

# FHC BOARD MEETING

## PART 1

## MINUTES

### Friday 10<sup>th</sup> February 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
Lesley Allen	LA
Adrian Davis	AD
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Duncan Paul, Harbour Master	HM
Gerald Pitts	GP
Vicki Spooner	VS
Andrew Williams	AW
<b>Guest</b>	
Neil Andrew, Chair of Consultative Committee	NA

#### Governance

- 1. Apologies**
  - None.
  - The chair welcome NA to the meeting.
- 2. Declarations (Includes Declarations of Interest and Statutory Declarations)**
  - None.
- 3. Approval of Minutes from Previous Meeting on 13<sup>th</sup> January 2023**
  - 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**
    - Using new template for the first time. This will continue to be populated and amended as required. The template includes HYM and CEO matters and will eventually include HM matters to avoid repetition.
    - Visitor nights - AW requested an indicator of whether numbers are up or down. Harbour Assist will provide this data for the next report.
    - Watermark will be removed from the next report.
    - Marketing Budget – to be populated with more details in the next report.
    - Agreed to report fuel revenue in Part 2 and include costs.

## b) HM and Falmouth Pilot Services

- Previously distributed for information.
- Following recent fatality of a pilot in the Humber, the HM Team have proactively reviewed all risk assessments and procedures and Man Over Board (MOB) drills have been brought forward. Helmets have been issued to crews. We are waiting for the MAIB report and will review again once this is received.
- TR has been tasked with investigating costs and timescale for retro fit of a stern lift for the Arrow to aid MOB recovery.
- Moorings maintenance is now 70% complete. The team have worked really hard. MC has been out with the maintenance team to see this process. TJ and HYM are discussing progress weekly. Strops will then be fitted and vessels will be mapped against moorings so the right size boats are on the right size moorings. Some moorings are close to each other so may deliberately have some vacant moorings.
- Data on vacancy rates will be provided for the April meeting.
- Fishing pots – there is advice on our website but there is no legal framework to control this. A few years ago the Consultative Committee led an initiative on guidance for placing of pots but this carries no legal force. Ideally we would like to have representatives from the fishing community on the Consultative Committee.
- There are working groups looking at changing the legislation to improve the marking of pots.

## i. Aids to Navigation Report

- Previously distributed for information.
- The recommendations in the report are being addressed by us and the docks and will be budgeted for next year.
- FPS team also have oversight of this.

## c) Commercial Operations and Falmouth Haven

- Previously distributed for information.

## ii. Letter to Mooring Holders

- Previously distributed for information.
- A meeting is being arranged with Flushing Sailing Club to discuss this.
- We have received some feedback which is being addressed.
- Pricing Q&As are on the website.

**ACTION:** For the March meeting HYM and CEO will present a report on comparison prices across all marinas in the area.

## 6. Environmental Report

### a) Cruise Position

- Previously distributed for information.
- Planting sea grass to offset the environmental consequence of cruise visitors is not possible at this time as we are not actively planting at the moment.
- The Board approved the recommendation to work with port partners such as A&P.
- CEO thanked HYM, VS and TR for all their work on this document.

**ACTION:** VS and CEO to put together some 'sound bites' summarising the top 5 points for commissioners to use.

**b) MorVoRen Project**

- Previously distributed for information.
- Discussed in Part 2.

**c) Sustainability Reports**

- Previously distributed for information.

**7. Audit Reports**

- None.

**8. Finance Reports**

**a) Budget 2023 Approval**

- Previously distributed for information (incorrect version).

**ACTION:** Correct budget paper to be distributed by email.

**b) Income & Expenditure**

- Previously distributed for information.

**c) Bank Recs**

- Previously distributed for information.

**d) Fuel Barge Reconciliation**

- Previously distributed for information.

**e) Balance Sheet for 2022**

- Previously distributed for information.

**f) Income & Expenditure 2022**

- Previously distributed for information.
- Revenue considerably above budget for last year due to hard work from all and especially TR.
- Maintenance costs were significant last year. This will need to be explained in the Annual Report.
- Training budget has a significantly underspend again in 2022. CEO explained that this doesn't take into account any indirect training costs such as overtime payments so we will need to look at how we account for this. HM is looking at a detailed training plan to address our statutory requirements and CPD for individuals.
- LA confirmed that there is a detailed training plan and this has informed the financial budget.
- The Board thanked LA for her long and diligent service to the Board and the organisation.

**ACTION:** Training plan to be presented at June Board meeting.

**g) Annual Report Shipping Statistics 2022**

- Previously distributed for information.

## 9. Stakeholder Engagement

### a) Media Report

- Previously distributed for information.

### b) Record Commissioners Stakeholder Activity

- CEO activity is detailed in his report.
- The term for Falmouth's current mayor, Steve Eva, ends in May so CEO will invite him and his wife out on the pilot boat.

### c) Meet the Team

- No update.

## 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.
- Reviewed at A&R meeting last week.

## Correspondence and Urgent Business

### 14. Correspondence

#### a) Circular 013 - Review of the National Contingency Plan

- Previously distributed for information.
- BPA have asked for comments. This was discussed at SWRPA meeting yesterday and they agreed there are no significant changes.

#### b) Thank You Letter from GT

- Previously distributed for information.
- GT was very grateful for his gifts.

#### c) MAIB Report 2022-13-Paddleboards-Report

- Previously distributed for information.

### 15. Urgent Business tabled by Commissioners

- The Board discussed how to ensure significant stakeholders/influencers understand key harbour messages especially around dredging.
- We can target key stakeholders by meeting with them, trips on pilot boats etc.

## 16. Other Non-Urgent Business

- Good governance audit is going ahead on Friday 3<sup>rd</sup> March following the Board meeting.
- The commissioners can determine who represents the Board at this audit.
- NA thanked the Board for the opportunity to attend today.

## 17. Any Other Business

- None

Part One ended at 11:42.

### Dates of 2023 Meetings

Friday 3<sup>rd</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)