**MINUTES of the ANNUAL mEETING**

 **OF THE littlehaMpton harbour board**

**held in committee room 1 at the arun district council civic centre, maltravers road, LITTLEHAMPTON ON**

**Monday 24th JULY 2017 at 10am**

**Present:** Mr P Bush (Chairman)

Councillor Elkins (Vice Chairman)

Councillor George Blampied

Mr Matt Marchant

Mrs Janet Mockridge

Mr Richard O’Callaghan

Mr Karl Roberts \*

Mr Roger Spencer

Councillor Dr James Walsh

**In Attendance:** Mrs S Simpson, Clerk to the Board

 Mr C Braby, Treasurer to the Board

Mr B Johnson, Harbour Master

Mrs J Harris (Notes Secretary)

**1. APOLOGIES**

Apologies were received from Mr Tom Drennan and Councillor David Edwards. Mr Karl Roberts had been delayed and would join the meeting as soon as he was able.

**2. DECLARATIONS OF ACCEPATANCE OF OFFICE**

The Declarations of Acceptance of Office by all Members of the Littlehampton Harbour Board having been appointed to serve from 1st April 2017 to 1 April 2021 were noted.

**3. DECLARATIONS OF INTEREST**

Councillor Dr Walsh declared a personal interest as a Town, District and County Councillor in matters relating to Littlehampton Town, Arun District, and West Sussex County Councils across the agenda. Councillor Elkins declared a personal interest as a District and County Councillor in matters relating to Arun District and West Sussex County Councils across the agenda**.**

**4. APPOINTMENT OF CHAIRMAN 2017/18**

**4.1** It was proposed that Mr Bush continue as Chairman for the forthcoming year. This was duly seconded and there being no other nominations it was **RESOLVED** that:

**Mr Bush be elected as Chairman of the Board for the ensuing year.**

**5. APPOINTMENT OF VICE CHAIRMAN 2017/18**

**5.1** It was proposed that Councillor Elkins continue as Vice Chairman for the forthcoming year. This was duly seconded and there being no other nominations it was **RESOLVED** that:

**Councillor Elkins be elected as Vice Chairman of the Board for the ensuing year.**

**6. APPOINTMENT OF MEMBERS TO THE PERSONNEL SUB-COMMITTEE**

**6.1** There were four positions which were currently held by the Chairman, and three former Board Members. The Chairman indicated his willingness to continue to serve on this Sub-Committee and Councillor Blampied, Mr Marchant and Mr O’Callaghan indicated their willingness to join the Sub-Committee. There being no other nominations it was therefore **RESOLVED** that:

**The Chairman, Councillor Blampied, Mr Marchant and Mr O’Callaghan form the Personnel Sub-Committee for the forthcoming year.**

**7. APPOINTMENT OF MEMBERS TO THE AUDIT SUB-COMMITTEE**

**7.1** There were four positions which were currently held by the Vice Chairman, and three former Board Members. The Vice Chairman indicated his willingness to continue to serve on this Sub-Committee and Councillor Blampied, Mrs Mockridge and Mr Spencer indicated their willingness to join the Sub-Committee. There being no other nominations it was **RESOLVED** that:

**The Vice Chairman, Councillor Blampied, Mrs Mockridge and Mr Spencer form the Audit Sub-Committee for the forthcoming year.**

**8. APPOINTMENT OF MEMBERS TO THE PILOTAGE SUB-COMMITTEE**

**8.1** There were three positions which were currently held by the Chairman, Councillor Dr Walsh and one former Board Member. The Chairman and Dr Walsh indicated their willingness to continue to serve on this Sub-Committee and Mr Drennan had indicated his willingness to join this Sub-Committee. There being no other nominations it was **RESOLVED** that:

**The Chairman, Councillor Dr Walsh and Mr Drennan form the Pilotage Sub-Committee for the forthcoming year.**

**9. APPOINTMENT OF MEMBERS TO THE INFRASTRUCTURE PROJECT DEVELOPMENT GROUP**

**9.1** There were three positions which were currently held by Councillor Dr Walsh and two former Board Members, supported by the Harbour Master. Councillor Dr Walsh indicated his willingness to continue to serve on this Sub-Committee and Mr O’Callaghan and Mr Spencer also indicated their willingness to join the Sub-Committee. There being no other nominations it was **RESOLVED** that:

**Councillor Dr Walsh, Mr O’Callaghan and Mr Spencer form the Infrastructure Project Development Group for the forthcoming year.**

**10. PUBLIC FORUM**

**10.1** There were five members of the public present.

**10.2** In accordance with the policy of the Board, prior notice of six questions had been received by the Clerk from Mr Robert Boyce. The Chairman proposed that the questions be read out together with the proposed response. Once formal responses had been agreed by the Board, they would be circulated to all Members for information. The Clerk proceeded to read out Mr Boyce’s questions and replies to the same were given by the Chairman and both the questions and replies are summarized at Annex A to these minutes .

 *\* Mr Roberts joined the meeting at 10.10am.*

**10.3** Thereafter it was noted that most local authorities permitted their meetings to be recorded subject to rules set out in their Standing Orders. The Chairman proposed that a full report on the matter be presented to the Board for consideration at a future meeting. The need for a change to the Board’s constitution regarding the publication of ordinary meetings of the Board and subcommittee meetings was also to be considered. It was therefore **RESOLVED** that:

1. **The responses be noted, approved and circulated to Members of the Board for information.**
2. **The Board’s Standing Orders be reviewed in line with Minute 10.15 above and the outcome be reported back to the Board at a future meeting.**

**10.4** A member of public asked when the new procedure for public questions had not been publicised and why he had not received a response to his letters and emails.

**10.5** In response, the Chairman reminded the meeting of the change in policy regarding the public question session which had been agreed by the Board at the last meeting.

**11. MINUTES**

**11.1** It was **RESOLVED** that the Minutes of the meeting held on 12th June 2017 (previously circulated) be approved and signed by the Chairman.

**12. HARBOUR OPERATIONAL REPORT**

**12.1** The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition, he also updated the Board on notices and consultations, leisure trade and the level of commercial activity. Members discussed the impact of the declining number of commercial ship visits on the ability of the Board’s pilots to retain their certification. Observing that pilotage revalidation was due in December and its duty to provide a pilotage service for commercial customers, the Board agreed that options regarding this aspect of Harbour operations be investigated and a report be brought to the next meeting for consideration.

**12.2** The Harbour Master also reported that the installation of scrubbing dock facilities at Bridge Hard would be completed later that day. Concerns were expressed that the Goring Outfall buoy remained off station. Although outside the harbour limits, the marker was regarded as an important navigational aid for harbour users. The Harbour Master continued to press Southern Water for action and Mr Spencer stated the District Council would also raise the issue with the water company. Regarding the Waterfront Festival, the Board commended the Harbour Master and his team on the success of the event and thanked the staff for their hard work. The Harbour Master stated that it was important that harbour users were made aware of events on the river and confirmed he would be happy to issue notices as appropriate. It was **RESOLVED** that:

1. **A report regarding options for pilotage revalidation be brought to the next meeting for consideration by the Board.**
2. **The contents of the Harbour Operational Report be otherwise noted.**

**13. TREASURER’S REPORT**

**13.1** The Treasurer presented the income and expenditure statement and income analysis for the period to 31st May 2017 (previously circulated). Whilst income and expenditure were marginally below budget at this point, the figures to the end of June showed a slight improvement. It was noted that it was still too early in the financial year to identify trends and that the budget would be closely monitored in July. It was **RESOLVED** that:

 **The Report be noted.**

**14. REPORT ON THE OUTCOME OF AN INDEPENDENT AUDIT ON AN ERRONEOUS RECEIPT**

**14.1** The Board received a report on the outcome of an independent audit carried out at the request of the Board into the issuing of an erroneous receipt from the harbour management software (previously circulated). This had been conducted by Arun District Council’s Chief Internal Auditor. This had concluded that appropriate in-house investigations including inquiries with the software provider had been correctly undertaken by Staff. Whilst the software failure that had caused the problem remained unidentified, a full review of the procedures regarding handling cash payments had been made. Officers were now issuing hand written receipts for all cash payments.

**14.2** The Board proceeded to review the report of the independent auditor in more detail. It was observed that some account details were amended during the transaction and it was possible that this may have contributed to the error. In response to a comment from a member that changing account details in this manner contravened the Board’s Standing Orders, the Treasurer explained that this change had merely amended the lead contact on the account and that no critical changes had been made. The Harbour Master confirmed that the procedures regarding handling cash payments had been revised and that hand-written receipts would be issued for all cash payments going forward. It was **RESOLVED** that:

**The report be noted.**

**15. ANNUAL REPORT 2016/17**

**15.1** The Harbour Master presented the Annual Report for 2016/17 (previously circulated). Members commended him on the content which was considered the most informative and well presented to date. The Harbour Master provided clarification on the costs and size of the print run and in response to a suggestion, stated that consideration would be given to producing an electronic version only in future. It was **RESOLVED** that:

**The publication of the Littlehampton Harbour Board Annual Report for 2016/17 be noted.**

**16. MINUTES OF THE STAKEHOLDER GROUP (SG) MEETING 4th JULY 2017**

**16.1** The Board received the minutes of the SG meeting held on 4th July 2017 (previously circulated). It was noted that Councillor Elkins apologies had been omitted and that this was the Annual Meeting of the Group. It was **RESOLVED** that;

**The Minutes of the Annual Meeting of the Stakeholders Group held on 4th July 2017 be noted.**

**17. CONFIDENTIAL AND EXEMPT BUSINESS**

It was **RESOLVED** that:

 **Due to the confidential nature of the following items to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.**

**SUMMARY OF MATTERS DISCUSSED IN THE CONFIDENTIAL AND EXEMPT PART OF THE AGENDA**

**18. the confidential and exempt minutes of the meeting held on 12th june 2017**

 It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 12th June 2017 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the chair.

**19. APPOINTMENT OF A PANEL UNDER THE HARBOUR BOARD’S CORPORATE COMPLAINT’S POLICY (CCP)**

The Board received a report (previously circulated to Members of the Board only) updating Members on the progress with a complaint.It was **RESOLVED** that:

 **Councillors Blampied, Mr Spencer and Mr O’Callaghan be appointed to form a panel to review the decision of the Personnel Sub Committee under the CCP.**

 **20. THE HARBOUR BOARD’S DUTY OF CARE AND RESPONSIBILITIES TO ITS EMPLOYEES.**

The Board received and considered a report (previously circulated to Members of the Board only) which contained the ACAS guidance regarding the duty of care owed by employers to their employees in respect of harassment of employees by third parties. A course of action was agreed and it was **RESOLVED** that:

**The Board be kept informed of progress and if necessary consider the implementation of further action at the September meeting.**

**21. OVERNIGHT DEPOSIT OF THE HARBOUR BOARD’S FINANCES**

The Treasurer presented a report (previously circulated to Members of the Board only) which recommended that a CCLA Public Sector Deposit Account should be opened. It was **RESOLVED** that:

**The Board authorises the Harbour Master / Manager and the Treasurer to open a CCLA Public Sector Deposit Account. Instructions regarding this account to be authorised by any one of the three signatories to the Bank Mandate with Nat West in conjunction with the Accounting and Administration Officer.**

**22. CHANGES TO THE HARBOUR BOARD’S BANK MANDATE**

The Board received a report (previously circulated to Members of the Board only) which recommended amendments to the Nat West Bank Mandate following changes to the membership of the Board. It was **RESOLVED** that:

 **Councillor Peters be removed as an authorised signatory and the Clerk, Ms Sue Simpson be added as an authorised signatory to the Bank Mandate.**

**23. UPDATE ON THE HARBOUR BOARD’S LEASES AND AGREEMENTS**

The Board received and considered a report (previously circulated to Members of the Board only) which contained updates and proposals in respect of various Board owned property lease agreements. It was **RESOLVED** that:

Members note this report.The Board was also content with the proposed new commercial lease arrangement in respect of the Workshop and the renewal of the two leases on the ground floor of the Harbour Office. Regarding the Old Customs House, Members considered it prudent that all options for potential future use be investigated and a paper brought back to the Board for consideration in due course.

The meeting closed at 11.55 am.

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 **CHAIR**