



MEETING OF THE RELEVANT AUTHORITIES WORKING GROUP

Waters' Edge Visitor Centre, Barton upon Humber.
7th July 2008 – 2:00pm

AGENDA

1. Introductions & Apologies
2. Minutes and matters arising from the Working Group meeting of 3rd March 2008.
3. Project Officers' Report
 - Financial Statement Jan - July
 - Signage
 - Website
 - Codes of conduct
4. Business Plan Approval
5. Any other business
6. Date and venue for next meeting



HUMBER ESTUARY RELEVANT AUTHORITIES WORKING GROUP

Minutes of the Meeting – 2pm, Monday, 7th July 2008 at Waters' Edge Visitor Centre, Barton upon Humber.

Present

Emma Hawthorne	Natural England
Phil Winn	Environment Agency
David Patrick	Shire Group of IDB's
Jeremy Pickles	East Riding of Yorkshire Council
Adrian Koster	HAG Chairman

In attendance

Kat Sanders	HMS Project Officer
Darren Clarke	Humber INCA
Emma Tweedle	Work Experience with Natural England

1. Introductions and Apologies:

Apologies were received from Capt Phil Cowing (Associated British Ports)

2. Minutes and matters arising from the Working Group meeting of 3rd March 2008

The minutes were agreed to have been a true reflection of the previous meeting, the Project Officer provided a summary of outcomes of the action points from the last set of minutes that were not otherwise included as separate agenda items:

- Accounts circulated at HERAG March 08.
- Website hosting renewed with Templar until March 08. Initial meeting with Steve – ideas still to be developed into draft page. Current site still up and running well.
- Darren Roberts quote reviewed and upper limit agreed not to exceed like quote from JBA contractor.
- Business plan reviewed at HERAG AGM – final approval passed to working group. See Item 5.
- Annual Report completed and posted on website, 2008 report ongoing in draft.
- Hull City Council now represented by Alex Codd (Senior Planning Officer/ EA background).

These were accepted and noted.

3. Project Officers Report

a) Financial Summary

Kat referred to the financial summary sent out to attendees prior to the meeting, it showed the income and expenditure for the period 1st Jan – 15th June 2008 and also provided a forecast of expected expenditure July - Dec 08.

Statement of Income and Expenditure Jan 2008 - June 2008

Actual Income 01.01.08 - 30.06.08

Contributions	18,089.00	
Bank Interest	448.28	
		<u>18,537.28</u>
<u>Expected income 01.07.08 - 31.12.08</u>		
Contributions	19,256.00	
Bank Interest	250.00	
		<u>19,506.00</u>
<u>Total expected income for 2008</u>		<u>38,043.28</u>

Actual Expenditure 01.01.08 - 30.06.08

Salary and N.I	6288.24	
Travel Exp	940.31	
HERAG & HAG Administration	251.17	
Ebb & Flow	1,106.73	
HINCA Mngt Fee	1,173.84	
Signage	5,440.25	
Website	152.75	
Other (promotion etc)	311.38	
		<u>15664.67</u>

Forecast Expenditure 01.06.08 - 31.12.08

Salary and N.I	6500	
Travel Exp	1000	
HERAG & HAG Administration	300	
Ebb & Flow	1200	
HINCA Mngt Fee	1200	
Humber Conference	1500	
Signage	5000	
		<u>16700</u>

Total Forecast Expenditure at Year End 32,364.67

Excess of income over expenditure 5,678.61

Notes:

*Bank balance as of 14.06.08 = £49,060.87

* Total Contributions 2008/09 = £39,665

Contributions received as of 16/06/08 = £19,256

Kat noted the following points:

- There are 23 out of the 34 relevant authorities contributing in 2008/09 towards the normal running of the scheme.
- 13 contributions have been received to date. The 10 outstanding contributions are agreed deferred payments.

- One off contributions have been received from the MOD and North East Sea Fisheries Committee towards the signage projects.
- Contributions for 2008/2009 to be were increased from 07/08 and now remain constant for 09/10 and 10/11 (3 yrs)

The financial summary was accepted.

b) Signage

The Project Officer provided an update on phase 2 of the signage project.

- Phase 1 completed April 08 - a total of 8 signs, including 2 for MOD
- Phase 2 sites proposed: *Blacktoft, Hull, Kilnsea, Skeffling, South Ferriby & Marshchapel*
- Phase 2 Permission applications submitted and awaiting some replies.
- Funding regime approved by Crown Estate, 5 signs with Crown Estate logo and HMS and 6th sign (Marshchapel) with North East Sea Fisheries Committee & HMS logo.

Kat provided the attendees with a breakdown of costs for phase 2 of the signage. She explained that the cost per sign had risen by around £20 since the first phase due to a rise in steel and fuel costs to the supplier etc. The sign at Hull would cost more because it will be manufactured with brackets to fit the railings outside the Deep to which it will be attached.

Signage Project Phase 2 - Forecast of funding

Phase 2 sites

Blacktoft	755.00	
Hull	1,005.00	
Skeffling	755.00	
Kilnsea	755.00	
Marshchapel	755.00	
South Ferriby	755.00	
		<u>4,780.00</u>

Additional Costs

Delivery (P & P)	270.00	
VAT (on Shelley Order)	836.50	
Installation (estimated)	1,000.00	
		<u>2106.50</u>

<u>Total Forecast Expenditure for Phase 2</u>	<u>6,886.50</u>
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Funding

Crown Estate	1500	
NESFC	1500	
		<u>3000</u>

<u>Total funding required from 2008 HMS budget</u>	<u>3,886.50</u>
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Notes:

- 1) Original £1500 match funding from ABP not included - ABP already pay £7649 into HMS budget in 08/09, where as NESFC and Crown Estate are one off payments towards Phase 2 of the project.
- 2) Increase in costs (for signs and delivery) from Phase 1 reflects rises in steel and fuel costs to the suppliers.

The latest proofs were considered. Five of the signs would be the same as the original design from phase 1, apart from the addition of the Crown Estate's logo. The sixth sign will be produced to the same design as the MOD's boards but to include information from North East Sea Fisheries Committee. The Project Officer would continue to consult with HERAG and HAG via email for comments on these proofs.

David Patrick thanked Kat for her work on the project and noted that the costs proposed for phase 2 looked fine. It was agreed that the estimated costs were agreeable as were the proposed sites and the Project Officer should proceed with the order.

Action Point, Kat: Continue with updates to sign proofs and place order to produce once final design is approved.

c) Website

Kat explained that following agreement from the working group to proceed with an update to the HMS website, the project officer had met with Steve Gray (website designer) and put forward some initial ideas. The current hosting of the HMS site is valid until March 2009 so the aim will be to have the new website finished before that time so that it can be launched and transferred away from Templar before the renewal is due. It was agreed that the Project Officer would circulate the screen shots of the new site for comments when they were received back from Touchdown Online.

d) Codes of Conduct

The Project Officer explained that the Codes of Conduct has been discussed at the last HAG meeting; no final decision had been made on design preference as the meeting was short of time to finish the item properly. Three options for design updates to the codes and the costs associated with them were presented. The Project Officer noted that option 2 was here preference but felt that a reprint of 5000 copies would be more than enough as it would be much easier to monitor their distribution and uptake and gather feedback on their success. The options presented were:

Option 1: To produce an A2 sheet, folded to a finished size of A5, as per the original design with updated content.

5000 copies @ £2550.00 + vat (£0.51p each)

10000 copies @ £3065.00 + vat (£0.31p each)

Option 2: A pocket sized (slightly smaller than A5) wallet style which contains pages on which the codes are written. Outer cover laminated.

5000 copies @ £4700.00 + VAT (0.94p each)

10,000 copies @ £6965.00 + VAT (£0.70p each)

Option 3: Individual A5 sheets (8 in total) each being laminated, drilled and attached with a metal split keyring.

5000 copies @ £7600.00 + VAT (£1.52 each)

1000 copies @ £13060.00 + VAT (£1.31 each)

All options would be printed full colour both sides onto a 130gsm part recycled stock and include delivery to Waters' Edge.

The following comments were noted:

- Phil Winn said he felt the current design was rather tricky to handle and become tatty with everyday use.
- Jeremy Pickles said he particularly liked the Option 2 idea and welcomed the size changed to allow it to fit in a pocket. It was suggested that the 'flap' be dispensed with to obtain a pocket sized booklet.

- Adrian Koster noted that with the current codes, there has been an emphasis on 'getting rid' of the remaining copies. The smaller print quantity for the update is a good idea to allow them to be distributed more efficiently.
- Kat said she felt that the increased cost per copy was justified if it meant they appeared to be something to keep rather than look at once and then discard.

The group agreed that Option 2 would be preferable and agreed the £5000 budget for the project (as stated in the business plan).

Action Point, Kat: Continue to develop updated codes, based on approved £5000 budget and the Option 2 design. Liaison to continue with the Chairman and the Working Group.

Additional Agenda Item

Following the Project Officer's Report, David Patrick added that there was an additional item to be discussed; David explained that at the end of June, Kat had tendered her resignation and would be leaving the post of Humber Project Officer in the middle of August to work in Honduras on Marine Protected Area Management. He thanked Kat for all her work and his sentiment was echoed by Phil Winn and Adrian Koster.

Darren Clarke explained that from Humber INCA's point of view, the Project Officer's post should remain as a joint post as it fits very well with their work and has proven to be a success thus far. Darren noted that Humber INCA is likely to be recruiting a full time member of staff in the near future and he would hope that in addition to this, the half time post of the Project Officer would also be sought. Darren added that whilst this scenario was his personal preference, the final decision would be made at the board meeting of Humber INCA on the 17th July.

Adrian Koster added that the Humber Advisory group depends on there being a Project Officer in post to assist with the ongoing communiqué between the groups.

The working group agreed that the Project Officer post should continue as it has whilst Kat has been in post on a part time basis and that the job should be advertised widely to ensure the right candidate is found.

Kat stated that she would be happy to provide her personal email to assist with the transfer and she explained that she would provide a list of all her ongoing work for reference.

Action Point, Chairman and Vice Chairman: Discuss with Humber INCA arrangements for the Project officer Post.

Action Point, Kat: Compile a list of all completed and ongoing work for reference before leaving.

Action Point, Chairman/Project Officer: Undertake development of job description and advertising of the post once the Humber INCA position has been determined.

4. Business Plan Review

An updated version of the draft business plan had been circulated to the working group prior to the meeting. As it was an update of an existing document, discussion was limited.

- Jeremy Pickles said he thought that the plan was an extremely useful document for HERAG members in justifying their payments to the scheme and also noted that he felt it should be best practice for all partnerships to produce a similar document.

- David Patrick noted that the organisational structure diagram was useful to include as it provided a simple way to explain to anyone reading it how the HMS functions. He also said that the whole plan is a useful document to assist with explaining the job description of the Project Officer.
- Emma Hawthorne noted that she had track changed the draft and would email it to Kat following the meeting.
- David Patrick suggested that the plan should be reviewed annually; Kat added that this could become a reoccurring item for the HERAG AGM meeting agenda in March.
- Phil Winn noted that this review would tie in well with the actions that are identified from the scorecard process (due for review in Jan 2009).

The Project Officer thanked the group for their comments and asked that any final comments were forwarded on to her as soon as possible so that the plan could then be formally approved and sent out with the minutes of this meeting to the whole HERAG group.

Action Point Kat: Make further amendments to plan as suggested. Circulate final business plan to HERAG with Working Group minutes.

5. Any other business

There were no additional matters raised.

6. Date and venue for next meeting.

The date and venue for the next meeting is yet to be decided, dependant partly upon the outcome of the decision by Humber INCA regarding staff and the recruitment process.

Notification of the confirmed date and venue will be circulated in due course.