferred to the next meeting of the Board in June
81. **Review of Standing Orders**
The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)
The recommendation was deferred to the next meeting of the Board in June
82. **Disposal of Wrecks**
The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)
The recommendation was deferred to the next meeting of the Board in June
83. **Update on Seal Project**
The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)
The Board thanked the Harbour Manager for his report.
84. **Collection of Dues by Locks Sailing Club**
The Harbour Manager's report, as submitted, was considered
(TAKE IN REPORT)
At the request of the Advisory Committee this item was deferred to the next meeting.
85. **Annual Harbour Tour**
The Agenda Item, as submitted, was considered
(TAKE IN AGENDA ITEM 18)

Due to the need to make the necessary arrangements it was agreed by those members present that the 2010 harbour tour will be held on Thursday 15th July.

86. The Acting Chairman drew attention to the fact that this was Councillor Hanan's last meeting as she was retiring from the Borough Council. Everyone present wished Councillor Hanan a long and happy retirement and thanked her for her long service to the Board. Councillor Hanan thanked everyone for their best wishes.

There being no further business the meeting closed at 3.15pm

Chairman