

FHC BOARD MEETING

PART 1 MINUTES

Friday 17th November 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
Miles Featherstone, Harbour Master Designate	MF
Carrie Gilmore	CG
Ben Grigg	BG
Holly Manvell	HYM
Gerald Pitts	GP
Vicki Spooner	VS
Andrew Williams	AW

Governance

1. Apologies

Adrian Davis	AD
Liz Gooch, Finance Manager	LG

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

- BG declared that he is working as the consultant for one of partners of the Zenow project.

3. Approval of Minutes from Previous Meeting on 13th October 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

- Busy few weeks with weather events and BPA conference.
- Outhaul breakaway now resolved but looking at procedures for outhauls for next year.
- Yacht that fell on the boat park is now upright and owner's insurance claim is progressing.
- On behalf of the Board the Chair thanked all the Teams for all their hard work and preparation to mitigate issues during recent storms.
- HYM will report the zero failure on our stops via newsletter to our customers.
- Feedback will also be given to the Consultative Committee.
- Team Day for all staff held on 1st November was very successful.
- Cruise review in press has been received well with good coverage.

b) Commercial Operations and Falmouth Haven

- HYM and MF will attend the Cruise Britain Winter Event on 30th November.
- Four Falmouth Haven manager roles have been restructured. DC is in post as Marina Hub Manager. Marina Manager and Moorings Officer recruitment ongoing. BB will start his new role as IT and Facilities Manager in January 2024. SC's role will also change.
- Winter Village is full.
- Looking to reconfigure marina over the winter for better customer offer.
- We have a tenant for Engravers who wish to use it as a restaurant from March 2024.
- Marina Hub branding ongoing. Only one pod available for lease.

c) HM and Falmouth Pilot Services

- Previously distributed for information.
- Church Street pollution - we do not have any influence here but we do need to monitor and report it. VS will summarise all the reports we have had and write a letter to Cornwall Council. Environment Agency are also involved.
- CEO, along with other senior leaders representing various town groups, have set the decontamination of Church Street Car Park as a priority for the super levelling funding.

ACTION: VS to draft a letter to Cornwall Council re the Church Street pollution for Board approval in December.

6. Environmental Report

a. November Sustainability Board Update

- Previously distributed for information.
- VS heard yesterday that we are not eligible to apply for BCorp status. However, we will continue to complete the BCorp Business Impact Status.
- VS received a positive response to her presentation at the Seagrass Symposium. We were the only harbour authority represented. Encouraging to see that there is a lot of work going on to restore seagrass internationally.

b. Zenow Project Spreadsheet

- Previously distributed for information.
- VS will work on T&Cs and risks around the boat being used by local stakeholders not just Falmouth Harbour.
- A&R are aware of the risks and CEO is looking at creating a specific risk for this.

c. HVO Board Paper

- Previously distributed for information.
- TR and VS met with Mitchell & Webber on 15th Nov to discuss a possible location for a permanent tank bearing in mind the weight of the tank. Various options were discussed.
- The Board discussed the environmental and financial viability of this project.
- Although HVO is more expensive there will be efficiency savings. The efficiency savings should cover the increase cost of HVO.
- Costs will be around £10,000 to create fuel compound for HVO.
- See also discussion in item 14a.
- GP suggested looking at a solution to store Adblue and defer the HVO option for a later date.

- After discussion, the Board decided that they do not have enough information to make a decision. They asked for all benefits and losses in a detailed proposal.

ACTION: Detailed proposal to include fuel efficiency savings, increased cost of HVO, cost of creating fuel compound, loss to boat park, will be presented to the Board in December.

7. Audit Reports

- None.

8. Finance Reports

a) Balance Sheet

- September and October reports previously distributed for information.
- LG ran through all the financial reports.

b) Income & Expenditure all Depts

- September and October reports previously distributed for information.

c) 2023 Outturn/Budget Position

- September and October reports previously distributed for information.

d) Cashflow Statement

- September and October reports previously distributed for information.

e) Reconciliation of Commercial Shipping & Piloted Moves

- Previously distributed for information.
- We currently report on moves but moving forward we will report on moves as well as revenue.
- The Board discussed how we can foster better relationships with local shipping agents.

9. Stakeholder Engagement

a) Media Report

- Previously distributed for information.

b) Record Commissioners Stakeholder Activity

- MC represented FH at Falmouth Town's Remembrance Day Service on Sunday 12th November.
- CEO and MC attended the BPA conference on 18th to 20th October.

Project and Property Updates

10. Updates

- No updates in Part 1.

Decisions

11. Enforcement and Other Decisions

- MF is seeking legal advice re prosecution.

12. Harbour Masters Journal

- All approved for the journal to be signed.

13. New Policies

- None.

14. Fuel Options

a) Pilot Vessel AdBlue and Fuel Options

- Previously distributed for information.
- New pilot boat has to use AdBlue to increase efficiency and decrease emissions.
- There are some delivery issues with AdBlue which has to be delivered either by an arctic, which we cannot accommodate on our quays, or via IBCs. However, if we create a fuel area for HVO we can take delivery via IBCs.
- Space used by fuel compound will impact revenue that could be earned by the space on the boat park.
- The Board agreed to adopt the following recommendations from TR's paper:
 1. Finalise a plan for satisfying our AdBlue requirement ahead of the new boats arrival in May 2024.
 2. Consider whether the setting up of a new fuel facility accessible around the tide on the northeast corner of Grove Place is feasible and an attractive option for the organisation.
 3. Consider whether the additional costs of HVO can be justified and how.

b) FINAL FHC Permitted Development (PD) Rights Advice

- Previously distributed for information.

c) Map of Fuel Barge Site

- Previously distributed for information.

d) Map with PD Overlay

- Previously distributed for information.

15. A&R Committee Member Vacancy

- As BG's term as a Commissioner is coming to an end in December 2023 it leaves a vacancy for a Commissioner representative on the Audit and Risk Committee.
- As potential new commissioners are being interviewed next week this item will be adjourned to December.
- We are looking for expertise in the marine industry and environment.

Other Matters

16. New Legislation Guidance / Consultations

- None.

17. Risks

a) Review of Red Risks (Strategic Risk 21)

- Previously distributed for information.
- No comments from Board.

Correspondence and Urgent Business

18. Correspondence

a) Circular 327 - DfT review of Byelaws and note on the landside use of General Directions and 220801 General Directions Policy Note

- Previously distributed for information.
- MF commented that by laws can apply to land and people. Powers of general direction apply to vessels and owners of those vessels. This is changing so that general directions can apply to land and land based vehicles.
- We have received advice not to change by laws unless one of them conflicts with a future general direction. MF is looking into this but we do not envisage having to repeal any by laws.

19. Urgent Business tabled by Commissioners

- Effective Board training from BPA – CG will send email with links to this training.

20. Other Non-Urgent Business

- None

Part One ended at 10:34.

Dates of 2023 Meetings

Friday 15th December 2022 (Joint Mtg with Consultative Committee)

Dates of 2024 Meetings

Friday 26th January 2024

Friday 23rd February 2024

Friday 22nd March 2024 AGM

Friday 19th April 2024

Friday 17th May 2024

Friday 5th July 2024

Friday 2nd August 2024 Strategy Day

Friday 20th September 2024

Friday 18th October 2024

Friday 15th November 2024 Budget

Friday 13th December 2024 Joint Meeting with Consultative Committee