

# FHC BOARD Q3 and BUDGET MEETING PART 1 MINUTES Friday 25<sup>th</sup> November 2022 08:30 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

## Guest:

Laura Walton, Hayes Parsons	LW
James Woollam, Hayes Parsons	JW

## Budget Meeting

### 1. Finance Reports

#### a) Income and Expenditure Accounts Combined and Individual

- Previously distributed for information.
- LA and CEO answered questions on the income and expenditure.
- LA keeps a fuel barge reconciliation spreadsheet which will be shared with the Board.
- Computers and maintenance costs have increased but this is mainly down to software subscriptions. £15k for Harbour Assist will be capitalised once it is up and running.
- The teams were congratulated on all the work that has been done to keep costs down.

#### b) Bank Recs Cash Position

- Previously distributed for information.

#### c) Reconciliation of Piloted Moves

- Previously distributed for information.

## d) 2022 Potential New Capital Investments

- Previously distributed for information.
- These investments are all essential and will enable us to reach our goal of ‘brilliant basics’. For example, customers can now pay online via Harbour Assist but can’t access Wi-Fi on the Marina to do this. Better Wi-Fi will encourage people to stay longer as they can work on their boat and research leisure options in the area.
- The level of security on the boat park discourages people to use it.
- The Board approved for CEO to use his discretion on which of the capital investment projects are undertaken.

## 2. 2023 Draft Budget

### a) Budget Assumptions Document

- Previously distributed for information.
- The Board discussed the proposed budget for 2023.

### b) Capital Plans

- Previously distributed for information.

### c) 2023 Draft Leisure Pricing Policy

- Previously distributed for information.

### d) 2023 Draft Commercial Harbour Dues Policy

- Previously distributed for information.

### e) Grant Commitments 2023-2024

- Previously distributed for information.
- Cash flow and inflation are the main risks around grant funding.
- Administration of some grants can be onerous so we need to be selective about the grants we apply for.
- Information relating to grants need to be stored for a number of years.
- The Board are supportive of progressing with the grants detailed in the document.

**ACTION:** A&R to look at new risk around grant funding.

## Presentation and Q&A

### 3. Presentation on Falmouth Harbour Insurance Policies

- LW and JW joined the meeting.
- JW introduced Hayes Parsons as our insurance provider who are one of the largest independent insurance providers dealing with the marine sector.
- Premiums have increased over the last few years but LW is hopeful that this will now level out.
- Hayes Parsons’ role is to gather information on our insurance requirements and then send these out to insurers for quotations. They have access to 99% of insurance companies we could be placed with. At the moment FH is insured with Travellers.
- Hayes Parsons take no commission from insurers as they are remunerated through the fee that their customers pay once a year.
- FH also have various additional polices to cover personal accident and travel for all employees.
- The legal expenses policy also gives FH access to a 24 hour helpline.

- Our current public liability insurance has a £10m limit but we have discussed increasing this to £20m, especially as Hayes Parsons have seen personal injury claims increase.
- Private medical insurance is an option although FH have this elsewhere.
- FH's excesses are between £5k and £10k. The insurance we have in place is for significant events. Claiming for small amounts on a policy means insurers will increase premiums. It is quicker and easier to deal with small claims in house. However, Hayes Parsons can offer advice and support for small claims even though we do not put them through the insurance.
- In the last 5 years insurers have made significant losses in the marine sector mainly on leisure craft. In a recession claims tend to increase. During the last 2 years insurance costs have risen by 15%.
- Hayes Parsons give FH a breakdown of the premiums so we can see how much each policy costs.
- Our claims history is good but if there were issues Hayes Parsons would work with us to improve risk.
- Valuations of our building assets have been done this year at Hayes Parsons suggestion.
- We have an annual renewal meeting with Hayes Parsons to discuss market changes, run through our register of insurance and discuss excess and exclusions. They then produce a renewal report and get quotes from the market. Changes can be made to the policies throughout the year.
- If we enhance CCTV and security this may reduce premiums.
- JW's intelligence across the marine sector shows the second hand boat market has improved but with owners who have little or no experience. There has been an increase in the number of fires on larger yachts not all due to lithium batteries.

## Governance

### 4. Apologies

Andrew Williams

AW

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

- None.

### 6. Approval of Minutes from Previous Meeting on 21<sup>st</sup> October 2022

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

### 7. Matters Arising

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

## Reports

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

#### a) CEO's Report

- Covered in Part 2

## b) HM and Falmouth Pilot Services

- Previously distributed for information.
- Data cleansing exercise is underway in Hazman. Thanks to IP who has worked particularly hard on this.
- HM distributed an example of the Hazman Incident Report. The Board agreed this is a good report for the Board.
- Haven Team have been trained on how to report incidents on Hazman.

**ACTION:** The Hazman Incident Report will be distributed to the A&R Committee.

## c) Commercial Operations and Falmouth Haven

- Previously distributed for information.
- Use of quays and car parking is being reviewed including changing the car park provider. Contract with current car park provider is due to end in April 2023.

### i. FH Utilisation Tracker

- Previously distributed for information.

**ACTION:** Combine utilisation, vacancies and waiting list on one sheet.

### ii. Cyber / Risk Project Update

- Previously distributed for information.

**ACTION:** Add cyber risk to A&R agenda.

## 9. Environmental Report

- Previously distributed for information.
- CMDC application – On 28<sup>th</sup> November we will know if we are to be invited to interview. If successful and the interview goes well VS will then draft a detailed proposal for the Board.
- The Seabin is off at moment due to the large amount of seaweed following storms and summer growth. It will be back in operation soon with VS posting on social media again.

### a) Environmental Baseline Data

- Deferred to January Board meeting.

### b) Dredging Q&A

- Previously distributed for information.
- With one small change the Board approved the document.

### c) Sustainability Newsletter

- Previously distributed for information.

## 10. Audit Reports

- Previously distributed for information.
- The Board passed their thanks to all staff for their diligence and hard work which resulted in very favourable audits.
- The Integrated Management System (IMS) is a non-conformity for the second year running so we are looking at how we can address this possibly using a cloud based system.

**ACTION:** The IMS and Aberfal nonconformities will be referred to A&R.

## 11. Stakeholder Engagement

### a) Media Report

- Previously distributed for information.

### b) Record Commissioners Stakeholder Activity

- CG represented Falmouth Harbour at Falmouth's Annual Service of Remembrance on 13<sup>th</sup> November 2022.

### c) Consultative Committee – Good Governance Guidance Audit

- Previously distributed for information.
- This has been brought up to date and now includes diversity and more environmental content.
- The Board approved the audit document.

**ACTION:** HYM to send the tracked changes version of the governance audit template to the Board so they can compare the new document to the one used previously.

## Project and Property Updates

### 12. Updates

- No updates in Part 1.

## Decisions

### 13. Enforcement and Other Decisions

- None.

## Other Matters

### 14. New Legislation Guidance / Consultations

- None.

### 15. Risks

#### a) Review of Red Risks (Resilience Risk 15)

- Previously distributed for information.

## Correspondence and Urgent Business

### 16. Correspondence

- None.

### 17. Urgent Business tabled by Commissioners

- None.

**18. Other Non-Urgent Business**

**a) IEMA Guidance on Sustainability for Non-Executive Directors**

- Previously distributed for information.

**b) Board Meeting Dates 2023**

- Calendar of meetings for 2023 previously distributed for information.

**ACTION:** Commissioners to let KS know if there are any dates they cannot attend.

**19. Any Other Business**

- None

Part One ended at 12:00

**Dates of 2022 Meetings**

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 3<sup>rd</sup> March 2023 (changed from 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)