

**FHC BOARD MEETING
PART 1
MINUTES
Friday 16th December 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
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
Andrew Williams	AW

Governance

1. Apologies

Lesley Allen	LA
Kathryn Smith	KS

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

- None.
- It was noted that this was GT's last meeting as a board member although he will continue to contribute to the Falmouth Pilot Services panel for next 12 months. Also this is the last meeting CG will be chairing. MC and CG will agree items to carry forward and MC will decide which board meeting they will go to.

3. Approval of Minutes from Previous Meeting on 25th November 2022

- With one amendment 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

- Covered in Part 2.

b) HM and Falmouth Pilot Services

- Previously distributed for information
- Pollution incident on 15th Dec 2022 has been reported to all authorities. Potential action required to raise awareness around the use of dispersants and potential enforcement action.

ACTION: HM to bring report on pollution incident that occurred on 15th December 2022 to the January Board meeting.

c) Commercial Operations and Falmouth Haven

- Previously distributed for information.
- HYM provided an overview of the proposal for North Quay. The Board supported the proposal.

i. FH Utilisation Tracker

- Previously distributed for information.

ii. Cyber / Risk Project Update

- Previously distributed for information.

6. Environmental Report

- Previously distributed for information.
- CEO thanked VS for her work on the Clean Maritime Demonstration Competition (CMDC) application and subsequent interview.
- The Marine Management Organisation (MMO) have approved our application to place seawall tiles and up to 14 arc marine blocks on the seabed at Church Street Car Park. These blocks provide habitat for marine life. Natural England are going to fund an initial baseline condition survey for this area.
- The Seabin is up and running again.
- VS is working with Port of Truro to create a dredging protocol for the area.

a) MorVoRen

- Short update provided for information.

b) Advanced Mooring System Report

- Previously distributed for information.
- VS confirmed that the Advanced Mooring System (AMS) will only be used over sensitive seabed due to depth and navigational risks. There is still work to be done on the use of AMS.

7. Audit Reports

- None.

8. Finance Reports

a) Income and Expenditure Accounts Combined and Individual

- Previously distributed for information.

b) Bank Recs Cash Position

- Previously distributed for information.

ACTION: CEO and Finance Manager to research options for bank accounts and interest rates.

c) Reconciliation of Piloted Moves

- Previously distributed for information.

d) Draft 2023 Budget

- Previously distributed for information.
- Commissioners raised questions on specific issues and potential opportunities for saving. CEO confirmed contract savings are included within the budget.
- CEO outlined principles and detail of draft 2023 budget. Commissioners approved draft budget on basis that the finalised budget will come back to Board for approval in February.
- CG requested 2023 Business Plan column was removed and replaced with 2022 outturn

ACTION: Remove the 2023 Business Plan column and replace with outturn for 2022. Finalised budget to return to Board in Feb 2023.

9. Stakeholder Engagement

a) Media Report

- Previously distributed for information.

b) Record Commissioners Stakeholder Activity

- Board discussed the best mechanism for recording Commissioner stakeholder activity and extent to which Stakeholder engagement involves both Commissioners and significant input from Executive team.
- Recognition that CEO, as a Commissioner, does significant personal and social media stakeholder engagement, as well as HYM, HM and VS and that this is not captured.
- Agreement that Executive Stakeholder engagement should be reported to the Board.
- GT thanked CEO and VS for their recent presentation at the Royal Cornwall Yacht Club (RCYC) event. The presentation was very professional and well received.

Other Commissioner Activity/Training

- AD recommended to all to do the BPA course on marine safety.

ACTION: The Executive team to report their stakeholder engagement at each board meeting.

ACTION: Commissioners who have not attended BPA Port Marine Safety Code (PMSC) training within last 18 months should sign up for the next online workshop. CEO to highlight next course offering.

Project and Property Updates

10. Updates

- No updates in Part 1.

Decisions

11. Enforcement and Other Decisions

- None.

Other Matters

12. New Legislation Guidance / Consultations

- None.

13. Risks

a) Review of Red Risks (Resilience Risk 2)

- Previously distributed for information.
- CG thanked MC for his chairing of the Audit and Risk Subcommittee.

Correspondence and Urgent Business

14. Correspondence

a) Thank You Email re Work Experience

- Previously distributed for information.

15. Urgent Business tabled by Commissioners

- None.

16. Other Non-Urgent Business

a) MAIB Accident Investigation Report

- [Failure of a suspended buoy on workboat Annie E with 1 person injured - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/failure-of-a-suspended-buoy-on-workboat-annie-e-with-1-person-injured).

b) Respiratory Infection Guidance (replaces COVID Code of Practice)

- Previously distributed for information.
- The Board approved the guidance.
- The Board agreed that as commissioners they will take a Covid test if feeling unwell before attending Falmouth Harbour or stakeholder engagement events.

17. Any Other Business

- CEO will add general information into the General channel of the FHC Board Team instead of distributing as part of Board papers for information and requested commissioners to add the thumbs up emoji to show they have been read. This is important as an audit trail to show that commissioners are informed and updated.

ACTION: CEO to update at future Board meeting to highlight whether this is occurring.

Part One ended at 11:15.

Dates of 2023 Meetings

Friday 13th January 2023

Friday 10th February 2023

Friday 3rd March 2023

Friday 14th April 2023

Friday 12th May 2023

Friday 23rd June 2023

Friday 14th July 2023 – Strategy Day

Friday 8th September 2023

Friday 13th October 2023

Friday 17th November 2023 – Board and Budget Meeting

Friday 15th December 2022 (Joint Mtg with Consultative Committee)