

# FHC BOARD MEETING - PART 1

## MINUTES

Friday 21<sup>st</sup> October 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	LA
Adrian Davis	AD
Ben Grigg	BG
Holly Manvell	HYM
Duncan Paul, Harbour Master	HM
Gerald Pitts (In attendance but no voting rights)	GP
Vicki Spooner	VS
Gary Tranter	GT

### Governance

#### Welcome

- CG welcomed Gerald Pitts.

1.

#### 2. Apologies

Andrew Williams AW

#### 3. Declarations (Includes Declarations of Interest and Statutory Declarations)

- CEO attended B Corp event with Stevens Scown

#### 4. Approval of Minutes from Previous Meeting on 2<sup>nd</sup> September 2022

- With some amendments the minutes from the previous meeting were tabled and approved.

#### 5. Matters Arising

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

### Reports

#### 6. Reports by Exception in accordance with Standing Orders

##### a) CEO's Report

- The draft Harbour Revision Order (HRO) has been submitted to the Marine Management Organisation (MMO).
- Further items to be discussed in Part 2.

##### b) HM and Falmouth Pilot Services

- Previously distributed for information.

## c) **Commercial Operations and Falmouth Haven**

- Previously distributed for information.
- All boats were safely lifted out. CEO and the Board thanked the Haven Team for their hard work.

## i. **FH Utilisation Tracker**

- Previously distributed for information.
- BG offered to look at the Utilisation Tracker with HYM.

## ii. **Annual Report**

- Previously distributed for information.
- CG and the Board commented on the quality of the report. The Board congratulated and thanked HYM for her hard work.

**ACTION:** HYM to investigate printing a small quantity of the annual report for marketing purposes.

## iii. **Mooring Strop Plan**

- Previously distributed for information.
- CEO is confident that this will help us move towards zero failure.
- FH are insured if there is a failure with the chain that FH supply.
- Customers that have purchased their own strops will pay for the strop to have a safety inspection.
- GT suggested offering a sleeve to go over the chain to protect the boat when the chain is on deck.
- The Board approved the following option from HYM's report:
  - DO MAXIMUM – provide simplified and standard, strong chain across our estate AND provide costed options for our customers, based on their vessels, giving them choice and opportunity to safely secure their vessels with material of their choosing, as approved by Falmouth Harbour (FH).

## 7. **Environmental Report**

- Previously distributed for information.

### a) **Water Quality**

- VS has contributed to a funding bid with Cornwall Space Cluster in the hope to get a water quality buoy to measure nutrient loading and turbidity if successful.

### b) **Emission Reductions**

- Previously distributed for information.
- VS is investigating options for funding an electric workboat.
- The deadline for submitting applications for the CMDC funding is 9<sup>th</sup> Nov.
- The Board gave their support for VS to progress with this bid.
- VS is looking at access to environment assistance resources as part of funding bids placed. This information will be included in EQSM budget.

## 8. Finance

### a) Income and Expenditure Account

- Previously distributed for information.
- LA explained the reasons why the staff costs are under budget.
- The Jan and Feb cost of living payments will be accounted for in the 2022 accounts as it applies to this year.
- The Bin Store has been moved to Hull's Lane with works continuing to secure the area.
- LA explained that there are a few costs that will be capitalised at the end of the year such as Harbour Assist.
- Research costs can be capitalised if they end up as a project within 2 years.
- Commercial revenues are looking favourable this year and this may enable us to bring forward a couple of maintenance projects.
- LA left the meeting at 11.15.

### b) Bank Recs

- Previously distributed for information.

### c) Shipping & Pilotage Operations - Actuals to Budget

- Previously distributed for information.

### d) Reconciliation of Piloted Moves

- Previously distributed for information.

## 9. Audit Reports

### a) Cyber Security Risk Assessment -Summary Results and Project Plan.

- Previously distributed for information.
- NCi have quoted £1000 for them to complete the outstanding actions.
- The plan is tracked internally monthly.
- To comply with GDPR we have to evaluate our suppliers privacy statements and their GDPR policies.

**ACTION:** There will be an update in March 2023. (Added to Matter Arising number 963)

## 10. Stakeholder Engagements

### a) Media Report

- Previously distributed for information.

### b) Record Commissioners Stakeholder Activity

- Open Day - four Commissioners attended.
- GT represented Falmouth Harbour at Falmouth Civic Society's celebration of the reinstatement of Falmouth's FitzRoy Barometer on Saturday 24<sup>th</sup> September.
- CEO, CG and JE attended the BPA Conference in Aberdeen in October 2022.
- Stakeholder Engagement was discussed at the Consultative Committee on 28<sup>th</sup> September and CEO explained how we record this in the minutes of the Board meetings.
- In addition to the engagements listed above, Commissioners reported they have many ad hoc conversations with stakeholders at other events not related to Falmouth Harbour.

- The Stakeholder Engagement plan will detail the stakeholders each Commissioner will champion. This will help to make the stakeholder engagement more meaningful.

## **BPA Conference**

- JE reported on his experiences at the BPA conference.
  - The talks around investment in shore and wind power indicated that FH's consortium approach places us well.
  - JE felt that in conversations he had at the conference, FH's approach to environmental capital is leading in the area.
  - Small and medium ports do not have much presence in the podium talks - they are more centred on the big ports.
  - Diversity and employee engagement – JE reported that Shoreham have worked hard to change their cultural dynamics. Some organisations have recruited from further afield to get the right staff and then allow them to work from home.
  - The Equality and Diversity presentation was not well attended which may be indicative of the industry.
  - CEO and CG will feedback to the BPA.
- c) Open Day Thu 13<sup>th</sup> October 2022 at National maritime Museum Cornwall (NMMC)**
- Previously distributed for information.
  - CG commented how well the Open Day had gone and congratulated all involved. CEO thanked HYM for all her hard work on the Open Day and the Annual Review.
  - The NMMC Lecture Theatre is a good venue but there was an issue with the sound and with the doors opening it was difficult to hear at the back.

## **Project and Property Updates**

### **11. Updates**

- No updates in Part 1.

## **Decisions**

### **12. Enforcement and Other Decisions**

- None.

## **Other Matters**

### **13. New Legislation Guidance / Consultations**

#### **a) New Statutory Instrument and Accompanying Code of Practice “The Safety of Small Workboats and Pilot Boats”**

- [Consultation document - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/mca-workboat-code-consultation-and-national-contingency-plan-report) - Circular 305 - MCA Workboat Code consultation and National Contingency Plan report

**ACTION:** HM to highlight key points and write a response.

### **14. Risks**

#### **a) Review of Red Risks (Resilience Risk 2)**

- Previously distributed for information.
- Recently reviewed by A&R Committee.

## Correspondence and Urgent Business

### 15. Correspondence

- a) Thank You Email from CMA CGM UK Shipping Agency
- Previously distributed for information.

### 16. Urgent Business tabled by Commissioners

- None.

### 17. Other Non-Urgent Business

- a) Exercise to test the national contingency plan for responses to marine pollution from shipping and offshore installations Exercise Phoenix - GOV.UK ([www.gov.uk](http://www.gov.uk))

- [Exercise Phoenix - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- b) IAPH World Bank Close The Gaps Report

- Previously distributed for information.

- c) Pensions

- PNPf - IRM Framework - Q2 2022 and PNPf - QFU - Q2 2022 Previously distributed for information.
- We have received a reassuring email from PNPf to say the fund is continuing to perform very well.

- d) MY Siempre Final Safety Investigation Report

- Previously distributed for information.

- e) Final National Ports Study

- Previously distributed for information.

### 18. Any Other Business

- CEO will use the Board Teams account to add documents with comments on the most pertinent pages that may be useful and encouraged the Board to use the 'thumbs up' emoji to indicate they have read them.

Part One ended at 11:40.

## Dates of 2022 Meetings

Friday 25<sup>th</sup> November 2022 (Q3 & Budget) – Meeting starting at 09:00

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

## Dates of 2023 Meetings

Friday 13<sup>th</sup> January 2023

Friday 10<sup>th</sup> February 2023

Friday 10<sup>th</sup> March 2023

Friday 14<sup>th</sup> April 2023

Friday 12<sup>th</sup> May 2023

Friday 23<sup>rd</sup> June 2023

Friday 14<sup>th</sup> July 2023 – Strategy Day

Friday 8<sup>th</sup> September 2023

Friday 13<sup>th</sup> October 2023

Friday 17<sup>th</sup> November 2023 – Board and Budget Meeting

Friday 15<sup>th</sup> December 2022 (Joint Mtg with Consultative Committee)