



# Authority Meeting

Draft Minutes from 16<sup>th</sup>  
September 2021

## Version Control and Drafting

Version & Date	Comments
Version 0.1 29 <sup>th</sup> September 2021	1 <sup>st</sup> set of draft minutes circulated internally for additions/amendments.
Version 0.2 30 <sup>th</sup> September 2021	Amendments made by CO Mat Mander and DCO Sarah Clark. Draft minutes circulated to Members on 1 <sup>st</sup> October for initial scrutiny.
Version 0.3 18 <sup>th</sup> October 2021	Comments from Members (Mike Williams, Pamela Buchan & Emma Bean) received and then applied. Draft Minutes published on website.

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## Minutes of the Authority Meeting

Held at Exeter Racecourse on 16<sup>th</sup> September 2021 (start at 12.30 hrs)

### Present:

Chair: Professor Mike Williams  
Vice Chair: Dr Pamela Buchan

### Cllrs:

Alistair Dewhirst (Devon), Terry Napper (Somerset County Council).

### General Members/Statutory Members:

Dr Emma Bean, Rachel Irish, David Murphy, Felicity Sylvester, Simon Toms, Wayne Thomas, David Morgan.

### Officers:

Angela Stirland (Devon County Council), Jessica Maunder (Devon County Council), Simon Excell (Gloucestershire County Council).

### D&S IFCA:

Mat Mander (Chief Officer - CO), Sarah Clark (Deputy Chief Officer - DCO),  
Neil Townsend (Principal Policy Officer - PPO) Olga Pepper (Finance & Administration Manager – F&AM).

### Public:

None.

### Welcome

The Chair formally welcomed Authority Members to the Authority meeting and thanked them for their attendance. The Chair reported to the Members that Sangeeta McNair had been promoted to the position of Principal Marine Advisor for Natural England and would no longer be the Statutory Representative from Natural England for both Authority and Byelaw & Permitting Sub-Committee meetings.

In her absence, the Chair, Members and Officers thanked Sangeeta McNair for her work with D&S IFCA. DCO Clark informed Members that Jim Masters (existing MMO Appointed Member) had now been employed by Natural England. Due to this, Jim Masters had informed Officers that he would be vacating his position as an MMO Appointed Member; however, it was possible that he would become the representative for Natural England.

The Chair reported that Angela Stirland from Devon County Council (Finance) had accepted a new job role as Head of Business Support for Dartmoor National Park and therefore would no longer be assisting D&S IFCA with financial matters. Members and Officers thanked Angela Stirland for many years of work assisting D&S IFCA and the Chair presented some flowers before moving onto the first Agenda Item.

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## Action Items:

### 1. Apologies for Absence

The Chair asked F&AM Pepper to read out the list of apologies and absentees. The names called out were as follows:

Cllr Ron Peart, Cllr Andrea Davis, Cllr Nicole Amil, Cllr Marcus Hartnell, Cllr Paul Crab, Cllr Bridget Petty, Cllr Paul Goggin, Cllr Nick Kelly, Cllr Robert Griffin, Cllr Alan Preest, Martyn Hutchings, Jon Dornom, Dave Saunders, Sarah Jackson, Adam Parnell (left the Authority), Jim Masters, Natasha Barker Bradshaw, Jessica Bishop, Kathy Derrick, Brian Glasson, Stephen Dury, Cllr Christine Channon (Devon), deputising for Cllr Andrea Davis, Tom Birbeck, Andrew Wray, Simon Bunn, James Marsden, Simon Pinder.

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### 2. Declarations of Interest

The Chair announced that Agenda Item 7 related to a review of allowances and expenses and therefore all MMO appointed Members had a Declaration of Interest. The Chair confirmed that although all MMO appointed Members would be able to contribute to the discussions, they would not vote if a vote was needed. This was noted and understood. With no other Declarations of Interest, the Chair moved onto Agenda Item 3.

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### 3. To Consider and Approve the Draft Minutes of the Authority Meeting held on 16<sup>th</sup> July 2021

The draft minutes from 16<sup>th</sup> July 2021 were examined page by page and the Chair asked the Members to highlight any inaccuracies. The Chair suggested three single word amendments on pages 8 and 10 which were agreed by Members and noted by PPO Townsend. A vote was taken as follows:

***That the draft minutes (subject to the amendments) are a true and accurate record.***

<b>Proposed:</b>	<b><i>Pamela Buchan</i></b>	<b>Seconded:</b>	<b><i>Emma Bean</i></b>
<b><i>In favour:</i></b>	<b><i>7</i></b>		
<b><i>Abstain</i></b>	<b><i>1</i></b>		
<b><i>Against</i></b>	<b><i>0</i></b>		

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### 4. Matters Requiring Urgent Attention

The Chair briefly consulted with CO Mander, and it was established that there were no matters that required urgent attention.

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### 5. Questions from the Public

The Chair briefly consulted with CO Mander, and it was established that there were no questions from the public that the Members needed to consider.

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## 6. Month 4 Budget Report

### Presentation:

CO Mander explained that the Budget Monitoring 2021/22 (month 4) Report had been amended since its original circulation before Jessica Maunder continued with the presentation. Jessica Maunder highlighted that there were some remaining errors on the amended report regarding the words “underspend” and “overspend”. This was noted for Line 1, paragraph 3 and the wording introducing the first table within the report. Jessica Maunder highlighted the key areas of the report and explained how the impact of Covid-19 had influenced spending for transport, and costs associated with meetings and conferences. Members were provided with further detail regarding the tables as presented in the report demonstrating outturn and variances. The presentation was concluded with the Members being informed that £29,000 had been taken from General Reserves to fund a fixed term contract and that the projected balance of the General Reserves (31<sup>st</sup> March 2022) would be £514,112.

### Comments & Questions:

The Chair thanked Jessica Maunder for the presentation and with no comments or questions, it was taken that Members noted the report without the requirement for a formal vote.

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## 7. Review of Members' Expenses & Allowances

### Presentation:

The Chair introduced this agenda item and once again confirmed that if a vote was taken, that he and no other General Members would vote. The Chair explained that the review had been suggested, for inclusion as an agenda item, by a Member at the AGM. The Chair referred to the Officer's paper and highlighted the current situation regarding remuneration and allowances. The Chair asked that if Members concluded that the current payment to the Chair is considered, it would be his view that any potential increase should address the disproportionate low level of allowance for the Vice Chair and the Chair of the Byelaw and Permitting Sub-Committee (B&PSC) compared to the Chair's allowance.

### Comments & Questions:

Cllr Dewhirst asked for clarification regarding the sums paid by other IFCA's and how the current awards had been set. Angela Stirland explained that the current payments for the Chair were originally based on that for the role of a Devon County Council (DCC) Committee Chair and would be able to provide more up to date information if required. Cllr Dewhirst informed Members that he was aware that the DCC Chair of Development would receive over £6,000 and that the DCC Chair of Scrutiny receives £9,000 as a special allowance. Pamela Buchan informed Members that she was aware that Plymouth City Council (unitary authority) pays more for Chair type roles as compared to Devon County Council. Cllr Napper recognised the commitment and burden of work for the Chair, Vice Chair and Chair of the B&PSC. Cllr Napper was unsure what increases, if any, had been awarded since 2011 and stated that the respective roles should be funded properly. Although an increase, potentially in the region of at least 15% to 20% may be appropriate, the funding crisis for D&S IFCA is problematic when considering to an increase in payments. Rachel Irish, agreed with the previous comments of the Chair in that the differential between the amounts paid to the Chair and the other roles is too large. Felicity Sylvester stated that all the roles were more than likely not being funded properly but given the wider scale financial difficulties faced by D&S IFCA, she suggested that this may not be the most appropriate time to consider increasing any of the allowances. Pamela Buchan highlighted that

the Governance Working Group could examine the level of allowances paid by other IFCA's and report back to the Authority. Rachel Irish suggested that given more comparative data could be found in due course, that this matter is deferred, and this became the motion for a vote that followed.

### **Decision Making:**

***That the review of the payments of allowances by the Authority for specific roles and payments to cover the expenses of General Members is deferred.***

**Proposed:**                 **Rachel Irish**                 **Seconded: Felicity Sylvester**

**In favour:**                 **2\***

*\* (Only Elected Members present voted on this matter)*

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## **8. Organisational Restructuring**

### **Presentation:**

CO Mander introduced this agenda item and gave a presentation to accompany the Officers' paper. CO Mander explained that the Officers' paper had not been scrutinised by DCC's Financial Team or verified by the Authority's Treasurer. Members were informed that the figures used in the Officers' paper should be viewed as indicative costs and not actual costs.

CO Mander explained that the Officers' report, in combination with the previous report presented at the AGM, has the aim to demonstrate organisational weaknesses and budgetary pressures. Furthermore, the information being provided now gives notice to all General Members, Local Authorities and Defra that D&S IFCA is failing and will continue to fail in its Statutory Duties, unless additional funding can be provided.

CO Mander highlighted that comparison metrics had been repeatedly used to clearly identify D&S IFCA as an outlier in funding received. Examples included the Officers' "Financial and Operational Assessment Report", presented to Defra with associated correspondence and CO Mander stated that he expected the unpublished ABP Mer report, in Defra's possession, to once again show the same on all key metrics. Although not wishing to dwell on metrics, which to date had produced no impact or meaningful change to D&S IFCA's financial issues, CO Mander did state that D&S IFCA's Revenue Budget is half that of Eastern IFCA, it has half the staff of Eastern IFCA, and this is despite D&S IFCA having a larger active fishing fleet operating within a larger District.

CO Mander highlighted how Officers' time, backed up by improved time recording, is dominated by conservation (Marine Protected Area Monitoring and Management), rather than fisheries management. Despite having introduced an effective mechanism (Permit Byelaws) to achieve its Statutory Duties, there is now a strong argument that D&S IFCA is already not meeting S.153 (manage the exploitation of sea fisheries resources in its District) of the Marine and Coastal Access Act 2009 (MaCAA) as only approximately 15% of Officer time is devoted to fisheries management.

CO Mander explained how cost forecasts, inclusive of estimated inflationary calculations, would result in unprecedented increases in the Revenue Budget; however, these potential increases, likely to be resisted, would not recognise fundamental weaknesses associated with the organisation. CO Mander highlighted a cost projection table and clarified that an effectively standstill budget would also not recognise other factors such as accommodating the potential increases in staff salaries associated with job evaluation so that all Officers would potentially, at least, attain a comparable salary to their colleagues in other IFCA's.

CO Mander ended his presentation by explaining that there are now likely to be some difficult choices and imminent considerations. CO Mander asked that Members consider what value is placed on marine habitat as compared to more high profile and visible sites that need protection. As an example, CO Mander stated that, although it is approximately half the size of the Marine Protected Areas within D&S IFCA's District, 90 staff are employed at Dartmoor National Park. As a second example, CO Mander informed Members that Torbay Council spends twice the amount on planting trees than D&S IFCA receives from them to undertake its duties which include the protection of seagrass in Torbay. CO Mander also pointed out that as a service, since 2014, D&S IFCA has fined or prosecuted ten times more vessels for incursions into Marine Protected Areas as compared to the Marine Management Organisation.

CO Mander raised a key question for thought - what value and importance does the IFCA and its work represent to its members, its Funding Authorities and Defra. The answer, said CO Mander, will underpin the decisions taken and ultimately dictate what the organisation can achieve with the financial resources available. Referring to the Officers' paper, CO Mander highlighted several workstreams and Statutory Duties at risk of failure due to lack of funding and asked Members to focus on the table on page 9 and 10. Although not presently agreed for the 2022-2023 Annual Plan, CO Mander explained that the deliverable and non-deliverable workstreams provide an indication of the prioritisation that would be needed if additional funding cannot be secured. Referring to the table on page 9 and 10, CO Mander clarified that present funding is nowhere near adequate to recognise the potential introduction of Highly Protected Marine Area/s within the District, or to continue with work to introduce and enforce a Hand Working Permit Byelaw.

CO Mander concluded his presentation by reading the key message on the final slide. The choice going forward for the Funding Authorities and Defra would now be to either fund D&S IFCA at the level required so it can function properly and deliver its Statutory Functions or to begin the process of identifying the Statutory Duties that it will not be able to undertake in 2022-23 and repeat this cycle annually until D&S IFCA fails completely.

### **Comments & Questions:**

The Chair thanked CO Mander for his presentation. Rachel Irish commented that in her view D&S IFCA is a highly professional organisation that works very effectively with the local MMO Officers. The service provided, the quality of investigations and general standard of work should be fully recognised by a wider audience.

Cllr Napper asked for some clarification of what was in place before D&S IFCA. Cllr Napper commented that many stakeholders, rightly or wrongly will view protection of the Marine Environment as less of a priority to land based environment as features under the water are not visible to most people. In addition, Cllr Napper asked for some background information on what was in place before D&S IFCA was introduced and how the original funding for the organisation had been established.

CO Mander highlighted past Officer papers and reports that set out the history of D&S IFCA and its transition from the predecessor organisation Devon Sea Fisheries Committee (DSFC). In terms of funding D&S IFCA, CO Mander briefly explained the resistance from the Severn Councils to fund the new organisation that led to an arbitrary figure being set for the first revenue budget which has reduced in real terms in the last ten years. CO Mander clarified that all Local Authorities had benefitted from the funding formula introduced by Defra. CO Mander confirmed that the new burdens contribution from Defra has had the effect that no taxpayer's money from the Severn Estuary based Local Authorities has been provided to D&S IFCA and the funding formula significantly reduced the amount of taxpayers' money paid by Devon, Torbay and Plymouth compared to their contributions to DSFC.

DCO Clark stated that the work and responsibilities of D&S IFCA as compared to that of DSFC is not comparable and explained that DSFC's environmental responsibilities were limited, for example set out in the Wildlife and Countryside Act, and that the responsibilities for D&S IFCA under MaCAA are considerable. DCO Clark reminded Members that D&S IFCA now has 22 Marine Protected Areas, whereas on day one of D&S IFCA there were three. DCO Clark informed Members that Defra's Revised Approach (to managing commercial fishing in MPAs) has been a significant draw on resources, and still continues to be, and any expectation that D&S IFCA could effectively cope with one or more Highly Protected Marine Areas (HPMA) would be unrealistic without increased funding. Responding to the comment made about visibility of the marine habitat, DCO Clark responded to Cllr Napper and explained that awareness, especially amongst younger people, of underwater features and their significance is growing and habitats such as seagrass sequester twice as much carbon as the same area of temperate forest. DCO Clark also added that the reef habitats within the MPAs in D&S IFCA, which are expansive, also sequester carbon and D&S IFCA's protection of these habitats helps meet carbon reduction initiatives.

Pamela Buchan commented on the low attendance at the meeting, which in her view, demonstrated that the Local Authorities are potentially not taking their responsibilities seriously. In her view, having so many Councillors absent, with no deputies used as substitutes, was not acceptable for an Authority meeting.

Felicity Sylvester agreed that the absence of so many Councillors was disappointing, especially as the provision in the Standing Orders caters for the use of deputies. Considering how complicated some issues can become, Felicity Sylvester said that she would like to see not only more representation, but a stable representation, so issues don't have to be explained several times. Cllr Dewhirst suggested that communication be improved with more notice provided for meetings (ideally scheduled a year in advance) as unfortunately some have clashed with important council meetings. In addition, Cllr Dewhirst suggested that induction information and meetings may help to get new Local Authority representatives more familiar with the work of D&S IFCA and its issues. It was the view of Cllr Dewhirst that better communication, especially between the different Local Authorities may be of benefit for discussions regarding the financial issues. As new Member Cllr Dewhirst was surprised to learn how the levy percentages payable to D&S IFCA differ and that the full amount of new burdens funding is not being provided to D&S IFCA.

David Morgan commented that he has listened to "endless debate" regarding the lack of funding or how the funding should be organised differently; however, it was his view that unfortunately this cycle will continue in December 2021 and beyond. To recognise his view that nothing is likely to change in December 2021, David Morgan suggested that discussions on which work to undertake or not undertake in 2022-2023 should begin as soon as possible. Pamela Buchan agreed that funding discussions had dominated too much Authority time but that the problem must be resolved. Members were informed that although each Local Authority was under financial pressure, each had also declared a climate emergency. To recognise the climate emergency, it was Pamela Buchan's understanding that councils have committed funds in the region of £1,000,000 to £2,000,000 to address the related issues. Regarding communication, Pamela Buchan, Chair of the Governance Working Group, suggested some additional work, with help by Officers, to improve induction information and to potentially introduce verbal briefings for Councillors. Pamela Buchan then asked CO Mander for an update on the funding discussions with Defra.

### **CO Update: Discussions & Correspondence with Defra**

CO Mander reported that although there had been recent meetings with Rachel Muckle and Tim Robbins (Defra), things had not progressed yet in a meaningful way. It had been reported in correspondence that bespoke options were being considered involving the Ministry of Housing, Communities and Local Government (MHCLG), but these had yet to be detailed. CO Mander explained that all correspondence was

posted on the Members' secure area of the website, but questions asked to date had not been resolved including those relating to exploring options for alternative legal mechanisms to provide funding. CO Mander informed Members that the next scheduled meeting with Defra would be on 28<sup>th</sup> September, and once again the establishment of the levy contributions in the Order<sup>1</sup> and the allocation of New Burdens Funding would likely be discussion points. For context, CO Mander explained that Defra's first principle of New Burdens allocation was to recognise the establishment of D&S IFCA, the larger area of responsibility and to reduce the burden on the new Authorities required by the Order to contribute to the revenue budget. Defra recognised the additional burden for the new Authorities by becoming a member of D&S IFCA and has provided these five Local Authorities with £387,915 every year since 2011. Although D&S IFCA has not received all of this New Burden Funding each year, the result has been beneficial to these Local Authorities as no local taxpayers' money has been used to fund D&S IFCA.

CO Mander explained that the second principle for allocating New Burdens money to Local Authorities was to recognise the additional work of IFCA's, set out in Ss.153 and 154 of MaCAA, compared to that of the previous Sea Fisheries Committees. CO Mander confirmed that this portion of New Burdens Funding amounts to only £21,382, which is the contribution from Devon County Council as part of their overall payment. In summary, CO Mander informed Members that Defra's contribution for new work, under the second principle, was therefore approximately 2%. The Chair added that although the responses by Defra to key questions had been limited to date, more meetings have been planned in addition to the September meeting. The Chair reported that he had been asked not to write to the Minister again whilst discussions are on-going. The Chair highlighted the recommendations in the Officers' paper and asked if there were more comments or questions relating to those.

## **The Recommendations**

Simon Excell said that he appreciated that the Officers' paper and presentation was effectively notice that discussions regarding the setting of the Revenue Budget in December 2021 would potentially be problematic; however, he had concerns regarding the final recommendation. It was the view of Simon Excell that the expectation that Elected Members (or Officers representing them) should report back the contents of the paper to seek the level of funding support for 2022-2023 by 15<sup>th</sup> October 2021 was not acceptable, at least for his Local Authority. From his recollection, this request represented a new process not undertaken before, and furthermore he confirmed that Gloucestershire County Council would not support any increased funding. CO Mander explained that the timetable and intended actions would hopefully provide clarity for future discussions rather than an attempt to seek a commitment from the Local Authorities at this time. Simon Excell responded and suggested that the final recommendation be amended to reflect that the Chair would write to Elected Members to seek an indication as to what the acceptable percentage increase in the Revenue Budget (FY2021-22) might be. This suggestion was agreed by Members and subjected to a vote.

## **Decision Making:**

***That the Chair writes to all Elected Members to seek an indication from their own Local Authority as to the level of funding support that may be attainable for FY2022-2023 and report back by 15<sup>th</sup> October 2021.***

**Proposed:**

***Pamela Buchan***

**Seconded: *Rachel Irish***

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<sup>1</sup> The Devon and Severn Inshore Fisheries and Conservation Order 2010

**In favour:** 7  
**Abstain** 1  
**Against** 0

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## 9. Review of Standing Orders

### Presentation (1):

CO Mander introduced the Officers' paper and explained that the first couple of suggested amendments to the Standing Orders were to reflect the difficulties attaining extra Members to sit on the Finance and General Purposes Sub-Committee (F&GPSC) and a conflict between the Standing Orders and the newly agreed Terms of Reference for the F&GPSC.

### Decision Making (1):

As there were no questions, the Chair suggested two votes relating to the changes as explained that related to the F&GPSC.

***That Standing Order 11.12 is removed, and the Authority rely on the agreed TOR for the Finance and General-Purpose Sub-Committee.***

**Proposed:** Pamela Buchan **Seconded:** David Morgan

**In favour:** 9

**Abstain** 0

**Against** 0

***That Standing Order 11.14 is amended to read: Where a vacancy exists on a Sub-Committee, a replacement Member will be sought at the next Authority meeting.***

**Proposed:** Simon Toms **Seconded:** Emma Bean

**In favour:** 9

**Abstain** 0

**Against** 0

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### Presentation (2):

CO Mander explained that the more significant change to the Standing Orders, as recommended, related to the setting of the Revenue Budget and to cater for the scenario that alternative Revenue Budgets to that offered in a joint report by the CO and the Treasurer (DCC), may be put forward by Members. The suggested amendment would clarify a process that should be followed if this were to happen and would provide notice to both the CO and the Treasurer (or their section 151 representative) before the meeting, so any proposed alternative could be properly costed to determine what the implications may be to the

Authority and the funding Local Authorities. CO Mander explained that the suggested change (text to be added) followed similar wording and process adopted by Devon County Council.

### **Comments & Questions:**

Simon Excell commented that the potential change in the Standing Orders appeared to indicate that Officers are expecting complications to arise in December 2021 during the budget setting discussions and asked for some clarity on what would happen if there was no agreement on the budget. The Chair explained that if this was the case Defra would be informed and added that the scenario almost happened in 2020 when a General Member proposed an alternative, but on reflection withdrew their proposal. Angela Stirland confirmed that if no budget was agreed, D&S IFCA would begin using its General Reserves until a “Special Meeting” could be arranged, to seek an agreed budget once again. Angela Stirland advised that the General Reserves would provide approximately six months funding if this became a reality. David Morgan expressed some concern, regarding the notice period of three days for Members to provide an alternative budget and CO Mander responded by saying that the Papers (including the proposed budget) would be circulated as early as possible, typically ten working days before the meeting. CO Mander also explained that the clarity offered by the suggested change does provide Members to offer different Motions. Cllr Dewhirst commented that in the light of there being potential alternative budgets put forward, that would likely be subject to veto by the funding Authorities, it would be prudent to set a date as early as possible for a “Special” meeting. Pamela Buchan commented that although it is alarming that a budget may not be agreed in December, this may happen even without the proposed change to the Standing Orders, and agreeing the change at least provides more clarity on the potential proceedings.

### **Decision Making (2):**

*That the following is added to the Standing Orders:*

*The text of any motion or amendment relating to the Authority’s Revenue Budget must be put in writing and submitted to the Chief Officer by 9.00am on the third working day before the meeting in order that the Officers may have sufficient time to consider and advise the Authority of the financial implications of any such motion or amendment.*

<b>Proposed:</b>	<b>Pamela Buchan</b>	<b>Seconded: Cllr Dewhirst</b>
<b>In favour:</b>	<b>11</b>	
<b>Abstain</b>	<b>0</b>	
<b>Against</b>	<b>0</b>	

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## **10. F&GPSC Appointments**

### **Presentation:**

CO Mander introduced the Officers’ paper which contained two recommendations. Members were informed that the low attendance at the AGM had impacted on the ability for new Members of the F&GP to be appointed. Now that amendments to the Standing Orders had been agreed, there was now the opportunity for the F&GPSC membership to be completed. CO Mander explained that there were now enough Members of the F&GPSC for any meeting to be quorate and that it has no delegated powers for decision making. The

Chair asked for Members to volunteer; however, there were no volunteers, and the Chair ended the discussion.

## 11. Publication of Minutes

### Presentation:

CO Mander explained that the potential advantages of publishing draft minutes had been highlighted by Members of the Byelaw and Permitting Sub-Committee at their recent meeting. CO Mander explained how it would be possible to increase transparency with information by following a procedure where draft minutes could be created, reviewed, and then published before they are finalised via a formal vote for accuracy at the following meeting.

### Comments & Questions:

The Chair raised some slight concern that publishing draft minutes, that are amended later, may leave D&S IFCA open to accusations of tampering; however, the Chair did acknowledge that typically the minutes are of a high standard and amendments are normally very minor.

PPO Townsend highlighted the use of Version Control Tables within the minutes, coupled with a front cover and a watermark to demonstrate the status of the document at any given time. PPO Townsend used the draft minutes of the Authority meeting to show how the version control box had recognised comments made on the draft minutes by Angela Stirland before amendments were then made.

PPO Townsend explained that the timetable as presented would ensure that all Members retain the opportunity for initial scrutiny of the draft Minutes before they are placed in the public domain; however, it would result in draft minutes being published on the Authority’s website far quicker than at present.

Time Period	Action	Publication Status
Week 0 to 2 Weeks	Draft Minutes are produced and circulated internally for amendments.	<b>Initial draft minutes not published.</b>
Week 2 to 4	Draft Minutes complete and circulated to all Authority Members for feedback.	<b>Draft minutes are published on the Members’ secure area of the website only.</b>
Week 4	Deadline for Initial feedback from Members	
Week 4 to the date set for the following meeting	Comments/feedback from Members applied to draft minutes.	<b>The draft minutes are published and remain on the public display on the website.</b>
The following meeting of Authority/Sub-Committee	The draft minutes are “Approved for Accuracy” by Members.	
Week after the Authority/Sub-Committee/s meeting.	Amendments applied as highlighted at the meeting – Changes to titles, version control and removal of water mark.	<b>Finalised minutes are published on the public display areas of the D&amp;S IFCA website.</b>

## Decision Making:

*That the Minutes (draft and final) from Authority Meetings and Sub-Committee Meetings are published in accordance with the timetable as set out in the Officers' Paper.*

**Proposed:**                 **Rachel Irish**                 **Seconded: Simon Toms**

**In favour:**                 **11**

**Abstain**                     **0**

**Against**                    **0**

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## Information Items:

**12. Annual Plan 2021-22 Progress Report**

**13. B&PSC Report**

**14. Hinkley Point C Update**

**15. Live wrasse Fishery Update**

The Chair highlighted the next four information items on the agenda. With no comments or questions, these items were taken to be noted by Members.

### **16. Date of Next Meeting**

The date for the next Authority meeting was confirmed as 16<sup>th</sup> December 2021, with the venue likely to be Exeter Racecourse.

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## Close of Meeting

The Chair thanked everyone in attendance and thanked Angela Stirland once again for her assistance with D&S IFCA's finances and wished her the best of luck with her new job. Angela Stirland accepted the gratitude offered and confirmed that Jessica Maunder would be standing in for her and that Peter Lappin (DCC Finance) would be attending the next Authority meeting.

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**End**