

**CABINET**

**MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2018**

**AT 4.37 PM**

**IN THE COUNCIL CHAMBER, WILLITON**

**Present:**

Councillor A Trollope-Bellew .....Leader

Councillor M Dewdney  
Councillor B Maitland-Walker  
Councillor D J Westcott

Councillor A Hadley  
Councillor S Pugsley

**Members in Attendance:**

Councillor I Aldridge

**Officers in Attendance:**

Assistant Chief Executive (B Lang)  
Environmental Health Manager (E Lake)  
Meeting Administrator (K Kowalewska)

**CAB19     Apologies for Absence**

Apologies for absence were received from Councillors C Morgan and K Turner

**CAB20     Minutes**

(Minutes of the Meeting of Cabinet held on 11 July 2018 - circulated with the Agenda.)

**RESOLVED** that the Minutes of the Meeting of Cabinet held on 11 July 2018 be confirmed as a correct record.

**CAB21     Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

<b>Name</b>	<b>Minute No.</b>	<b>Member of</b>	<b>Action Taken</b>
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr A Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr D Westcott	All	Watchet	Spoke and voted
Councillor I Aldridge	All	Williton	Spoke

**CAB22     Public Participation**

No members of the public spoke at the meeting on any items on the agenda.

**CAB23     Forward Plan**

(Copy of the Forward Plan for the month of January 2019 – circulated with the Agenda.)

The purpose of this item was to approve the Forward Plan.

**RESOLVED** that the Forward Plan for the month of January 2013 be approved.

**CAB24     Harbour Operations Manual**

(Report No. WSC 80/18 – circulated with the Agenda.)

The purpose of the report was to seek approval of the revised Harbour Operations Manual created by the Council's off site Harbour Master.

The Lead Member for Environment presented the report and advised that West Somerset Council was the statutory authority for Watchet and Minehead Harbours so the responsibility for their operation and compliance sat with the Council. The out of date operational manual no longer reflected the operation of the harbours and therefore had been updated. The Council had also carried out a number of safety checks, repairs and renewals.

The Lead Member thanked Capt. Keith Badsley, the Off Site Harbour Master, Officers and Members of the West Somerset Harbour Board for the work undertaken in reviewing and updating the manual.

The key differences between the two documents were – revised risk assessments; revised contingency plan; revised governance structure to reflect the creation of the Harbour Board, and change of name.

The Lead Member proposed the recommendation which was duly seconded by Councillor M Dewdney.

It was noted that the acronym ALARP stood for 'as low as reasonably practical'.

**RESOLVED** that the revised operational manual, as at Appendix A to the report, be approved.

The meeting closed at 4.44 pm.