

**MINUTES OF FULL MEETING OF WELLS HARBOUR COMMISSIONERS (WHC)  
HELD AT THE HAROUR OFFICE/ VIA TELECONFERENCE ON 24<sup>th</sup> MARCH 2020  
AT 6:30PM**

**PRESENT:** Andy Frary (AF) – Chair, Chris Thomson (CT), Mel Catton (MC), Brian Riches (BR), Avril Lill (AL), Kevin Theobald (KT), Brian Ellis (BE), Denys Hickey (DH), Ashely Mullenger (AM), Josh Danziger (JD), Nick Groom (NG)

**EXECUTIVE MEMBERS:** Robert Smith (RS) Harbour Master, Simon Cooper (SAC) Harbour Administrator

**1. CHAIRMAN WELCOME**

AF welcomed all to the meeting and thanked them to making the efforts to dial in.

AF then invited JD to read out the WHC Oath & Declaration to swear him in as a Commissioner.

JD then read the Oath & Declaration accordingly. SAC advised that as this was all completed via the telephone, SAC will follow up with the signatures after the meeting.

**2. APOLOGIES**

None

**3. ANNUAL ACCOUNTS**

SAC advised that given the unusual circumstances we will re-order the meeting to accommodate the critical activity that needs to be performed and therefore we will present the Annual Accounts.

SAC welcomed Chris Greeves (CG) from Larking Gowan LLP and invited CG to walk those present through the 2019 annual accounts.

CG then presented the accounts and walked through the financial documentation provided. The key points noted were;

- Overall, little material movement seen year on year – the most predominate being that of the changes in accounting with SCIRA which on one hand reports income is down but on the other the associated rebates are also down and thus the 2 results cancel themselves out.
- JD queried an anomaly in the trading account page, which CG advised was a blip and should not have been reported. CG apologised and asked the WHC to ignore and would arrange to send the revised page post meeting.
- SAC pointed out that the other large difference from previous years is the drop off in Depreciation in the Outer Harbour where given the time elapsed since it started to operate, machinery (such as the Keri H) is fully depreciated and consequently the charge is no longer being taken. This feature will occur in future years also.

Given there were no further questions/ comments AF requested from the WHC that he was able to approve the Annual Accounts 2019. All those present confirmed. SAC went on to advise that given we had undertaken this by telephone he would arrange the appropriate signatures after the meeting.

SAC thanked CG for his time and explaining the accounts. CG then dropped off the call.

#### **4. MINUTES OF LAST MEETING**

Minutes of the last full meeting of 28<sup>th</sup> January 2020 were agreed and SAC will arrange for them to be signed by AF as a true record of that meeting.

SAC advised that he will update the matters arising which in the main were completed or needed to be carried forward given the circumstances.

#### **5. HARBOUR UPDATE**

SAC then asked the WHC to refer to the written update sent out with the agenda which was a summary provided to the WHC to advise current activity.

RS advised the WHC that there was very little to add to the topics below;

Albatros

'Penny' boat

Keri H repairs

Purchase of pontoons

New Website

Office IT upgrade

Covid 19 continuity plans

YTD finances & response to COVID 19

WHMT grant request

RS did though emphasise that given we had introduced a skeleton staff rota system that avoided unnecessary contact between the team members to ensure we would have cover in the event someone had to self isolate will are still operating for the Commercial boats as normal. CT asked if all staff were still employed which RS confirmed although we were looking into the available grant system for those in the team that were effectively not working at present.

JD warned that the virus has quite an extend shelf life and it was more than just keeping individuals separate. RS agreed and advised that in reality the only people visiting the office to date was himself and SAC. Hygiene and cleaning procedures were being undertaken and tops/ phones/ handles etc were all getting wiped down at least twice a day using disinfectant wipes as well as sanitising foam for washing hands.

#### **6. WHMT**

SAC advised that the planned activities that were all booked had not been advertised so for now they are all on hold and nothing is being communicated. The pool scuba dive course went ahead but other than that nothing else is expected to be delivered.

SAC advised he had received a grant request for another boy to undertake the sailing course which the WHC agreed albeit it would be on hold until matters were clearer as to when this could be done although it would normally not go ahead until the summer anyway.

No decision was required for the Triathlon at present but a watching brief was being taken and we expect matters will become clearer in the next month or so.

#### **7. AOB**

RS raised that he had received a report from Ian Scott from the coastal futures which will be circulated after the meeting.

SAC reminded WHC that we are due to hold the AGM in May and the HUAC – but obviously it was looking less likely that we will hold them at this time. RS suggested that we should just postpone the meeting perhaps until September. SAC agreed and said that he would double check our constitution doesn't have anything that would prevent us delaying until September.

#### **8. Staff Matters**

RS confirmed to WHC there were no matters to raise.

Meeting was then closed @ 19.10