

# FHC BOARD MEETING

## PART 1

### MINUTES

Friday 3<sup>rd</sup> March 2023

10:00 Falmouth Marine School



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

#### Governance

##### 1. Apologies

- None.

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

- AW is involved with Armed Forces Day.
- AW is in conversation with Goonhilly re communications with HMS Tamar.
- AW entertained Kate Kennally, Chief Executive of Cornwall Council, and Trevor Brooks, RFA & A&P Liaison on 2<sup>nd</sup> March 2023.
- MC is attending the opening of the new Pirates Exhibition at the National Maritime Museum Cornwall.
- Members of Falmouth Harbour attended GAC opening event this week.
- HYM declared an interest in Cleaner Marina.

##### 3. Approval of Minutes from Previous Meeting on 10<sup>th</sup> February 2023

- 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

- Previously distributed for information.
- The new template for this report is still under review with key data being added each time.
- Item 1 - CEO will work on the percentage of target for piloted moves to make it more meaningful.

- 3.1.1.1 CEO clarified that we now have a final price from the single preferred contractor for the conversions of the grey building.
- Boat Park - HYM commented that a seasonal membership which runs from Apr to Oct is a better option than an annual membership. Potentially looking at providing storage for kayaks which we don't have at the moment..
- Classics should read Classics and Shanties in the report.
- Still making calls chasing customers who have not responded about their strops.
- There are a lot of boats for sale so there will be a more churn this year which has meant good news for people on the waiting list.
- We have had 3 near misses involving boats with private strops. 25 of the 66 private strops are not suitable. Photos have been taken and customers notified.
- 5.2 Celtic Sea Power event – we took the Norwegian visitors out on the pilot boat. We received some good intelligence from them. They have a significant test site in Norway. There is a lack of test sites here in the UK so once FabTest is established this will be a unique offer.
- CEO reported on FabTest and FLOW including:
  - CEO has written to Cherylyn Mackrory re disappointing progress on FLOW.
  - We have signed the Crown Estate lease for FaBTest. Would be good to involve the Crown Estate more and initiate a visit to see the site.
  - The University of Exeter have previously managed FabTest but this will no longer be the case. We have very little internal resource to manage this. We need a technology resource that could be funded.
  - With 2 possible projects VS commented that we need to apply for the relevant MMO licences as soon as possible.
  - The Board would need further information before deploying resources and agreeing to this.

**ACTION:** Agenda item for a more detailed discussion on FabTest in May 2023.

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

- The Secretary of State's Representative (SOSRep) visited on 1<sup>st</sup> and 2<sup>nd</sup> March.
- HM confirmed that the new pilot boat will have Man Over Board (MOB) kit and equipment included in the design.
- Interim safety bulletin due shortly following the recent death of a pilot in the Humber.
- Although the Arrow has MOB equipment Tom Redgrave is investigating the possibility of retro fitting the same or similar equipment that the new boat will have on to the Arrow.

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

- Previously distributed for information.
- Good response to the Grub Hub. Grub Hub vendors will not be in direct competition to the existing pub and food offers on the quay. HYM looking at offering day rates for specific events.
- Once we have a better idea of Grub Hub vendors we will let stakeholders know about the closure of the car park.
- All Grub Hub vendors will have to manage their own waste and have no single use plastics. Some have their own solar powered vehicles.
- The strop project remains a priority.

- HYM is putting together a template to complete with organisers of events and regattas.
- Seasonal recruitment has been successful and we are putting together an induction programme for the new starters.

## 6. Environmental Report

### a) Environment Update

- Previously distributed for information.
- We are planning to sign up to the Cleaner Marina movement, a group of sustainable organisations working in the marina sector. We will be the first port authority to join. Press release to go out next Wednesday.

### b) Natural Capital Paper

- Previously distributed for information.
- We have been offered 10 Advanced Mooring Systems (AMS). VS will write a proposal on how best we can use them and check we have the resource to deploy them.
- Natural England (NE) calculations - VS commented that there isn't enough data so Natural England have to take a best guess but Falmouth Harbour is in a good position to generate data to help inform NE's calculations.
- VS is liaising with The University of Exeter re opportunities for MSc projects.
- There is a lot of natural capital in the area around Veryan and Gerrans Bay and VS is liaising with The Crown Estate to work together in this area.
- We have a knowledge transfer partnership with The National Trust and The University of Exeter which would give us a post graduate for one year. The main remit would be how we can add commercialisation to this area. However, we have to contribute £30k.
- VS will report back with further ideas.

## 7. Audit Reports

- None.

## 8. Finance Reports

### a) Income & Expenditure

- Previously distributed for information.

### b) Bank Recs

- Previously distributed for information.

### c) Reconciliation of Piloted Moves

- 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.
- MC attended the recent Falmouth Place Shaping meeting.

## Project and Property Updates

### 10. Updates

- No updates in Part 1.

## Decisions

### 11. Enforcement and Other Decisions

- None.

### 12. Commercial Committee Terms of Reference

- Previously distributed for information.
- The Board requested the addition of **subject to Board approval** in the Authority section item 3 so it will become:  
**to have full access to any third-party advisor it may request subject to Board approval.**
- The Board approved the Commercial Committee Terms of Reference subject to the above clarification.

## Other Matters

### 13. New Legislation Guidance / Consultations

- None.

### 14. Risks

#### a) Review of Red Risks (Resilience Risk 13)

- Previously distributed for information.
- This risk was reviewed at the recent A&R committee.
- The residual risk is still red even after mitigations. This is difficult to mitigate as the pilots are not our employees.
- The pilots have the ability to veto recruitment.
- HM commented that 4.5 pilots are working well.
- BG suggested benchmarking against other ports. For example, we could look at the 24/7 offer with an hour's notice.
- HM commented that the nature of our visits are often ad hoc rather than scheduled.

## Correspondence and Urgent Business

### 15. Correspondence

- None.

### 16. Urgent Business tabled by Commissioners

- None.

### 17. Other Non-Urgent Business

- None.

## 18. Any Other Business

- None

Part One ended at 11:12.

### **Dates of 2023 Meetings**

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)