

# FHC BOARD MEETING

## PART 1 MINUTES

Friday 13<sup>th</sup> October 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
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Gerald Pitts	GP
Vicki Spooner	VS
Andrew Williams	AW

### Governance

#### 1. Apologies

Miles Featherstone, Harbour Master Designate	MF
Liz Gooch, Finance Manager	LG

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

- AD's contract with NHS has been extended to 2025.

#### Port Marine Safety Code (PMSC) Duty Holder Agreement For Approval

- IP completed a PMSC audit as part of his Harbour Master's Certificate. This highlighted some issues which have now been addressed. It is recommended that the Board is advised annually of their duty re the PMSC. This will be done at the AGM in March from 2024.
- Falmouth Harbour will produce a public report of safety performance.
- The Board accepted the following statement:  
For Falmouth Harbour to remain compliant with the Port Marine Safety Code (PMSC), the Falmouth Harbour Board of 8 commissioners, as the designated duty holder, need to understand their obligations. Board members are individually and collectively accountable for compliance with the PMSC, and their performance in ensuring safe marine operations in the harbour and its approaches. You accept you cannot assign or delegate your accountability for compliance with the Code on the grounds you do not have particular skills.

#### 3. Approval of Minutes from Previous Meeting on 8<sup>th</sup> September 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

- Busy with consultation process of the HRO.
- Further items to be discussed in Part 2.

#### b) Commercial Operations and Falmouth Haven

- i. 2024 Budget Update and Leisure Pricing
  - ii. Falmouth Haven Waiting Lists- October 2023
- Winter Village on the Marina is already pretty full.
  - Changes over the winter to finger pontoons.
  - Due to an incident with their lift at Rustler Boatyard they are unable to lift out. This means that customers may request for their vessel to remain on a mooring for additional weeks/months. FH will make sure they are insured and ensure this does not affect winter maintenance.
  - 37 boats due to be lifted over the weekend of 21<sup>st</sup>/22<sup>nd</sup> Oct. HYM is looking at the economics of the lift out.
  - There are two commercial companies due to move into the pods on the Boat park.
  - There are some positive changes to the Team.

#### c) HM and Falmouth Pilot Services

- Previously distributed for information.
- Date of oil spill exercise was 21<sup>st</sup> Sep and not October as stated in the report.
- Thefts from boats - no increase in this trend. CCTV will help but we need to become more familiar with how to extract CCTV footage and decide who will be responsible for this. The HM CCTV system is real time hi resolution.
- Pollution at Church Street Car Park - VS reminds Cornwall Council every time we get a report. There does seem to be an increase in reports. It is bubbling up through the seabed. The Environment Agency are more involved.
- Sea plane landing last Saturday was assessed for safety and it landed just outside of the harbour.

### 6. Environmental Report

#### Aqua Super Power Installation

- Working on listed building consent. There will be little visual impact.
- Project risk register and programme has been developed. This can be sent to Board on a monthly basis to track progress as necessary.

**ACTION:** As this may represent a level of risk the Aqua Super Power Installation will be added to the Audit and Risk (A&R) agenda.

## **ZENOW Project**

- Kick Off meeting was last week with all project partners.
- Developing E Rib specification in collaboration with MF and Harbour Master team to be completed by end October. This draft specification has also been communicated to the Consultative Committee for their input.
- The aim of the project is to maximise use of the vessel so we want other local organisations to be able to use the vessel.

**ACTION:** As other organisations using the rib may represent a level of risk the Zenow Project will be added to the Audit and Risk (A&R) agenda. VS to share her risk register.

## **Seawall Tiles**

- Tiles were attached last week and are already greening up.
- There is a lot of student interest.
- Press release is being developed alongside interpretation board.
- Plan is to survey again in 6-12 months' time to understand whether biodiversity has changed or not.

## **Comms**

- Talks provided to Perranwell WI, Environment Science students at Truro & Penwith college and Marine Biology students at University of Exeter
- Educational open day went well and Cornwall Marine Network are keen to do again next year.

## **FaBTest**

- Developer interested in testing a platform. This will be a temporary platform to aid construction.
- Helping Celtic Sea power with necessary consents.

## **Open Day**

- CG reported that at the Open Day an audience member commented about the gold standard VS represents. CG has written to VS to say that she should be very proud to hear comments like this.
- The Board thanked VS for the all the work she does that led to this comment.
- R&D credits were discussed. This will be looked at with LG. Important this is captured properly.

## **7. Audit Reports**

- Gary Hartland, FH's current Designated Person, recently carried out OHAS and PMSC audits. These will be discussed at A&R on 31<sup>st</sup> October. We have only just received the final reports which have some minor non-conformities.

## 8. Finance Reports

### a) Balance Sheet

- Previously distributed for information.
- Finance reports are much easier to follow.

### 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.
- Pilotage revenue is up due to size of vessels. May need to adjust the way we report on this to show size of vessels.
- May need to adopt variable instead of flat line budget to account for seasonal nature of shipping.

## 9. Stakeholder Engagement

### a) Media Report

- Previously distributed for information.

### b) Record Commissioners Stakeholder Activity

- MC, CG, JE and GP all attended the Falmouth harbour Open Day on 5<sup>th</sup> October.
- Annual Report 2022 published on website on 4<sup>th</sup> October.
- First ship to shore Drone test flight on Tuesday 17<sup>th</sup> October from boat park to barge. Weather may affect this. The drone can fly up to maximum of 22 to 25 knots .
- AD and MC attended CEDA's Technological Advances in the Dredging Industry seminar on 5<sup>th</sup> October.

## Project and Property Updates

### 10. Updates

- No updates in Part 1.

## Decisions

### 11. Enforcement and Other Decisions

- One prosecution pending for speeding rib.

### 12. Harbour Masters Journal

- All approved for the journal to be signed.

### 13. New Policies

#### a) Family Friendly Policies

- Adjourned to November.

#### b) Family Friendly Policy - Summary of Recommendations of Policies

- Adjourned to November.

## 14. Falmouth Bid – Business Plan & Notice of Ballot

- Previously distributed for information.
- The Board discussed the Town/BID Team and the benefits they bring to Falmouth.
- Disappointing that FH were not involved in the Business Plan and CEO will make this point to the Town/BID Team.
- The majority of the Board agreed for FH to vote Yes.

## Other Matters

### 15. New Legislation Guidance / Consultations

#### a) PMSC

- PMSC is currently under high level review with industry leaders involved in the process.
- IP has sent some feedback to the BPA who are involved.

### 16. Risks

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

- Previously distributed for information.
- JE commented that FPS were satisfied with the robustness of the pilots' rota.
- CEO would like to bring the review of the LLP agreement forward. This is because pricing is based on October's RPI so we can't set prices until November leaving no time for FPS to consider new pricing before it has to be communicated to customers.
- The Board agreed to change the mitigation heading of 'Target Date' to 'Status' as this better reflects the comments.

## Correspondence and Urgent Business

### 17. Correspondence

#### a) Assessment of Vessels Required to Serve FLOW in the Celtic Sea

- Previously distributed for information.

**ACTION:** VS to present paper on short term plan for fuel project at November meeting.

#### b) Circular 263 - Briefing notes on the background, nature and status of Trust Ports

- Previously distributed for information.
- CG commented that it was interesting that there was no definitive answer about what would happen if a Trust Port ran out of money.
- CEO spoke about the range of ports and he has been liaising with the BPA about how similar ports can share best practice.

#### c) MAIB Safety Digest

- Previously distributed for information.

#### d) Letter re Redevelopment of Falmouth Docks Environmental Impact Assessment (EIA)

- Previously distributed for information.

### 18. Urgent Business tabled by Commissioners

- None.

**19. Other Non-Urgent Business**

- With the example of the recent sightings of Portuguese man o' war jelly fish in local waters CEO discussed a safety on the water project involving a section on the website and bringing together various stakeholders.
- The Board discussed how we can disseminate/signpost safety messages.

**20. Any Other Business**

- None

Part One ended at 11:24.

**Dates of 2023 Meetings**

Friday 17<sup>th</sup> November 2023 – Board and Budget Meeting

Friday 15<sup>th</sup> December 2022 (Joint Mtg with Consultative Committee)

**Dates of 2024 Meetings**

Friday 26<sup>th</sup> January 2024

Friday 23<sup>rd</sup> February 2024

Friday 22<sup>nd</sup> March 2024                      AGM

Friday 19<sup>th</sup> April 2024

Friday 17<sup>th</sup> May 2024

Friday 5<sup>th</sup> July 2024

Friday 2<sup>nd</sup> August 2024                      Strategy Day

Friday 20<sup>th</sup> September 2024

Friday 18<sup>th</sup> October 2024

Friday 15<sup>th</sup> November 2024              Budget

Friday 13<sup>th</sup> December 2024              Joint Meeting with Consultative Committee