



# **RIVER DOON DISTRICT** **SALMON FISHERY BOARD**

Clerk to the Board: Iain K Clark, LLB (Hons), Dip LP, NP  
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## **MEETINGS PROTOCOL**

### 1. Introduction

This Protocol has been approved by the Board to meet the good governance obligations upon District Salmon Fishery Boards in section 46B and 46C of the Freshwater Fisheries (Consolidation) (Scotland) Act 2003 (“**the 2003 Act**”), which was amended by the Aquaculture and Fisheries (Scotland) Act 2013 (“**the 2013 Act**”). References **in bold below** are to Sections of the 2003 Act (as amended by the 2013 Act).

This Protocol is subject of internal review to ensure it is consistent with the Guidance issued by Marine Scotland (“**MS**”) and Fisheries Management Scotland (“**FMS**”).

The Protocol is also informed by the Code of Good Practice for Scotland’s District Salmon Fishery Boards (updated March 2014), whose general principles indicate that the Board should be as open as possible about its decisions and actions, give reasons for its decisions, and only restrict information when the wider public interest clearly demands that this is in the best interest.

### 2. Board Meetings

2.1 Calling Notices (in the form of **ANNEX A**) for Board Meetings (generally giving at least 21 days’ notice) will be:

- (a) intimated by the Clerk to the Board by email to Board members;
- (b) posted on the Board’s Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
- (c) sent to FMS for publication on their website; and
- (d) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)

2.2 The public will be given an opportunity to attend Board Meetings (although, with the exception of the Annual Public Meeting, the Board are not required to allow them to participate in the Meetings) – **Section 46C**

2.3 Board Meetings will be held in public, unless for specific reasons (e.g. discussions of a confidential nature, deployment of bailiffs or enforcement action, or any other relevant reason the Board considers in its discretion) they are held in private (which statement of reasons has to be included in the Minutes) – **Section 46C**

2.4 The Board has agreed a **Policy on Members’ Interests**. This requires all Board Members to sign a Declaration and Register of Relevant Interests, as defined in the 2003 Act (as amended by the 2013 Act). Each Board Meeting will commence with inviting Board members to declare new/amend existing interests.

- 2.5 A strict policy of Conflict of Interest avoidance has been adopted by the Board with all interests being declared by the Board member and a minuted requirement that they absent themselves from any decision making which could involve that interest.
- 2.6 As soon as practicable (generally within 3 months after the meeting), Minutes of Board meetings will be published as follows:
- (a) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (b) sent to FMS for publication on their website; and
  - (c) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)
- 2.7 If Board meetings are held less frequently than 3 months, the Draft Minutes will be circulated by the Clerk to the Board for approval by the Board members, before being so published.
3. Draft Annual Report and Draft Audited Statement of Accounts
- 3.1 Each year, after 31 December, the Board will arrange for an Annual Report and Audited Statement of Accounts to be prepared - **Section 44(1)**
- 3.2 A Board Meeting will usually take place in February or March each year (generally not later than the same date as Annual Meeting of Qualified Proprietors) to approve the Draft Annual Report and Draft Audited Statement of Accounts and make a decision on the Assessment Rate for the new fishing season.
4. Annual Meeting of Qualified Proprietors
- 4.1 An Annual Meeting of Qualified Proprietors will be held (generally by 31 March each year) to consider and approve the Draft Annual Report and Draft Audited Statement of Accounts prepared by the Board. The attendees at that meeting will be the Board Members and any Qualified Proprietors - **Section 44(1)**
- 4.2 Calling Notices (in the form of **ANNEX B**) for an Annual Meeting of Qualified Proprietors (generally giving at least 21 days' notice and generally by no later than 7 March each year) will be:
- (a) intimated by the Clerk to the Board to all Qualified Proprietors;
  - (b) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (c) sent to FMS for publication on their website; and
  - (d) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)
- 4.3 Following approval at the Meeting of Qualified Proprietors, the Final Annual Report and Final Audited Statement of Accounts will be published as follows:
- (a) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (b) sent to FMS for publication on their website; and
  - (c) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)

## 5. Annual Public Meeting

- 5.1 A separate Annual Public Meeting will be held on a separate date after the Annual Meeting of Qualified Proprietors (generally no later than 30 April each year) to present the agreed and finalised Annual Report and Audited Statement of Accounts to the wider public and to allow members of the public to raise issues at the meeting and participate in discussions – **Section 46B**
- 5.2 Calling Notices (in the form of **ANNEX C**) for an Annual Public Meeting (generally giving at least 21 days' notice and generally by no later than 7 April each year), enclosing Final Annual Report and Final Audited Statement of Accounts, will be:
- (a) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (b) sent to FMS for publication on their website; and
  - (c) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)
- 5.3 As soon as practicable (generally within 3 months after the Annual Public Meeting), the Minutes, duly approved by the Board, will be published as follows:
- (a) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (b) sent to FMS for publication on their website; and
  - (c) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)

## 6. Triennial Meeting of Qualified Proprietors

- 6.1 A Triennial Meeting of Qualified Proprietors for the purpose of electing or re-electing members for the new Board will take place no later than 30 April 2023 (and every 3 years thereafter) – **Section 47**
- 6.2 Calling Notices (in the form of **ANNEX D**) for a Triennial Meeting of Qualified Proprietors will be issued by the Clerk to the Board no later than 7 April 2023 (generally giving at least 21 days' notice and generally by no later than 7 April every 3 years thereafter) as follows:
- (a) intimated by the Clerk to the Board to all Qualified Proprietors;
  - (b) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (c) sent to FMS for publication on their website; and
  - (d) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)
- 6.3 As soon as practicable (generally within 3 months after the Triennial Meeting of Qualified Proprietors), the Minutes, duly approved by the Board, will be published as follows:
- (a) posted on the Board's Website at [www.doonfishing.co.uk](http://www.doonfishing.co.uk);
  - (b) sent to FMS for publication on their website; and
  - (c) emailed to Scottish Ministers at [DSFBGoodGovernance@gov.scot](mailto:DSFBGoodGovernance@gov.scot)

**ANNEX A**



**RIVER DOON DISTRICT**  
**SALMON FISHERY BOARD**

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**NOTICE OF NEXT BOARD MEETING:**

You are hereby given formal notice of the  
next Board Meeting of the  
River Doon District Salmon Fishery Board:

**DATE:** [insert date]  
**TIME:** [insert time]  
**MEETING TYPE:** Board Meeting  
**VENUE:** [Location/Zoom details]

## ANNEX B



## **RIVER DOON DISTRICT SALMON FISHERY BOARD**

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### **NOTICE OF ANNUAL MEETING OF QUALIFIED PROPRIETORS**

You are hereby given formal notice of the  
Annual Meeting of Qualified Proprietors of the  
River Doon District Salmon Fishery Board:

**DATE:** [insert date]  
**TIME:** [insert time]  
**MEETING TYPE:** Board Meeting  
**VENUE:** [Location/Zoom details]

The following matters will be considered:

- The activities of the Board for the year to 31 December [YEAR]
- Draft Annual Report and Draft Audited Statement of Accounts
  - The proposed activities of the Board for the next year

This meeting is open to the public. It would be helpful in planning seating etc. if you would contact the Clerk to the Board as detailed above, if you are interested in attending.

The Agenda for the meeting will be posted on the Board's website 7 days before the meeting takes place: [www.doonfishing.co.uk](http://www.doonfishing.co.uk)

## ANNEX C



# **RIVER DOON DISTRICT SALMON FISHERY BOARD**

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## **NOTICE OF ANNUAL PUBLIC MEETING**

You are hereby given formal notice of the  
Annual Public Meeting of the  
River Doon District Salmon Fishery Board:

**DATE:** [insert date]  
**TIME:** [insert time]  
**MEETING TYPE:** Board Meeting  
**VENUE:** [Location/Zoom details]

The following matters will be considered:

- The activities of the Board for the year to 31 December [YEAR]
- Presentation of the Annual Report and Audited Statement of Accounts
  - The proposed activities of the Board for the next year
    - Question and Answer Session

This meeting is open to the public. It would be helpful in planning seating etc. if you would contact the Clerk to the Board as detailed above, if you are interested in attending.

Proposals are invited for matters to be considered at the meeting. Please submit written proposals to the Clerk to the Board in advance.

The Agenda for the meeting will be posted on the Board's website 7 days before the meeting takes place: [www.doonfishing.co.uk](http://www.doonfishing.co.uk)

**ANNEX D**



**RIVER DOON DISTRICT  
SALMON FISHERY BOARD**

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**NOTICE OF  
TRIENNIAL MEETING OF QUALIFIED PROPRIETORS**

You are hereby given formal notice of the  
Triennial Meeting of Qualified Proprietors of the  
River Doon District Salmon Fishery Board:

**DATE:** [insert date]  
**TIME:** [insert time]  
**MEETING TYPE:** Board Meeting  
**VENUE:** [Location/Zoom details]

The purpose of the meeting is to elect or re-elect members for the new Board

This meeting is open to the public. It would be helpful in planning seating etc. if you would contact the Clerk to the Board as detailed above, if you are interested in attending.