

# FHC BOARD MEETING – PART 2 MINUTES

Friday 13<sup>th</sup> May 2022  
10:00 am to follow Part 1  
National Maritime Museum Cornwall



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

## Attendees:

Carrie Gilmore, Chair	CG
Mark Chanter, Chair Designate	MC
John Elliott, Deputy Chair	JE
Miles Carden, CEO	CEO
Adrian Davis	AD
Ben Grigg	BG
Duncan Paul, Harbour Master	HM
Andrew Williams	AW

## Guests

Ifor Pedley, Assistant Harbour Master (Operations)	IP
Tom Redgrave, Marine Manager	TR

## Governance

### 1. Apologies

Gary Tranter	GT
--------------	----

### 2. Declarations and Hospitality

- In his role as High Sheriff, AW attended the opening of Semtech's building.

### 3. Approval of Minutes from Previous Meeting on 8<sup>th</sup> April 2022

- With some changes and additional actions 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.

## Monthly Strategic Discussion

### 5. Cruise Britain - First 6 Months - TR

- Supporting documents previously distributed for information.
- Ambassador Cruise Lines contacted us directly as a result of us being a member of Cruise Britain.
- We have opportunities to work with Explorer Class vessels.
- Falmouth Harbour are seeking better collaboration with A&P re cruise visits and representation at events such as the annual cruise event held in Miami. A&P have been amendable to this.
- Increased collaboration with stakeholders such as the Town Council will help to enhance the visitor experience.

**ACTION:** CEO to work with A&P on how we can be informed of cruise visits in a timely manner and share this information with the town and other stakeholders.

### 6. New Pilot Boat Project (Standing Agenda Item) - IP & TR

- Supporting documents previously distributed for information.
- TR ran through his presentation (previously distributed for information).

- IP, TR and most of the pilot boat crew have a preference for the 15.2m boat from Hollyhead with the decision of the engine size still to be made.
- Legal advice is that we do not have to go to tender but it may be preferable to have some sort of tender process in place. Final advice on this is due from Stephens Scown next week.
- Stephens Scown have been instructed to support the 2<sup>nd</sup> stage of the procurement process.
- If we miss both build slots there will be significant costs to maintain the LK Mitchell involving drying the hull and work on the engine. FH would need a backup boat while the LK Mitchell is out of action. All this would cost approximately £250k.
- We have had a port approach us about using the LK Mitchell for their port operations. So disposal of the vessel should not incur costs.
- The pilot boat budget currently stands at £1.4m.
- Falmouth Harbour will inform our stakeholders such as FDEC and the Consultative Committee.

**ACTION:** CEO to check the pilot contract with FDEC to see if we need to consult with them on the pilot boat procurement.

- The due diligence done so far is well documented but TR will amend the documentation by expanding on the reasons why timing is a critical criteria due to the issues with the LK Mitchell.

**ACTION:** TR to amend documentation and this will form an addendum to these minutes.

- For both of the boats the engines can be added to or replaced as more efficient fuel and engines become available.
- Operation and maintenance contracts can be handled by local boatyards. However, both build yards can give indicative maintenance lists so we can budget effectively.
- Key members of the pilot boat team may go and trial a similar boat at Antwerp.
- The Board thanked TR for his excellent documentation.

TR and IP left the meeting.

**a) First draft of Q&A's for Commissioners**

- Previously distributed for information.

**b) Copy of Scoping Exercise Notes**

- Previously distributed for information.

**c) Project update presentation based on the notes**

- Previously distributed for information.

**d) Revised Programme based on Holyhead build slots**

- Previously distributed for information.

## e) Next Steps - What Commissioners Need to Make Final Assessment?

### Decisions

- The Board approved a light touch tender process for UK only procurement.
- The Board need to be made aware if the tender process starts to affect the time critical aspects.
- Deadline for tenders will be late July 2022 and will be reviewed by IP, TR, HM, CEO and GT as Board Commissioner.

**ACTION:** Once the final deadline date for pilot boat tenders has been agreed an August Board meeting will be arranged to review.

- Falmouth Harbour has a responsibility to our stakeholders to show that this is a value for money investment.
- LA has been asked to look at the cashflow situation.

**ACTION:** The Board agreed for CEO to report back to the Board on the following points.

1. Value for money
2. Cashflow
3. Tier 1 Risks
4. Stakeholder Plan

## Reports

### 7. Confidential Reports

#### a) CEO Report Part 2

##### KML

- KML have been issued with legally agreed position where they pay in advance for statutory services.

**ACTION:** CEO to look at late payment surcharge and administration charges for overdue accounts.

##### Engravers

- There is an offer to rent it as a café /restaurant.
- The drone project may use Engravers for two years. They will allow Falmouth Harbour to use it when they are not there.

##### Commercial Moorings

- Paper previously distributed for information.
- The Board approved the expenditure for the maintenance works.

##### Marina

- There has been an ongoing issue with the marina security gate. Additional fencing around the gate is due to be installed.
- We are trialling facial recognition on the marina and, if successful, will roll this out to other areas such as the office and the slipway.

##### Slipway pontoons

- The slipway pontoons were condemned in February 2022 due to safety issues.
- We have been let down by our local supplier so we currently have no slipway pontoons.

- The slipway can be used but we need pontoons for events such as the Dragons to be held from 2<sup>nd</sup> to 9<sup>th</sup> July 2022.
- Tim Jones is looking at options.
- BB is looking at giving discounts to Boat Park customers.
- This is a significant customer care and safety issue.
- HM reported a wider problem with local suppliers. For example, there are not enough local welders.

**ACTION:** CEO to report to the Board by the end of May 2022 on all projects (slipway pontoon, fendering, commercial buoy maintenance).

#### **i. Future Plans & OGSP**

- OGSP previously distributed for information.

**ACTION:** CEO and JE to discuss the current OGSP and report to the Board at a future meeting. (Added to Matters Arising item 356).

#### **ii. Fuel Surcharge**

- At some stage we may need to consider a fuel surcharge.

**ACTION:** CEO to circulate GT's information on charges from other ports.

#### **iii. Offset Pontoon Project**

- Previously distributed for information.
- CEO is in favour of option A on page 3, subject to due diligence checks.
- The Board discussed the project at length with the following points being raised:
  - The pontoons will help to address the lack of capacity.
  - The capacity of the maintenance team to deliver the project.
  - This is an unbudgeted expense at a time when we are committing to the purchase of a new pilot boat and budgets are already tight.
  - The project would give an opportunity for the new Head of Commercial Operations to look at ways the pontoons can create revenue.
  - We may be able to pay in instalments and the pontoons will be in service in 2-3 months.
- The Board supported CEO to either progress the project or not depending on further investigation and resource.

#### **b) HM PMSC Matters**

- Previously distributed for information.
- HM has investigated tools for identifying Russian vessels but they are costly.

**ACTION:** HM to liaise with other ports with a view to share the 1-3 users licence for software to aid identification of vessels.

#### **i. Risk Assessment Reduction in Pilots- Pilotage Working Group**

- Previously distributed for information.
- The Board approved the proposal of working with 4.5 pilots.

#### **ii. Commercial and Visitor Mooring Surveys**

- Discussed as part of Matters Arising item 344b.

## 8. Recruitment and Staffing

- Current organogram previously distributed for information.

**ACTION:** VS and KS to look at equality and diversity in the organisation and present a draft policy to the Board at a future meeting.

- There is an HR group within the BPA that have done a piece of work on equality and diversity.

## Other Matters

### 9. Other Business of a Confidential Nature

#### a) Statements Against Enquiry (SAE)

- Previously distributed for information.

#### b) Moorings Update

- Discussed as part of Matters Arising item 344b.

#### c) A&P Update

- Discussed as part of items 5 and 6 above.

#### d) Report on Tax Position for New Pilot Boat

- Previously distributed for information.
- The Board approved this document.

#### e) Celtic Sea FLOW Opportunity

- Previously distributed for information.

#### f) Harbour Conservancy Charges

- Previously distributed for information.
- The Board approved the charges.

### 10. AOB

- None.

AD left the meeting at 13:30

MC left the meeting at 13:45

Part 2 ended at 14:15.

## Dates of 2022 Meetings

Friday 24<sup>th</sup> June 2022

Friday 22<sup>nd</sup> July 2022 (Strategy Day)

Friday 2<sup>nd</sup> September 2022 (Q2)

Friday 21<sup>st</sup> October 2022

Friday 25<sup>th</sup> November 2022 (Q3 & Budget)

Friday 16<sup>th</sup> December 2022 (Joint Mtg with Consultative Committee)