

**DEVON & SEVERN
INSHORE FISHERIES AND CONSERVATION AUTHORITY**

**Minutes of the Finance & General Purposes Committee
held on 14 September 2017 at Ferne Animal Sanctuary, Chard**

Present: James Marsden (Chair)
Cllr Stuart Hughes
Cllr Terry Napper
Elaine Hayes
John Butterwith
Mike Williams
Simon Pollentine
Andrew Knights (NE)

Also Present: Tim Robbins (Chief Officer)
Angela Stirland (Finance DCC)
Sarah Clark (D&S IFCA)
Hazel Mitchell (D&S IFCA)

Apologies: Cllr Rufus Gilbert, David Rowe

1. Apologies for Absence

Apology was noted

2. Minutes of meeting held on 15 June 2017

That the minutes be approved and agreed as a true and accurate record.

Proposed: Mike Williams Seconded: Simon Pollentine

All in Favour

Resolved

3. Matters Arising

Cllr Napper enquired whether any training costs were able to be recovered with the short time that Laura Bullock has been employed with the IFCA. It was confirmed that due to criteria written into new staff contracts for training costs to be paid back depending on the length of employment, £903 had been recovered.

4. Matters brought forward by the Chair

There were no matters brought forward by the Chair.

5. **Budget Monitoring report**

The Budget monitoring at month 4 indicates that the budget will show a projected underspend at year end of £3,600. This is predominantly due to savings in employee wages due to the vacant post.

The overspend in other areas of the budget will be covered by the current underspend and the cost for the Communications Officer post will be deducted from the General Reserve Account as agreed.

The current projected General Reserve Fund balance as at 31 March 2018 is £511,666.

With the increase in predicted income for the Mobile Fishing, Diving and Potting Permits issued and with the agenda item to consider recruiting an additional person to administer the current permitting scheme the question as to whether the cost of the permit fee covers the administration costs was raised.

A breakdown of the current administration costs would be compiled and the principle of whether full cost recovery on administering a permit would be put to the Committee and main Authority at the next quarterly meeting.

The Chief Officer advised that there would be a full byelaw review in 18 months' time of the new byelaws which operate permitting byelaws and this can provide the opportunity to look at how we can charge for permits.

With Fixed Administrative Penalty (FAP) money currently sitting in the General Reserve Account until Government announces how this money is to be used a suggestion to create a risk profile to use this (FAP) money for possible environmental project based work, would be provided at the March 2018 meeting when the risk assessments were reviewed.

6. **Staff Issues**

- a. Interviews for the Enforcement Officer vacancy due to the departure of Laura Bullock took place on Monday 21 August 2017. The successful candidate was Adam Walters and he will start on 2 October 2017. Previous interview candidates had been approached but it was decided to undergo a new round of advertising.
- b. The Committee noted the change of name and expressed their congratulations to Libby West (nee Ross) who recently got married.
- c. With the current uncertainties over Brexit and how coastal waters would be managed in the future it was proposed to defer the decision to review whether to employ an additional Enforcement Officer until September 2018. A request to consider employing a part time person to take on the administration of the current permitting scheme, a job that has increased and is likely to increase further with the introduction of subsequent byelaws, was put for proposal. The cost would be covered primarily by the income received from permits issued.

The following proposals were put to the Committee for recommendation by the main Authority:

1. The D&S IFCA defer a decision on the employment of an additional enforcement officer until September 2018
2. The Chief Officer employs a Permitting & Admin Officer for an initial two years following D&S IFCA Policy for the employment of an officer.

Proposed: John Butterwith

Seconded: Cllr Stuart Hughes

All in favour, none against

7. **Health & Safety**

There were no incidents or near misses to report.

8. **Any Other Business**

There was no other business raised except to draw attention to the Committee members of the proposed meeting dates for 2018.

9. **Date of next meeting**

Monday 13 November 2017 (Budget Meeting) at Larkbeare House, Exeter
Friday 15 December 2017 at Exeter Racecourse, Exeter

Agenda Item	Action	Responsible
5	Breakdown of the costs of the administration of issuing a permit against monies received	Chief Officer/Angela Stirland
5	Risk profile for using FAP money – for March 2018 meeting	Chief Officer