

# FHC BOARD MEETING

## PART 1

### MINUTES

Friday 30<sup>th</sup> June 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
Miles Featherstone, Harbour Master Designate	MF
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Gerald Pitts	GP
Vicki Spooner	VS
Andrew Williams	AW

#### Guests (attending for Item 1 Good Governance Audit)

Neil Andrew, Chair of Consultative Committee	NA
Dave Nicoll, Consultative Committee	DN
David Owens, Consultative Committee	DO

#### Good Governance Audit

##### 1. Good Governance Audit Presentation

- NA introduced the audit by explaining the process, methodology and findings in the paper circulated to the Board prior to the meeting.
- NA invited questions, comments and recommendations resulting in the following discussions:
  - What does stakeholder accountability mean and how can it be demonstrated in a cost-effective way, in practice.
  - Stall of stakeholder engagement plan and recommendation to revive.
  - Greater transparency to stakeholders of strategy and planning.
- The Board discussed the points raised and feedback is largely positive.
- The following were points were discussed:
  - Annual report to better highlight OGSP structure minus commercially sensitive information.
  - Review list of stakeholders and groups / topics / touch points etc. as started pre-pandemic.
  - Process and accessibility of contacting the Harbour.
  - Next steps - internal discussion of which recommendations to take forward.

#### Governance

##### 2. Apologies

- None.

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

- CEO attended BPA's Annual Lunch as a guest of Foot Anstey.

4. **Approval of Minutes from Previous Meeting on 12<sup>th</sup> May 2023**
  - With some amendments 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**
    - Previously distributed for information.
    - The Board discussed recent events including Richard Mille Cup, Falmouth Classics and Armed Forces Day.
    - On behalf of the Commissioners, MC expressed his thanks to all Falmouth Harbour teams for their hard work involved in these events. Feedback at all the events was very positive.
    - MC asked Commissioners to email him with one thing the Board does well and one thing that can be improved to be discussed at the Strategy Day in July.
    - Boat Park buildings are almost complete. CEO encouraged Commissioner to go and have a look at them.
    - With the Board's approval, MC Chair signed the document confirming MF as Harbour Master.
  - b) **HM and Falmouth Pilot Services**
    - Previously distributed for information.
    - CCTV - signage is in place to comply with regulations. Now need to inform harbour users.
    - Issue with one of the Arrow's propellers that experienced higher than normal degradation. This is being looked into.
    - CEO thanked Tom Redgrave and the pilot boat team for their hard work during the Arrow lift out and facilitating such a quick turnaround.
  - c) **Commercial Operations and Falmouth Haven**
    - All included in the CEO report.
    - Audit and Risk will review strategic risk 12 following incident in Padstow.
    - HYM will provide an update on moorings and vacancies and parameters in Oct/Nov.
7. **Environmental Report**
  - a) **Environment Update**
    - Previously distributed for information.
    - The MorVoRen project is not going to proceed due to post project commerciality issues.
    - VS to include carbon toolkit in Environment session of Strategy Day.
  - b) **Aqua Super Power Chargers**
    - Previously distributed for information.
    - After discussion the Board approved the recommendation for Falmouth Harbour to enter into a contract with Aqua Super Power to install charging infrastructure.
8. **Audit Reports**

- None.

## 9. Finance Reports

- No reports available at this time.
- CEO explained that Liz Gooch started full time on Monday but has been working part time over the last few weeks with Dan from Phillips Frith.
- The accounts have been transferred from QuickBooks to Sage Professional.
- This has been a huge piece of work. Thank you to CEO and all teams for supporting finance function during this time.
- June payroll run was completed successfully.

## 10. Stakeholder Engagement

### a) Media Report

- Previously distributed for information.

### b) Record Commissioners Stakeholder Activity

- MC met with CEO and A&P at A&P on 24<sup>th</sup> May.
- MC and AW attended reception for AZAB race on 31<sup>st</sup> May.
- MC attended reception for Richard Milssle Cup on 11<sup>th</sup> June.
- MC attended reception for Armed Forces Day on 23<sup>rd</sup> June.
- MC attended Armed Forces Day VIP Breakfast and Parade on 24<sup>th</sup> June.
- MC and GP attended formal dinner for Armed Forces Day on 24<sup>th</sup> June.
- JE attended the Classics supper on 17<sup>th</sup> June.
- BG attended the Classics prizegiving on 18<sup>th</sup> June.

## Project and Property Updates

### 11. Updates

- No updates in Part 1.

## Decisions

### 12. Enforcement and Other Decisions

- None.

### 13. Tender for Designated Person

- MF's paper previously distributed for information.
- The Board approved the recommendation to go out to tender for provision of Designated Person services to Falmouth Harbour with one amendment that the contract is for 3 years.

## Other Matters

### 14. New Legislation Guidance / Consultations

- None.

### 15. Risks

#### a) Review of Red Risks (Resilience Risk 14 & Strategic Risk 47)

- Previously distributed for information.
- AD, as Chair of Audit & Risk, will further review the risk assessments including the slipway.

## Correspondence and Urgent Business

16. **Correspondence**
  - a) **BPA Circular 168 - DfT governance letter to all SHAs**
    - Previously distributed for information.
17. **Urgent Business tabled by Commissioners**
  - None.
18. **Other Non-Urgent Business**
  - VS will arrange for FDEC to present on their plans following Sep Board Mtg.
19. **Any Other Business**
  - None

Part One ended at 11:34.

## **Dates of 2023 Meetings**

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)