

MINUTES OF THE MEETING
OF THE LITTLEHAMPTON HARBOUR BOARD
HELD IN COMMITTEE ROOM 1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE,
MALTRAVERS ROAD, LITTLEHAMPTON ON
MONDAY 20th AUGUST 2018

Present: Mr Philip Bush (Chairman)
Councillor Roger Elkins (Vice Chairman)
Councillor George Blampied
Mr Tom Drennan
Mr Richard O'Callaghan
Mrs Janet Mockridge
Mr Roger Spencer

In Attendance: Mr W Chalmers, Clerk to the Board
Mr C Braby, Treasurer to the Board
Mr Billy Johnson, Harbour Master
Mr P Richards, Notes Secretary

160 APOLOGIES

Apologies were received from, Mr Barry Goodhew, Mr Karl Roberts and Councillor Dr James Walsh.

161 DECLARATIONS OF INTEREST

None received.

162 PUBLIC QUESTIONS

162.1 There were 5 members of the public present.

162.2 The Clerk advised one written question had been received and replied to.

162.3 A member of the public queried why the papers were published so close to the meeting date. He felt that this left little time to review the minutes and pose questions. The Chairman agreed to review this.

163 MINUTES OF THE MEETING HELD ON 18 JUNE 2018

163.1 The Board discussed a wording amendment at item 146.3. It was **RESOLVED** to change the wording of the final sentence to read that "The Treasurer advised that the Board had previously approved the closure of this matter".

163.2 The Board discussed item 151.3. It was **RESOLVED** to add a post minute note reflecting that this remains unresolved and that the lead on this matter was the Environment Agency.

163.3 It was **RESOLVED** that the amended Minutes of the meeting held on 18th June 2018 (previously circulated) be approved and signed by the Chairman.

164 TREASURERS REPORT

164.1 The Treasurer provided an update to his report at item 146.

164.2 It was **RESOLVED** that the update to the report be noted.

165 AMENDMENT TO THE BUSINESS RISK REGISTER

165.1 The Treasurer provided an update and amendment to the Business Risk Register (previously circulated). It was **RESOLVED** that:

The amendment be approved.

166 HARBOUR OPERATIONAL REPORT

166.2 The Board discussed operational issues. It was **RESOLVED** that:

- A. the contents of the Harbour Operational Report be noted; and**
- B. the Treasurer to provide an update on the costings for the workboat for the next Board meeting.**

167 UPDATE ON ISSUES RAISED IN THE 2017/18 INTERNAL AUDIT REPORT.

167.1 The Treasurer provided an update to the Internal Audit Report (previously circulated). It was **RESOLVED** that:

The updated to the report be noted.

168 HARBOUR STAKEHOLDER GROUP MEETING REPORT

168.1 The Board discussed the minutes of the latest Stakeholder Group report held in July.

168.2 It was **RESOLVED** that:

The report be noted.

169 CONFIDENTIAL AND EXEMPT BUSINESS

169.1 It was **RESOLVED** that:

Due to the confidential nature of the following item(s) 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 & EXEMPT PART OF THE
AGENDA**

170 MINUTES OF THE CONFIDENTIAL & EXEMPT BUSINESS FROM THE MEETING HELD ON 18 JUNE 2018

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 18 June 2018 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chairman.

171 REQUEST FOR FUNDING APPROVAL FOR HARBOUR REVISION ORDER

It was **RESOLVED** that:

The Board approves the request to proceed with the Harbour Revision Order.

172 *UPDATE FROM THE CLERK ON ESTATE AND LEGAL MATTERS

It was **RESOLVED** that

The update be noted.

The meeting closed at 12:15. The date of the next meeting is 22nd October 2018.



CHAIR