

FHC BOARD MEETING

PART 1

MINUTES

Friday 13th January 2023

10:00 National Maritime Museum Cornwall



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Mark Chanter, Chair	MC
John Elliott, Deputy Chair	JE
Miles Carden, CEO	CEO
Adrian Davis	AD
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Duncan Paul, Harbour Master	HM
Gerald Pitts	GP
Vicki Spooner	VS

Governance

1. Election of Chair and New Commissioner

- The Commissioners agreed to appoint MC as chair designate at the last AGM in March 2022 and therefore MC will assume the role of Chair pending formal ratification at the AGM in March. JE proposed and AD seconded the proposal for MC to proceed as chair.
- Welcome to GP as our newest commissioner. GP read the declaration and signed the Declaration of Acceptance of Office and the Declarations book.
- MC thanked CG for her many years of leadership as chair, leading FHC through some very good times but also some very dark times. MC is very grateful that CG is staying on the Board and we get to retain her knowledge for a further period.
- MC commented that a change of chair is a good time for reflection and he hopes to emulate the leadership style shown by CG. MC asked for some changes to ensure Board meetings can run as efficiently as possible. There are:
 - The bulk of the papers should be distributed one week before the Board meeting. This is critical for commissioners to properly consider the papers and make the meetings worthwhile and productive.
 - MC will expect and assume that all commissioners have read the papers ahead of each meeting.
 - As previously, meeting time will be used for constructive, robust discussion.
- MC reminded all commissioners that their role is as a supervisory board dealing with strategic issues. The day to day management is in the capable hands of the CEO, Executive and their teams.

2. Apologies

Lesley Allen	LA
Andrew Williams	AW

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

- None.

4. **Approval of Minutes from Previous Meeting on 25th November 2022**
 - 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**
 - New processes have been put in place internally to ensure the board papers can be delivered on time.
 - CEO has developed a new report format to combine and better structure information from HM, HYM and CEO.
 - FaBTest licensing and risk assessments are being reviewed ahead of test equipment being deployed.
 - b) **HM and Falmouth Pilot Services**
 - Previously distributed for information.
 - No questions.
 - c) **Commercial Operations and Falmouth Haven**
 - Previously distributed for information.
 - 2023 prices were published before Christmas with maximum increases of 12.5% in line with RPI. Q&A document has been updated. There has been mixed feedback but all queries have been responded to.
 - Once we explain our reasoning, customers are usually understanding and on side. CEO thanked the Haven team and HYM for their work on this.
 - FH still offer some of the lowest prices in the area.
 - In the last 2 months there have been two near misses due to private mooring stops. These are now being recorded on Hazman.
 - North Quay change of car park permits – HYM has met with some of the AirBnb owners who believe that not having a parking space will affect their business. We are not changing our plan.
7. **Environmental Report**
 - Previously distributed for information.
 - a) **Sustainability Newsletter**
 - Previously distributed for information.
 - Finsulate stops hard fouling but requires a lot of maintenance including getting in the water and scrubbing down. Not suitable for us long term so will trial other solutions.
 - Looking at silicon based product for the new pilot boat. This will be trialed on the Killigrew for one year before going ahead on the pilot boat.
8. **Audit Reports**
 - None.

9. Finance Reports

a) Finance Update

- LA is working on the year end final accounts.

b) Commercial Shipping Reconciliation to Budget Qtr 4

- Previously distributed for information.
- Work on fuel pricing has resulted in increased fuel sales. The weekly review of fuel pricing will continue.
- Harbour Dues - we are continuing to charge dues that we have not previously collected. This year we hope to charge visitors and harbour users who benefit from the conservancy we do, including St Just Creek. HM is looking at a strategy for collecting dues. Chris Jones at Cornwall Council is interested in shared collection of harbour dues.
- To be equitable and fair we need to collect dues from all harbour users.

c) Reconciliation of Piloted Moves

- Previously distributed for information.

10. Stakeholder Engagement

a) Media Report

- Previously distributed for information.

b) Record Commissioners Stakeholder Activity

- None.

Project and Property Updates

11. Updates

- No updates in Part 1.

Decisions

12. Enforcement and Other Decisions

- None.

13. Integrated Management System (IMS) Policy (Updated)

- Previously distributed for information and approval.
- The IMS is audited internally and externally by NQA.
- Non conformity noted in external audit but this is being addressed.
- The Board approved the policy.
- HM has been tasked with looking at pilotage risk assessments and procedures following the sad news of the death of a pilot in the Humber. CEO has no concerns re safety this is just to review.

Other Matters

14. New Legislation Guidance / Consultations

- None.

15. Risks

a) Review of Red Risks (Resilience Risk 13)

- Previously distributed for information.
- Mitigation 1- Working group no longer active but FPS panel would fulfil this role.
- It is the Pilots LLP that determines whether they want to recruit additional or replacement pilots.

ACTION: Risk Register to be emailed to AD ahead of A&R meeting in February.

Correspondence and Urgent Business

16. Correspondence

- None.

17. Urgent Business tabled by Commissioners

- CG has gifted a turtle skull to Exeter University through Victoria Hobson who is a member of the Consultative Committee.
- As he has relevant experience, AD has been approached by Cornwall Foundation Trust to become a governor with responsibility for mental health and well-being. They meet 6 times a year. The Board supported this as there is no conflict of interest.

18. Other Non-Urgent Business

a) The Merchant Shipping (Small Workboats and Pilot Boats) Regulations 2023 - Consultation Response Falmouth Harbour

- Previously distributed for information.

19. Any Other Business

- None

Part One ended at 10:52.

Dates of 2023 Meetings

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)