

FHC BOARD MEETING - PART 1

MINUTES

Friday 2nd September 2022

10:00 National Maritime Museum Cornwall



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Carrie Gilmore, Chair	CG
John Elliott, Deputy Chair	JE
Mark Chanter, Chair Designate	MC
Miles Carden, CEO	CEO
Lesley Allen (via Teams)	LA
Adrian Davis (via Teams)	AD
Ben Grigg	BG
Holly Manvell	HYM
Duncan Paul, Harbour Master	HM
Vicki Spooner	VS
Gary Tranter	GT
Andrew Williams (Arrived at 10:46)	AW

Guest

Neil Andrew, Chair of Consultative Committee	NA
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Governance

1. Apologies

- No Apologies

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

- GT declared an interest in the Falmouth Classics event.

3. Approval of Minutes from Previous Meeting on 24th June 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

- To be reported in Part 2.

b) HM and Falmouth Pilot Services

- Previously distributed for information.
- The following audits are taking place in October 2022:
 - H&S with Gary Hartland on Wed 12th and Thu 13th October.
 - PMSC audit with Gary Hartland on Thu 20th and Fri 21st October.
 - NQA Falmouth Pilot Services ISO virtual audit from Mon 24th to Thu 26th October.

- MC and AD suggested the Workshop should be a focus especially as IP and TJ have completed their NEBOSH training and may want to make suggestions.
- If it is useful to have a commissioner at the start and end of the audits, MC and AD volunteered.
- August was a good month for movements.
- There were three incidents where vessels were travelling through the moorings. Warnings have been given to those we can identify. We can prosecute but this would involve gathering evidence. The new CCTV system (to be implemented in 2023) will monitor a wider area so this will help.
- TR and Mylor have done a fantastic job with the Arrow refit. CEO thanked TR and the crew. The Board also passed on their thanks.

c) Falmouth Haven

- Previously distributed for information.
- The team are looking to increase the fuel barge capacity and regularly review fuel sales.
- HYM reported that there are 400+ people on the waiting list for berths and moorings. Mylor has a waiting list of up to 10 years.
- HYM and the Haven team are looking at various options to offer to the waiting list. One option would be to replace the outhauls with pontoon berths. Communication with those on the waiting list needs to be improved.
- The Team are discussing how to accommodate the temporary subletting of moorings to visitors when seasonal/annual customers are away for a period of time.
- The Haven and Maintenance working group meet every week to ensure they are prepared for next season.
- Ad hoc income is also generated from visitors e.g. car parking. This income is not shown in the figures in the report.
- JE thanked the team for moving the bin store off the quay and into Hulls Lane car park.
- Staffing – the team are looking at how they can tailor their proposition to encourage recruitment. They have switched to always hiring so there will always be a vacancy advert on the website and social media.
- The Haven would like to offer more opportunities for training and skills development working towards all staff being familiar with all roles.

ACTION: HYM to add information on how The Haven will market and fill seasonal and any other vacancies to her Board report.

6. Environmental Report

- VS thanked the Board for reviewing the Sustainably Action Plan. VS will now consider how to communicate the plan to stakeholders.
- AMS trial is going well. Planning to test with Morek (weather permitting).
- Two companies sponsored the 3D printing of the Seavive pods made out of recycle plastics.
- VS will distribute the report on natural capital accounts once available.
- Water quality following sewage release - more monitoring is needed which will be fed back to South West Water and the Environment Agency. South West Water have an implementation plan to improve the situation. The outfall at Prince of Wales Pier is not currently monitored. There may be some funding for this from Innovate UK.
- If sewage release continues sailors may wonder why they should use facilities such as FH's black water pump out station.

ACTION: CG and VS will look at the sewage release situation and how to collaborate with other stakeholders.

ACTION: VS to distribute the report on natural capital accounts once available.

7. Finance

a) Income and Expenditure Account

- Previously distributed for information.

b) Bank Recs

- Previously distributed for information.

c) End of Quarter 2 Update

- Continued good revenue from commercial moorings.
- Maintenance budget to be discussed in Part 2.
- LA is adding a %age variance figure into the accounts for the next Board meeting,

AW arrived 10:47.

8. Audit Reports

- None.

9. Stakeholder Engagements

a) Media Report

- Previously distributed for information.
- Excellent media coverage from social media and press.
- Retainer from Louise Midgley PR working well.

b) Record Commissioners Stakeholder Activity

- CG and partner went out on pilot boat for the Red Arrows event on 10th August and chatted to various stakeholders.

c) Open Day Thu 13th to Sat 15th Oct 2022

- One day to be an engagement day with schools.
- Opportunity to open Custom House Quay (CHQ) to extend the Oyster Festival or use National Maritime Museum Cornwall (NMMC) to host Chamber of Commerce breakfast with various talks on history, environment and technology.
- We can film, live stream and showcase on You Tube channel.
- Also coincides with drone project launch.
- Annual report will be released at the same time.
- We will work in collaboration with the Consultative Committee on this event.

d) Feedback from Falmouth Classics/Dragons

Dragons

- Team's ability to manage events was very impressive and feedback has been extremely positive.
- Gives us confidence to host bigger and better events in the future.

Classics

- HYM is meeting with Don Garmen next week.
- Need to protect infrastructure when berthing these large boats.
- Events like this could market Falmouth Harbour better. Potentially our financial contribution is greater than the main sponsor.
- The Classics and Sea Shanty events are growing which will require changes to how they are organised.
- Need to meet with organisers earlier.

Project Updates

10. Updates

- No updates in Part 1.

Decisions

11. Enforcement and Other Decisions

- None.

Other Matters

12. New Legislation Guidance / Consultations

a) Marine Net Gain Consultation

- There are two consultations out at the moment looking at the principals of marine net gain for both biodiversity (land) and maritime.
- Definition of 'additionality' is going to change.
- VS is looking at the possibility of working with Natural England on this.
- Technical consultation on biodiversity (land) - VS attending a meeting on this to learn more.

13. Risks

a) Review of Red Risks (Strategic Risk 47 and Resilience Risk 14)

- Previously distributed for information.

ACTION: Resilience Risk 14 - tasks and dates to be reviewed by CEO.

Correspondence and Urgent Business

14. Correspondence

a) RNA Thank You Letter re Sea Sunday

- Previously distributed for information.

b) RCYC Thank Letter re Dragons and A Norton re Dragons

- Previously distributed for information.

c) Falmouth Classics Thank You Letter

- Previously distributed for information.

d) Letter from Trinity House re Inspection of Aids to Navigation

- Previously distributed for information.

15. Urgent Business tabled by Commissioners

- None.

16. Other Non-Urgent Business

a) BPA Circular 265 - Port Industry News August 2022

- Previously distributed for information.

b) Christmas Staff Do

- Team, Commissioners, Pilots and individual members of panels to be invited to a Christmas event. No partners.

c) Revised Email and Social Media Policy (Additional section on LinkedIn)

- Previously distributed for information.
- Significant review to include WhatsApp, LinkedIn and fake news.
- Commissioners are not bound by terms and conditions (as they are not employees) but there are some policies such as this that are relevant for Commissioners.
- The Board approved the amended policy.
- The Board agreed to abide by this policy.

d) Shared Prosperity

- Link previously distributed for information.
- [Shared Prosperity Fund cios Good Growth Website](#)

Part One ended at 11:17

Dates of 2022 Meetings

Friday 21st October 2022

Friday 25th November 2022 (Q3 & Budget)

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