

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

**Minutes of the Finance & General Purposes Committee  
held on 15 December 2017 at Exeter Race Course, Exeter**

**Present:** Elaine Hayes (Chair)  
Cllr Stuart Hughes  
Cllr Rufus Gilbert  
Cllr Terry Napper  
John Butterwith  
Mike Williams  
Simon Toms (EA)

**Also Present:** Tim Robbins (Chief Officer)  
Angela Stirland (Finance DCC)  
Peter Lappin (DCC Finance)  
Lucy Macaulay (DCC Finance)  
Hazel Mitchell (D&S IFCA)

**Apologies:** Simon Pollentine, David Rowe

**1. Apologies for Absence**

Apologies noted.

**2. Minutes of meeting held on 14 September 2017**

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

Resolved

**3. Business Arising**

5. A breakdown of administrative costs for the issuing of a permit was made per individual type of permit and the results showed that all covered the cost of having a contribution to overheads except the Recreational Potting permit which did not cover direct/indirect costs by £5 per permit. This is due to the additional cost of issuing identification tags. The figures obtained would be sent by Mrs Stirland to the Chief Officer who would forward it to the Byelaw and Permitting Sub Committee to discuss as part of the overall review of the byelaw. Any recommendation would then be put to the Main Authority.

5. Financial Administrative Penalty (FAP) - The Chief Officer reported that DEFRA were still talking with the Treasury who had concerns that the money received would not be treated as income. He is hoping for clearer guidance but would bring a paper to the March 2018 with options of how to use the money in the future if no decision has been reached.

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 7 indicates that the budget will show a projected underspend at year end of £17,500. This is predominantly due to savings in employee wages due to the period of a vacant Enforcement Officer post and the non-appointment of Seconded staff. Savings have also been made on Boat costs due to better fuel economy, reduced cost in mooring and insurance due to the delay of purchasing a new vessel.

The overspend in other areas of the budget will be covered by the current underspend.

The current projected General Reserve Fund balance as at 31 March 2018 is £510,566.

6. **Minutes of the Budget meeting held on 13 November 2017**

Requested that page numbers be added to the minutes

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

Proposed: Cllr Stuart Hughes                      Seconded: Cllr Terry Napper

All in favour, none against

Resolved

**a. Budget Setting 2018/19**

The budget paper presented to the Committee incorporated any amendments/changes outlined in the minutes from the budget meeting of 13 November 2017.

The employee figure incorporated a possible 1% statutory pay rise but as the final decision on the actual figure would not be known until the end of the year concerns that a 2% rise offered by employers may be awarded for 2018/2019 and another 2% for 2019/2020. How this would affect the budget was asked. If this should occur an extra £5,000 would need to be found which the General Reserve would meet for the first year and then the actual cost would be put into the budget setting for 2019/2020.

A proposal that the budget for 2018/2019 of £733,600 be approved for recommendation by the main Authority was made

Proposed: Mike Williams                      Seconded: John Butterwith

All in favour, none against

7. **Purchase of Vehicle**

Three of the current fleet vehicles were purchased with Transition Funding provided by DEFRA when the IFCA was set up in October 2010. There is now a need to replace these vehicles, which are:

- a. WG60FTC – Mitsubishi Lancer has high mileage and maintenance costs are increasing to keep it roadworthy.
- b. WG60FTA – Mitsubishi 4x4, no longer cost effective and no longer powerful enough to tow the new rigid inflatable boats
- c. WJ12PWV – Mitsubishi Colt initially purchased for the officer based in Somerset has proved to be too small to carry the amount of survey kit required.

Officers have evaluated different vehicles for safety and the ability to carry necessary equipment. A costing of purchasing versus leasing was also undertaken but it was estimated that it would cost an extra £4,000 at the end of the period to lease. D&S IFCA is now registered with the Local Authority Car Purchase scheme which gives additional discount on the purchase of new vehicles. As per the last purchase the Skoda Octavia and Skoda Fabia estate cars came out as the preference. If agreed the current 3 vehicles would be sent to Auction to put against the cost incurred for the new purchases.

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

- a. A Skoda Octavia Estate SE Technology is purchased by the D&S IFCA within the 2017/18 budget year.
- b. A second Skoda Octavia Estate SE Technology is purchased by the D&S IFCA within the 2018/19 budget year.
- c. A Skoda Fabia Estate 1.4 TDI is purchased by the D&SIFCA within the 2018/19 budget year.

Proposed: Cllr Rufus Gilbert

Seconded: Mike Williams

All in favour, none against

## 8. Purchase of Vessel update

- a. **Replacement RIB Report options** – Gavin Mayhew produced an in-depth report on the options for a replacement RIB. The end recommendation was for a custom build, made by a company called Ribcraft, based in Somerset, for a 7.8m RIB. The preferred specification would cost approximately £117,188.63 and this would include a road trailer. The custom build would take approximately 12 – 24 weeks.
- b. **European Maritime & Fisheries Fund** – An application to EMFF for funding towards a new patrol vessel indicated that a grant of approximately €61,000 would be available.

An additional recommendation for the installation on the RIB of a Forward Looking Infra-Red (FLIR) system allowing you see up to 2 miles, costing in the region of £25,000 was considered an essential addition and a separate bid would be submitted to EMFF for a funding request.

Due the item being specialist equipment it is exempt IFCA procurement rules for the need to obtain 3 quotes. It is anticipated if the Authority approves that both bids would be submitted in mid January with the hope of the new RIB being delivered June/July 2018.

A proposal to recommend to the main Authority to apply for EMFF money, upon receipt, to purchase the RIBCRAFT RIB and for a separate bid to EMFF to be submitted for the FLIR System was made.

Proposed: John Butterwith      Seconded: Mike Williams

All in favour, none against

## 9. Staffing Issues

- a. **Adam Walters** - The new Enforcement Officer who replaced Laura Bullock who resigned in March, started on the 2 October 2017 and is currently familiarising and undergoing training.
- b. **Stephanie Davies** - Initially employed using DEFRA funding on MPA work subsequently took on the role to cover maternity leave for Katherine Stephenson. Steph has now been successful in obtaining full time employment with Cornwall IFCA starting on 2 January 2018.
- c. **Katherine Stephenson** – A request for flexible working hours has been received by Kat who is due to return to work at the beginning of April. An offer to work 3 days per week of 22.5 hours has been made.

As this is the first request to the IFCA for a flexible working arrangement the Committee were agreed that this arrangement should be subject to a 6 month trial, have specific metrics applied and subject to review to ascertain if it is workable for the IFCA and the whole Environment Team.

A request to employ a Research Officer for 3 days per week to cover the 2 days not covered by Kat and a day of overlap was made. The actual employee cost would be a shortfall of £2,500 per year which could be taken from the agreed Secondment budget.

A proposal to recommend that Kat Stephenson be granted flexible working hours to be trialled and reviewed after 6 months and for the employment of a Research Officer for 3 days per week was made:

Proposed: Mike Williams      Seconded: Cllr Terry Napper

All in favour, none against

## 10. Health & Safety

There were no incidents or near misses to report.

## 11. Any Other Business

The Committee agreed to the Chief Officers request to the Committee if they were happy for 4 old Typhoon Dry suits which were in the store now unused to be donated to the Teignmouth Beach Life Saving Club Volunteers. A photo taken for a press release was suggested.

12. **Date of next meeting**

Thursday 15 March 2018 – Brixham Laboratory, Brixham

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>
3.5	Breakdown of costs for the administration of issuing a permit to be sent to the Byelaw and Permitting Sub Committee	Angela Stirland
3.5	Fixed Administrative Penalty (FAP) update	Chief Officer