

**FHC BOARD MEETING  
PART 1 MINUTES  
Friday 8<sup>th</sup> September 2023 10:00  
Meeting Room on Boat Park**



**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
Liz Gooch, Finance Manager	LG
Holly Manvell	HYM
Gerald Pitts	GP
Vicki Spooner	VS
Andrew Williams	AW

**Guest:**

Neil Andrew, Chair of Consultative Committee	NA
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**Governance**

**1. Apologies**

Carrie Gilmore	CG
Ben Grigg	BG

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

- AW declared an interest as he has received renewables advice from the same company that Falmouth Harbour have used.

**3. Approval of Minutes from Previous Meeting on 30<sup>th</sup> June 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.
- CEO updated on the mooring stop project. The chair formally recorded the Board's thanks and appreciation on the project and zero failure result.
- The process to withdraw funds from the Investec account has started.
- HYM gave an update on the CCTV project and she is working on a process to handle any requests for releasing footage.
- CEO and HYM updated the Board on various funding applications.
- HYM gave an update on the budget process and how this relates to OGSP. The OGSP will become embedded in Falmouth Harbour processes.
- Commissioners are not required at the Team Day later in September.

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

- i. 2024 Budget Building - Key Dates
  - ii. Falmouth Haven Waiting Lists- August 2023
  - iii. Fuel Barge Sales 2022 v 2023
  - iv. Weather Report - Summer 2023
- All documents previously distributed for information.
  - We now proactively request customer feedback every 2 weeks. We have more positive than negative feedback.
  - We communicate quarterly to people on the waiting list.
  - Grub Hub not as successful as we hoped possibly due to weather. Will look at marketing for next year.
  - During Sea Shanty weekend foot fall was high and RNLI made £26,000 over this weekend from the shop and donations.
  - Car park provider for the quays has changed and prices have been updated.
  - 5-6 metre market has dropped this year possibly due to people choosing to keep these vessels at home on a trailer. Current mooring plan does not match demand. We will look at this in more detail.
  - Boat Park units are up and running. We have tenants already interested in renting the units. Beginning to turn boat park into Marine Hub. Revenue from units will also drive indirect revenue with use of pontoons etc.
  - Structural survey report is due on the Boat Park and this will inform the Marine Plan.
  - Branding and signage project ongoing.

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

- Previously distributed for information.

## **6. Environmental Report**

### **a) Environment Update**

- Previously distributed for information.
- VS updated the Board on cetacean (aquatic mammals) presence in the bay which is significant.

### **b) Seagrass Restoration and AMS**

- Previously distributed for information.
- The Board agreed with VS's recommendation to use the money we have been given from Cornwall Council for modelling further AMS and to offer the opportunity of removing up to three moorings from the Flushing seagrass bed to GAC.
- VS left the meeting.

## **7. Audit Reports**

- FPS NQA audit will be covered in Part 2.

## **8. Finance Reports**

### **a) Balance Sheet**

- Previously distributed for information.
- All these reports are from the new accounts system and will need some refining.
- Thanks to LG and the team for getting the finance function back on track. LG has done an incredible job.
- LG reported that the software migration is complete but it may be difficult to compare certain data with last year.

- LG is working on bank mandates for Santander, Lloyds and Barclays. LG asked Commissioners to sign the Investec form to give her and CEO access. The Board were happy to sign and understood the risks around just one signatory being needed to make changes to the account.
- LG is keen to determine why we have 3 bank accounts, what each of them do and if they can be streamlined.
- AW suggested that less detailed, high level reports would be more suitable for the Board.
- AW requested the Investec reports to also be distributed to the Board. CEO will add to the Teams folder.
- MC suggested exception reporting to the Board where there is substantial budget differentials (plus or minus).
- HYM thanked LG for the support she has given to her and CEO.

**b) Income & Expenditure all Depts**

- Previously distributed for information.

**c) 2023 Outturn/Budget Position**

- Previously distributed for information.

**d) Cashflow Statement**

- Previously distributed for information.

**e) Reconciliation of Commercial Shipping & Piloted Moves**

- Previously distributed for information.
- CEO reported that the figures do not include Pilot Exemption Certificate (PEC) charges.
- The harbour dues generated by FPS are significant.

**9. Final Accounts for 2022**

**a) Letter of Representation - Francis Clark Sep 2023**

- Previously distributed for information.
- The Board approved the 2022 accounts and MC signed the letter of representation.
- The final accounts will be posted on the website and sent to DfT.

**10. Stakeholder Engagement**

**a) Media Report**

- Previously distributed for information.
- CEO assured the Board that he had permission to post photos of naval vessels on LinkedIn and we are very careful about what we post.
- CEO commented on the young person we sponsored on the Tall Ship 'Maybe'. She is willing to come and report back to FH and the Board about her experience.
- Tall Ships and Armed Forces Day were both big events this year and the assets we provide are significant but perhaps undervalued by the event organisers. This is something that will be addressed.

## **b) Record Commissioners Stakeholder Activity**

- MC was invited to the Tall Ships sail past which was cancelled.
- CG attended an event on the Mexican Tall Ship.
- CEO has been working with NA and MF on the Harbour User Group (HUG) which may be combined with the Consultative Committee so we have one group to cover both statutory and informative duties.
- NA reported that we have some vacancies on the Consultative Committee which we will wait to fill until this has been confirmed.

## **Project and Property Updates**

### **11. Updates**

- No updates in Part 1.

## **Decisions**

### **12. Enforcement and Other Decisions**

- None.

### **13. Harbour Masters Journal**

- The chair of the Board has a statutory duty to sign the journal and MF is keen for this to be part of the Board process.
- All approved for the journal to be signed.

### **14. Employee Handbook and New Policies**

#### **a) Employee Handbook**

- Previously distributed for information.

#### **b) Data Protection Policy**

- Previously distributed for information.

#### **c) Equality Diversity and Inclusion Policy**

- Previously distributed for information.

#### **d) Family Friendly Policies**

- Previously distributed for information.
- Approval of this amended policy to be adjourned to next meeting.

#### **e) Review of Policies**

- Previously distributed for information.

## **Other Matters**

### **15. New Legislation Guidance / Consultations**

- None.

### **16. Risks**

#### **a) Review of Red Risks (Resilience Risk 02)**

- Previously distributed for information.

## 17. OGSP Quarterly Review

- Previously distributed for information.
- Some of the wording has been changed following suggestions from the Strategy Day.
- The Board discussed whether the document contains too much information. The Exec team will review this.

## Correspondence and Urgent Business

### 18. Correspondence

#### a) Feedback from Falmouth Classics

- Previously distributed for information.

#### b) Falmouth Classics 2023 Thank You

- Previously distributed for information.

#### c) Thank You Letter and Debrief Notes from SOSREP re Mazarine

- Previously distributed for information.
- Very positive letter following this significant event.
- The Board thanked MF for all his work on this.
- CEO and MF are writing to the SOSREP on behalf of the Board to thank them for their support during this incident.

#### d) Thank You Letters re Tall Ships

- Previously distributed for information.

#### e) Circular 262 - BPA Trust Port Board Member Governance online workshops 'The Effective Board series'

- Previously distributed for information.

### 19. Urgent Business tabled by Commissioners

- HYM - Annual Report draft to CEO next week and ready for release at the October Open Day.
- Two Open Days one for schools on 4<sup>th</sup> October and one for the public on 5<sup>th</sup> October. Once again we will be hosting the Chamber of Commerce Big Breakfast followed by a series of public lectures.
- We are inviting our customers to the Open Day this year.
- MC asked for commissioner presence during the public Open Day on 5<sup>th</sup> October.
- MC will attend the schools Open Day on 4<sup>th</sup> October.

### 20. Other Non-Urgent Business

- None.

### 21. Any Other Business

- None

Part One ended at 11:33.

## Dates of 2023 Meetings

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)