

FHC BOARD MEETING
PART 1 MINUTES
Friday 15th December 2023 09:30
Arwenack Room, The Falmouth Hotel



**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
Gerald Pitts	GP
Andrew Williams	AW

Governance

1. Apologies

Holly Manvell	HYM
Vicki Spooner	VS
Liz Gooch, Finance Manager	LG

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

- CEO attended a Stephen and Scown networking event and talk about AI which led to creating an AI policy for Falmouth Harbour.

3. Approval of Minutes from Previous Meeting on 17th November 2023

- The minutes from the previous meeting were tabled and approved.
- MC gave an update on the commissioner recruitment. We used a recruiter which proved to be very successful with four candidates shortlisted.
- This is BG's last meeting and MC thanked him for all his support and contributions over the last few years. The Board wished BG well for his future plans.

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

- No Part 1 items to discuss.

b) Commercial Operations and Falmouth Haven

- On HYM's behalf CEO reported that the Marina Manager and Moorings Officer roles have been appointed. We have also offered trainee roles.
- HYM has recruited very good seasonal staff and we have been able to offer permanent roles to some of them. The always on recruitment has been key to this successful recruitment.
- MR is leaving at Christmas but will be helping us one a day a week.
- BB and SC are both starting new roles in January.

c) HM and Falmouth Pilot Services

- Previously distributed for information.
- One of our navigation marks was run down and damaged by a local operator identified by the Harbour Monitoring system and CCTV. He has agreed to pay for the repairs.
- LK Mitchell has an ongoing issue with the gearbox clutch plates. We are hopeful we do not have to take apart the wheelhouse to do this. Gearbox manufacturers have agreed to try and do the repair in situ. We will not know what is involved until they look at the gearbox. Repairs will cost approximately £10k to £12k. TR is doing a great job to minimise the costs of this repair.
- Inebriated customer who fell into water - A&R Committee are looking at this risk. MC has spoken to Padstow harbour about this issue and it will be discussed at the January meeting of the A&R Committee.
- Pilot Boat continuity of service – we have identified a local vessel based at Falmouth Marina which is coded as a pilot boat. This was inspected by the team yesterday. There will be no stand by charges and they will allow us to hire the vessel at short notice.

6. Environmental Report

a) Letter to Cornwall Council re Church Street Car Park Pollution

- Previously distributed for information.
- In principle, all agreed that it is appropriate to be sending a letter to the Council on this issue.
- The pollution reports are becoming more frequent and members of the public have been reporting issues to us.
- MC would like the letter to be sent to the Environment Agency as well.
- AW and MC proposed some amendments to the letter to give a stronger message and include a plan for following up.
- CEO is a member of a Super Levelling Up group of local leaders, including local MP, and will raise this issue with them to identify where it sits in their priorities.

ACTION: CEO and MC to amend the letter as agreed and send to Cornwall Council with a copy to the Environment Agency.

b) Cornwall Council's Church-Street-Remediation-Declaration

- Previously distributed for information.

7. Audit Reports

- None.

8. Finance Reports

a) Balance Sheet

- November report previously distributed for information.
- As we are a month away from year end the financial outturn will be discussed more fully at the January meeting.
- The debtors figure stands at £110,000. This includes £35k owed by La Pencie. It also includes some lease payments but these will be paid and are not risky debts.
- AW suggested Commissioners are given time to look at the financial reports ahead of the Board meetings to allow for queries to be raised in advance.
- Deficit has increased by £50k mainly due to the Aberfal repair costs. This may be further increased with the LK Mitchell repairs.
- CEO, MF, HYM and CG have been unable to meet re the financial queries raised by CG, therefore, the budget approval has been delayed until the January meeting.

b) Income & Expenditure all Depts

- November reports 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.
- It is difficult to predict large shipping movements.
- CG suggested an exemption report for each meeting.
- CEO will also distribute a Board planner which can be used to highlight financial information for that month.
- CEO and A&P jointly presented on the 'Future of cruise' to the Town Council.

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 for Part 1.

12. Harbour Masters Journal

- All approved for the journal to be signed.

13. New Policies

- Family Friendly Polices for approval previously distributed for information.
- Remuneration Committee commented that for the volume of staff that we have the costs are not enormous but are hugely beneficial to individuals.
- 5.11 How Do I Apply for Leave - GP recommended adding a notice period.
- All agreed to implement the recommendations.
- BG suggested accruing a contingency in the budget to fund parental leave.

14. A&R Committee Member Vacancy

- CEO and MC proposed that we invite the new Commissioner, Natasha, to join the A&R Committee.
- AD's term will finish in 12 months' time so there will be vacancy for the chair of this committee.

Other Matters

15. New Legislation Guidance / Consultations

- None.

16. Risks

a) Review of Red Risks (Strategic Risk 18)

- Previously distributed for information.

17. OGSP Quarterly Review

- Previously distributed for information.
- CEO will bring a draft Business Plan to the Board in January.
- JE suggested a strategic discussion on key outcomes and frequency of review.
- The RAG ratings and colour coding needs reviewing.
- Deep dive review in March/April.

Correspondence and Urgent Business

18. Correspondence

- None.

19. Urgent Business tabled by Commissioners

- None.

20. Other Non-Urgent Business

- None

Part One ended at 10:55.

Dates of 2024 Meetings TBC

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