

FHC BOARD MEETING

PART 1

MINUTES

Friday 12th May 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
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Ifor Pedley	IP
Vicki Spooner	VS
Andrew Williams	AW

Guest:

Neil Andrew, Chair of Consultative Committee	NA
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Governance

1. Apologies

Adrian Davis	AD
Duncan Paul, Harbour Master	HM
Gerald Pitts	GP

In HM's absence IP is attending to represent the Harbour Master Team.

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

- AW discussed Armed Forces Day with Councillor Louis Gardner at RAF Annual Dinner.

3. Approval of Minutes from Previous Meeting on 14th April 2023

- With some amendments 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.
- Legacy for LK Mitchell to be discussed at a future meeting. We are in touch with Pilot Mitchell's family and hope they will be involved.
- Recent meetings with local MP and councillor went well.

b) HM and Falmouth Pilot Services

- Previously distributed for information.
- The high number of casualties/fatalities reported at the last meeting was due to incorrect assignment of incidents. This has now been corrected.
- A casualty can be a person or a vessel.
- IP has added PEC moves to the report as we now charge 20% of a piloted move for these types of movements.
- CEO thanked IP for stepping up as Acting Harbour Master.
- After legal advice we have not convened the PUG/HUG but have issued a Port Notice for Mariners (previously distributed for information).
- Falmouth Harbour have been confirmed as a silver sponsor for Armed Forces Day. This gives us significant recognition.
- Although the width of the enforcement zone is wider we will use the same principals as the Red Arrows to ensure full perimeter control.

c) Commercial Operations and Falmouth Haven

- All included in the CEO report.
- New seasonal team now trained. CG commented on the energy of the team and their visible presence.
- Newsletter has been sent to customers.
- New signage is being rolled out. We are working on all of our sites to make them more aesthetically pleasing.
- Haven card will be launched imminently.
- Grey buildings will be completed by the end of May.
- Working on options for the Boat Park.
- RNLi will start using the shop from the end of May. HYM will invite the Board to the launch coffee morning.
- Quay walls have been fully surveyed and short term remedial works to the steps will take place in October 2023 when the ferry service stops.

6. Environmental Report

a) Environment Update

- Previously distributed for information.

b) Cruise Sound Bites

- Previously distributed for information.
- Cruise visits this year have increased from circa 30 to more than 50. Unlikely to accommodate more visits without significant work to the port.
- Some larger cruise ships are anchoring in the bay with visitors being tendered in.

c) May Sustainability Newsletter

- Previously distributed for information.

7. Audit Reports

- None.

8. Finance Reports

a) Income & Expenditure

- Previously distributed for information.
- The Board discussed the commercial shipping figures, how key indicators can be presented to the Board and how to interpret the figures against budget.
- The Board thanked LA for all her hard work and support as this will be her last meeting.

b) Bank Recs

- Previously distributed for information.

c) Reconciliation of Commercial Shipping and Piloted Moves

- Previously distributed for information.

9. Stakeholder Engagement

a) Media Report

- Previously distributed for information.

b) Record Commissioners Stakeholder Activity

- None.

Project and Property Updates

10. Updates

- No updates in Part 1.

Decisions

11. Enforcement and Other Decisions

- None.

12. FPS Proposal on Pilot Tariffs and Service Continuity

- Previously distributed for information.

Proposal on Pilot Tariffs

- The proposal is to amend the pilots contract ahead of its renewal in December 2025 to align it with the pilotage charges.
- The Board unanimously approved this recommendation.

Other Matters

13. New Legislation Guidance / Consultations

- None.

14. Risks

a) Review of Red Risks (Strategic Risks 18 and 25)

- Previously distributed for information.

15. Equality and Diversity Verbal Update

- Previously distributed for information.
- The training was worthwhile and HYM and CEO will be working on next steps.
- Equality and diversity should feature in the OGSP. All agreed to review OGSP quarterly starting in September.

Correspondence and Urgent Business

16. Correspondence

- None.

17. Urgent Business tabled by Commissioners

- None.

Good Governance Audit

- NA reported that the audit report has been written and reviewed. The report will be sent to MC by the end of next week.
- The report will be discussed at the June Board meeting.

18. Other Non-Urgent Business

a) IMS Review Paper

- Previously distributed for information.
- CEO thanked VS for her hard work on this.
- AD offered assistance if needed.

19. Any Other Business

- PMSC training on 7th and 8th Nov in Southampton. AD will be asked if he would like to attend.
- An unmanned survey vessel from a local Hayle company has been in the harbour for the last 3 days and has surveyed the whole of the middle ground of the harbour which has not been done for 10 years. This has been done free of charge.

Part One ended at 11:13.

Dates of 2023 Meetings

Friday 30th June 2023 (moved from Fri 23rd Jun)

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)