

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

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

Present: Elaine Hayes (Chair)
Cllr Stuart Hughes
Cllr Rufus Gilbert
John Butterwith
David Rowe
Mike Williams
Simon Pollentine
Simon Toms (EA)

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

Apologies: Cllr Terry Napper

1. Apologies for Absence

Apology was noted

2. Minutes of meeting held on 16 March 2017

That the minutes be approved and agreed true and accurate.

Resolved

3. Matters Arising

There were no matters arising.

4. Matters brought forward by the Chair

There were no matters brought forward by the Chair.

5. Outturn Report and Statement of Accounts

The overall budget overspend during 2016/17 was £28,075, mainly due to the European Fisheries Fund (EMF) money received for the iVMS grant not being as much as expected during the year by £31,754. Measures to recover the grant working with Common Seas was still in progress and any money received would be deposited back into the General Reserve Account.

The balance of the General Reserve Account as at 31 March 2017 was £508,066 with total reserves of £693,490 which includes capital receipts of £170,077 from the sale of Drumbeat but minus £41,195 due to the EMF iVMS grant and the purchase of a new vehicle.

Line 8 of Appendix A shows a large reduction from the previous financial year due to a system change where the D&S IFCA pay their own invoices from their own account as opposed to being paid by DCC.

6. Allowance for B&P Committee Chair

Mr David Rowe, Chair of the B&P Committee left the room for this agenda item.

An allowance to the Chair and Vice Chairs of the full Authority were already in place in recognition of the additional work they undertake on behalf of the Authority. Consideration for the Chair of the B&P Committee who has a similar level of work to receive the same payment as the Vice Chairs to the Authority of £400 per annum was put for recommendation.

Proposal: Cllr Rufus Gilbert Seconded: John Butterwith

All in favour

7. Appointment of Treasurer

Mary Davis, County Treasurer for Devon County Council has been Treasurer to the D&S IFCA since the IFCA was created and has indicated that she is happy to stand again at this annual appointment review.

A recommendation to appoint Mary Davis as Treasurer for the next 12 months was made:

Proposed: Mike Williams Seconded: Cllr Stuart Hughes

All in Favour

The members of the F&GP expressed their gratitude for the support and work of DCC finance in their support of D&S IFCA.

8. Sabbatical Brief

The Chief Officer left the room for this agenda item.

The Chief Officer made a request to be allowed to take a month sabbatical break in the autumn 2017. With the recent workload pressures and challenging times in the run up to Brexit and beyond the break will enable him the opportunity to rest and refresh ahead of these developing challenges.

The Chair consulted by email to all members of the F&GP Committee for feedback to this request and approval was received by members who responded.

Due to the period using up the majority of Tim's annual leave entitlement consideration to allow additional days paid for a short sabbatical or other break was discussed.

The recommendation that the Chief Officer be given 5 additional paid leave days during this annual leave year in addition to his current annual entitlement was proposed.

Proposed: Mike Williams

Seconded: John Butterwith

All in favour

9. Data Protection Policies

The D&S IFCA have worked with a local organisation, DP Assist, to update and improve the data protection policies and standards for both officers and members. A list of policies developed by DP Assist, listed on the agenda paper, to ensure the Authority operates within the legal framework of the Data Protection Act were proposed for recommendation and that they be adopted by the D&S IFCA.

Proposed: David Rowe

Seconded: Mike Williams

A publication and privacy policy document was on the website and hard copies could be provided on request.

10. Staffing Issues

Notification was given that enforcement officer, Laura Bullock, resigned and left on 29 May 2017. As the applications for recruitment of the recent enforcement officer post, filled by Kelly Hobson were still within 6 months, approach could be made to the short listed interview candidates to offer the now vacant position.

The offer of initially spending a day with the enforcement team to ensure they were aware of the nature of the job would be given.

11. Health & Safety

There were no incidents to report but it was recommended that any future 'near misses' should be recorded.

The enforcement team visited the Work Boat Show at Southampton on 13 June 2017 talking to manufacturers who provided valuable information to assist in the compilation of specification requirements to help with the possible purchasing of a new rib for the Authority.

12. Any Other Business

There was no any other business raised.

13. Date of next meeting

Thursday 14 September 2017 at Ferne Animal Sanctuary, Chard