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PITCAIRN ISLAND COUNCIL

**Minutes of the Council Meeting held at the Public Hall
Commencing at 11.30 Wednesday 23rd November 2016**

Present:

Mayor Shawn Christian, Cr Lea Brown, Cr Darralyn Griffiths, Cr Michele Christian, Cr Brenda Christian, Administrator Nicola Hebb, Island Secretary, Heather Menzies.

Telephone conference Attendees: FCO Evan Dunn, Mark Watson - Sectoral & Governance Economist Consultant., Cr Leslie Jaques, Deputy Governor Kevin Lynch.

Apologies: Deputy Mayor Warren-Peu

Gallery: None

Welcome: Mayor

<p>Overview and Introduction – Mayor and Mark Watson, Sectoral & Governance Economist Consultant.</p>	<p>The Mayor and Mr Watson welcomed everyone and thanked all for their attendance, explaining that the purpose of the meeting was to clarify Pitcairn’s EDF 11 programme activity details, tasks, budget numbers and time frames.</p> <p>Mr Watson thanked the Mayor and Council for having forwarded their draft notes of the EDF11 Council Meeting of the 21st Nov 2016 – where Council prioritised and confirmed its position on Pitcairn’s its EDF11 programme.</p> <p>He noted that work has begun on revising Appendix A of the Sustainable Tourism Master Plan (STMP) to show EDF10 progress and to flesh-out details on and the activities for EDF11. He said this is helpful to ensuring the STMP is a ‘living document’ and that this work has also been requested by Efstratio Pigidis of the European Commission.</p> <p>Mr Watson noted that other than Council’s request to remove the Airport Feasibility Study from the programme (as recorded Nov 21st 2016) the EDF11 activities stand as initially conceived. He agreed that the funds which had been allocated to the Airport Feasibility Study would better serve the objectives of the STMP if transferred to doing a desk-based feasibility study of Pitcairn’s telecommunications requirements. This being consistent with high end visitor expectations, visitor health and safety risk management and private sector development.</p> <p>Council added that this will also go some way to ensuring that the EDF11 telecommunications upgrade will be well researched and the best it can be - given budget and current and future technologies.</p>
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	<p>Cr L Jaques reminded Council that this undertaking is very much in line with the JMC 2016 Communique which acknowledges the importance of access and telecommunications for the economic development of the Territories, particularly those that are most remote like Pitcairn.</p>
Updated Appendix A of the STMP.	<p>Mr Watson acknowledged work undertaken in updating the EDF10 costed activity spread sheet and the STMP's Appendix A.</p> <p>It was also agreed that the Appendix A template will be slightly revised to include 2 more columns to show a given activity's funding source and its estimated budget.</p> <p>It was noted that it is important for Pitcairn to show how the EDF11 programme will build upon the work undertaken under the 9th and 10th EDF. Each inter-connected programme is designed to progressively enhance the island's ongoing tourism operations and its marketing activities - all of which are predominately funded by DFID.</p>
Pitcairn's relations with NGOs and other funders	<p>In response to a query from Mr Watson it was noted that Pitcairn continues to developed sound relations with a number of NGOs (PEW Trust, St Andrew's University, the Darwin Initiative and RSPB etc.) and that these too, from time to time, provide collaborative marketing and small funding opportunities which supports Pitcairn's sustainable island heritage vision. Though such contributions are comparatively small the Travel Coordinator confirmed that activities relating to NGO partnerships are factored in the STDMP and noted in Appendix A as "Maximise cooperative marketing opportunities within NGOs" and "Develop Terms of Engagement Guidelines for NGOs" - the latter having already been implemented by the Environmental, Conservation and Natural Resources Division Manager of Natural Resources.</p>
EDF10 and EDF 11 Activities and related freight costs	<p>The Mayor told the meeting that the delays associated with finalising the new passenger/shipping service for Pitcairn are negatively impacting the island's ability to accurately predict freight requirements. He reported that freight is being held at the freight forwarding site for several months because of the limited freight capacity of the current service and this 'bottle neck' would be made worse as EDF10 provisioning requirements are rolled out.</p> <p>He added that the delay has also effected Pitcairn's ability to fully finalise EDF11 freight costings as it wait to find out whether it will have more frequent voyages and/or a larger vessel, with increased freight capacity, at its disposal over the next 5 years. Should this be the case EDF11's proposed freight cost may well vary because materials could be supplied gradually over several rotations rather than within a single voyage – as was the case for EDF9.</p>

	<p>He added that, this approach had been replicated for EDF10. Whereby the programme and budget had factored funds to charter a separate vessel to deliver equipment and materials within a single voyage.</p> <p>There ensued general discussion regarding the need for the shipping service contract to be finalised and it was agreed that Pitcairn should again factor chartering a separate vessel to deliver its EDF11 equipment and materials.</p> <p>It was also noted and agreed that costs for both the freight and the labour components of each relevant EDF11 activity will ideally be factored individually where required.</p> <p>The Mayor reminded Council that delivering EDF10 and EDF11 materials and equipment to the island on a dedicated vessel – impacts implementation time-frames as multiple activities will have to roll-out at once. Mr Watson added that this will also impact installation of the telecommunications upgrade equipment.</p>
Administering EDF11	<p>In response to Mr Watson’s recommendations, as previously circulated, Council agreed that administering Pitcairn’s EDF11 programme should be kept as simple as possible and that, ideally, implementation should be rolled-out over a 2 year period. Thus enabling budget predictability and minimising the risk to Pitcairn Finances.</p> <p>It was also agreed that Mr Watson will request that the European Commission consider allowing one fixed tranche, on the basis of high start-up and mobilisation costs, and then, in the 2nd year, a mix of fixed and variable, performance based tranches to drive completion.</p> <p>Cr Jaques reminded Council that it is essential that Pitcairn’s EDF10 programme is implemented before the EDF11 programme starts. Council agreed that this is necessary to ensuring that each programme builds progressively upon the one before it.</p>
EDF11 Costed Activity Spread Sheet	<p>It was agreed that an EDF11 costed activity spread sheet will be developed as a stand-alone document which will compliment that used for EDF10. This will, in turn, dovetail with the updated Appendix A of the STMP.</p> <p>ACTION: Cr L Jaques, the Mayor and the Island Secretary will prepare these documents for circulation.</p>
External labour force requirements for the 10 th and 11 th EDF.	<p>Expanding on discussions which took place at the Council meeting of Nov 21st it was agreed that costs to contract design and build work teams, for specific builds, should be factored into budgets to assist in meeting activity construction deadlines.</p>

	<p>Motion: Cr L Jaques/Mayor "That costs to contract design and build work teams will be factored into external labour force budgets where required."</p> <p>All in favour - carried</p>
<p>On-going operational costs which may be associated with the Medical Centre Upgrade & the Telecommunications Upgrade</p>	<p>It was noted that all care must be taken to ensure that EDF11 programme equipment and material purchases take in to account realistic on-going operational costs which will have to be covered by DFID going forward. Projected costs to upgrade the medical centre and Pitcairn's telecommunications system will therefore factor such things as maintenance and licensing etc.</p> <p>It was confirmed that the island's current medical officer, Dr Jack Dascalu, who is experienced in equipping remote medical facilities, has assisted the Community Development Division with developing a realistic, costed and considered equipment and refurbishments list. It was agreed the Mayor will forward the Medical Centre upgrade to PIO and Mr Watson by Tuesday 29th Nov 2016.</p> <p>It was noted that the medical centre upgrade requirements list has been developed to meet the current and future needs of Pitcairn to ensure that it can provide the best possible health care for increased visitor numbers and the Pitcairn community - despite its isolation.</p> <p>Mr Watson reassured those present that nothing on the Medical Upgrade list would be amended or removed without consultation and reminded Council that the EDF 11 programme was Pitcairn's.</p>
<p>Next Steps</p>	<p>It was agreed that once the Medical Centre upgrade list has been forwarded to Evan Dunn, at PIO, he will draft a more detailed budget for circulation and discussion.</p> <p>In the interim the Mayor will develop a stand-alone EDF11 costed activity spread sheet to accurately reflect Council's decisions and the Travel Coordinator will continue to amend and develop the STMP's Appendix A.</p>

Date of Next Regular Council Meeting: Dec 7th 2016 8.30pm --

Meeting Closed: 2.00pm

Mayor Shawn Christian: *[Signature]*

Date: 29 / 11 / 2016

