

FHC BOARD MEETING - PART 1

MINUTES

Friday 8th April 2022

1.00 pm National Maritime Museum Cornwall



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Mark Chanter, Chair Designate	MC
Miles Carden, CEO	CEO
Barry Buist, Falmouth Haven General Manager	BB
Adrian Davis	AD
Duncan Paul, Harbour Master	HM
Vicki Spooner	VS
Gary Tranter	GT
Andrew Williams	AW

Governance

1. Apologies

Carrie Gilmore, Chair	CG
Lesley Allen	LA
John Elliott, Deputy Chair	JE
Ben Grigg	BG

MC will chair the meeting.

2. Declarations (Includes Declarations of Interest and Statutory Declarations)

- AW is High Sheriff of Cornwall
- AW declared an interest in Sea Sanctuary
- CEO is a co-opted member of Percuil River Moorings Limited (PRML)

3. Approval of Minutes from Previous Meeting on 11 March 2022

- The minutes from the previous meeting were tabled and approved.

4. Matters Arising

- CEO went through and updated the Matters Arising. The Board agreed that all Matters Arising were captured.

Reports

5. Reports by Exception in accordance with Standing Orders

a) CEO's Report

- No Part 1 report.

b) HM and Falmouth Pilot Services

- Previously distributed for information.
- HM ran through his report.
- Cardigan Bay and loss of packet buoy investigations are in closing stages.
- Member of public fell overboard and HM is in conversations with his family.
- Purchased 100 COVID tests to encourage staff testing.
- Anyone with COVID symptoms is told to stay home.

- The Board is supportive with the COVID measures in place.
 - FPS operate with 2 pilots over a 24 hour period.
- c) Falmouth Haven**
- Previously distributed for information.
 - The Haven team are very busy at the moment which is usual for this time of year.
 - Harbour Assist will make the customer payments procedure more efficient.
 - Lift in today has been successful. DP, who is auditing the process, was very pleased with how the operation has gone. CEO agreed that a significant amount of work has gone on behind the scenes which has contributed to the successful lift in operation.
 - The Board passed on their thanks to the Haven team for the work that has gone into the lift in.
 - Seasonal staff recruitment is ongoing but has been challenging. BB and the team have advertised widely including at the university.
 - The slipway pontoons have been removed and we need to look at how to dispose of them appropriately.
 - In order to plan for any further price increases, CEO would like to set budgets much earlier this year. The Head of Commercial Operations will help with this.
 - Mooring pendants – The Haven team intend to write to customers this year to let them know that FH will provide pendants (rather than customers providing their own) next year and this will be part of the pricing package.

6. Environmental Report

- Previously distributed for information.
- The sea grass seeds planted in January have germinated. Some interested scientists from the University of Exeter are visiting after Easter.
- Seawater heating – we have a student looking at funding options for this as well as the ability to sell excess heat to customers.
- Cornwall Habitat Bank – caution on purchasing credits.

ACTION: VS to send the Sustainability Action Plan to the Board as a reading document and ask for comments with a deadline date.

7. Finance

a) Income and Expenditure Account

- Previously distributed for information.

ACTION: CEO will clarify what **Administration (incl rent)** in the Income and Expenditure Combined Accounts refers to.

b) Bank Recs

- Previously distributed for information.

c) 2022 Budget Cost Review

- Deferred to May.

8. Audit Reports

- None.

9. Stakeholder Engagements

a) Consultative Committee Chair Attendance

- In the past the Consultative Committee (CC) chair attended Part 1 Board meetings on an occasional basis.
- The CC receive all the Board Part 1 papers.
- The Board agreed that the CC chair should attend quarterly so he will be invited to the meeting prior to the next CC meeting.

b) Media Report

- Previously distributed for information.

c) Record Commissioners Stakeholder Activity

- GT represented FH at the St Nazaire memorial on Sunday 3rd April and laid a wreath.

Project Updates

10. Updates

- No updates in Part 1.

Decisions

11. Enforcement and Other Decisions

- None.

Other Matters

12. New Legislation Guidance / Consultations

a) Letter from the Transport Secretary re Minimum Wage

- Previously distributed for information.
- HM and his team have attended an Open Port Duty workshop today which confirmed we are doing all we can but also that there is very little we can do.

b) Letter from the Transport Secretary re Aviation and Maritime Sanctions

- Previously distributed for information.
- HM is looking at a couple of systems to help identify ships.
- CEO has written to Cherilyn Mackrory, MP for Truro and Falmouth, on the burden of this and other sanctions on ports and harbours.

13. Risks

a) Review of Red Risks (Strategic Risks 21 and 27)

- Previously distributed for information.
- Risk 27 – CEO reported that there are no changes to report for mitigations 3 and 4.

Correspondence and Urgent Business

14. Correspondence

a) Thank you form Rafael Roakes re Work Experience

- Previously distributed for information.

15. Urgent Business tabled by Commissioners

- None.

16. Other Non-Urgent Business

a) Email and Social Media Policy

- Revised policy previously distributed for approval.
- Some work may need to be done following the recent cyber security review with NCi.
- FH use WhatsApp for operational groups but not for customer communication.
- The Board approved the revised policy.

b) Blue Marine Foundation - Blue Carbon Report - [Blue Carbon Report](#)

- This has significant potential for an income stream.
- Adjourned to June meeting.

ACTION: CEO and VS will discuss a Blue Carbon strategy to bring to the Board at the June meeting.

c) [Blue Carbon UK Report](#)

- Adjourned to June meeting.

d) Climate Change Committee Blue Carbon Briefing

- Previously distributed for information.

e) Smart Sound Connect Launch Presentation

- Previously distributed for information.
- FH is a member of the Smart Sounds group. CEO is the only member from Cornwall in this group.
- There is potential and something the Head of Commercial Operations can support with.

f) HPO Marine Autonomy

- Previously distributed for information.

g) BPA Circular 112 - Spring Statement Summary

- Previously distributed for information.

h) BPA Circular 120 - BPA March Update

- Previously distributed for information.

i) Border Force Partnerships Bulletin

- Previously distributed for information.

j) Plymouth and South Devon Freeport Business Case

- Previously distributed for information.

Consultations

17. Port Services Regulations – DfT launched consultation on revocation
[Repealing the EU port services legislation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/peeling-the-eu-port-services-legislation)

Part One ended at 13.58.

Dates of 2022 Meetings

Friday 13th May 2022 (Q1)

Friday 24th June 2022

Friday 22nd July 2022 (Strategy Day)

Friday 2nd September 2022 (Q2)

Friday 21st October 2022

Friday 25th November 2022 (Q3 & Budget)

Friday 16th December 2022 (Joint Mtg with Consultative Committee)