

FHC BOARD MEETING
PART 1 MINUTES
Friday 23rd February 2024 09:30
Meeting Room Pod, Boat Park



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Mark Chanter, Chair	MC
John Elliott, Deputy Chair	JE
Miles Carden, CEO	CEO
Natasha Collings-Costello	NCC
Adrian Davis	AD
Carrie Gilmore	CG
Miles Featherstone, Harbour Master Designate	MF
Gerald Pitts	GP
Holly Manvell	HYM

1. Designated Person (DP) Introduction - Andy Langford (AL)

- AL introduced himself as the DP.
- When asked how he would approach his first audit, AL replied he will look at what he has in front of him and identify and deep dive any areas that may be weak.
- Although AL will look at previous audits these will not necessarily be his focus.
- MC thanked AL for attending.

Governance

2. Chair Opening Remarks

- Welcome to the first Board Lite which will be reviewed on an ongoing basis.

3. Apologies

Andrew Williams AW

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

- NCC is MD of Cornwall Environmental Consultants (CEC) which has done some paid work for Falmouth Harbour (standing declaration).
- AD is Vice Chair of Cornwall NHS Trust.

5. Approval of Minutes from Previous Part 1 Meeting on 26th January 2024

- The minutes from the previous meeting were tabled and approved.

6. Matters Arising

- CEO went through and updated the Matters Arising. The Board agreed that all Matters Arising were captured.

Item 4 - Sustainability Action Plan

- AD commented that some of the figures have explanations and others haven't. VS will add some additional comments.
- AW commented that the document is brilliant and suggested comparing against Cornwall Council's Emergency Climate Plan.
- The Board approved the document and thanked VS for all her hard work.

Item 3 - Church Street Car Park Pollution

- NCC explained that the area has been designated as contaminated land under Part 2A (Environmental Protection Act 1990).

Reports

7. Finance Reports

a) Jan 2024 Balance Sheet

- Previously distributed for information.

b) Jan 2024 Income and Expenditure

- Previously distributed for information.
- CEO explained some of the variances against budget. The budget is divided equally across 12 months when in actuality it is much more seasonal. For future budgets we will start to apply this seasonality to reduce the variances.
- The Board requested the previous year's monthly figures to compare to. The change in accounting system makes it difficult this year but we will start to do this for 2025 financial reports.
- The accounts have not yet been audited but the PNPf liability is the only adjustment EG is aware of.
- CEO commented that we had some significant unknowns last year that were not budgeted for. In addition, without the PNPf liability we would have been in surplus.
- We are controlling debtors better and have a much better control and oversight of finances.

c) Outturn as at Jan 2024

- Previously distributed for information.

d) Jan 2024 Cashflow

- Previously distributed for information.

e) Causal Tracker

- Previously distributed for information.
- The tracker illustrates commercial income expectations for the business.
- The Board agreed this was a helpful way of illustrating the revenue situation.

f) Year End 2023 Balance Sheet

- Previously distributed for information.

g) Year End 2023 Income and Expenditure

- Previously distributed for information.

h) Year End 2023 Cashflow

- Previously distributed for information.

8. Reports by Exception in accordance with Standing Orders

a) CEO Update

- Our main marine insurance provider, Travelers, are doing an insurance risk control site visit on 6th March. CEO invited AD as chair of Audit and Risk. Hayes Parsons, our brokers, will also attend.
- Engravers licencing applications have been approved and leases have been signed.
- TR went to visit Holyhead last week to see the pilot boat in build. TR was able to go out one of the other pilot boats they have in build there. This identified some issues which are being reviewed such as misting in the cabin. This will be mitigated by the heating and air conditioning we will have in our vessel.

b) HM Update

- Navigation incidents included dolphin disturbance, Church Street car park pollution, and cooking oils entering CHQ basin from a restaurant.
- There were a couple of breaches of pilotage directions. Certain shipping agents tried to conduct operations outside of port limits. But there were two occasions where ships have come inside port limits during these operations. In both cases warning letters were sent and both vessels have agreed to pay the necessary dues.
- We have successfully prosecuted for speeding in a mooring area. The person pleaded guilty on all counts and was fined £900. FH were awarded costs of £2160.
- The owner of Lady Kate will be issued a summons for breach of Harbour Master's special direction next week. This is about the vessel not following the direction to leave.
- We have appointed a new deckhand, who is FH's first female pilot boat crew. and BT has been promoted to coxswain.
- The moorings are 70% overhauled.
- The HM Team recently attended Hazman training with Marico. This proved beneficial for the whole team. The team are now reviewing control measures and hazards.

c) PMSC/Duty Holder Matters

- Programme to look at issues identified. PSC is meeting on 9th April so JE will liaise with MF.

i. MAIB PV Humber Saturn Interim Report

- Previously distributed for information.
- MAIB interim report re Humber pilot fatality – this is only an interim report and there are still lots of unknowns. They mention PPE, Man Over Board (MOB) recovery, pilot fitness and training so these are likely to be the recommendations. The team are reviewing our own risk assessments.
- The final report may recommend that there is a secondary means of MOB retrieval so we have asked Holyhead to install a davit for this purpose. Both existing vessels have this already. The new pilot boat has a much more sophisticated MOB retrieval system than the current vessels.
- CEO suggested one of the Commissioners does a learning walk to observe boarding. JE volunteered to do this.
- AD suggested involving the fire boat in MOB drills.
- All pilot boat crew have completed their Emergency First Aid course.
- JE reported that at the FPS catch up meeting PPE was discussed and the pilots are undertaking their own review.

ii. PMSC Draft Revised Guidance

- Previously distributed for information.

d) Safety Incidents and Improvements

- See 8b above.

e) Risks

- AD has met with BB to review fire risk assessments.
- The railings issue is being reviewed.
- Bins stored against the building pose a fire risk. BB, in his role as IT and Facilities Manager, will pick up on this issue.
- All the tenant leases detail how they should manage bins.

For Approval

9. Harbour Board Terms of Reference

- Previously distributed for information.
- MC invited the Board to send comments and tracked changes wording to KS before 1st March. (KS shared via SharePoint as suggested).
- PMSC and H&S at work act have been incorporated into these terms.
- The terms also include the Chair of Commissioners job description.

10. Board Workplan

- Previously distributed for information.
- AW suggested timings for the September meeting of 09:30 to 11:00 Board Lite and 11:00 to 16:30 for Strategy Day. This was agreed.
- The Remuneration Committee meeting in June is too early as we need July's CPI figures to make any salary decisions. All agreed that this one item can be dealt with via email or Teams.

11. Pilotage Standards Committee (PSC) Terms of Reference

- Previously distributed for information.
- The PSC will discuss their approach as to how they appoint independent members. to the PSC.

12. FPS Management Panel Terms of Reference

- Previously distributed for information.
- Board approved with no changes.

13. Policy on the Management of High Speed Passenger Operations

- Previously distributed for information.
- This has arisen from an incident in Southampton where a RIB collided with a buoy resulting in the fatality of a 15 year old girl. The UK Harbour Masters Association (UK HMA) were issued guidance in managing these situations and establishing agreements with providers. We do not currently have any of these providers in the area.
- The Board approved the policy with no changes.

14. HM Journal January 2024

- Previously distributed for information.
- All approved for the journal to be signed.

Part One ended at 10:56.

Dates of 2024 Meetings

Friday 22 nd March 2024	AGM
Friday 26 th April 2024	Lite
Friday 24 th May 2024	
Friday 28 th June 2024	Lite
Friday 20 th September 2024	Lite & Strategy Day
Friday 25 th October 2024	
Friday 29 th November 2024	Budget
Friday 13 th December 2024	Lite & Joint Meeting with HUG

Dates of Events

Fri 14 th to Sun 16 th June	Falmouth Classics and International Sea Shanty Festival
Thu 20 th to Mon 24 th June	Sigma Championships
Wed 3 rd to Fri 5 th July	Seaward Squadron Rally
Thu 11 th to Sun 14 th July	Moth National Championships
Mon 5 th to Wed 7 th August	Sunbeam Centenary Celebration
Thu 8 th to Sat 10 th August	Sunbeam Championships
Fri 9 th to Sun 18 th August	Falmouth Week