

FHC BOARD MEETING

PART 1 MINUTES

Friday 22nd March 2024 09:30
Meeting Room Pod, Boat Park



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Mark Chanter, Chair	MC
Miles Carden, CEO	CEO
Natasha Collings-Costello	NCC
Adrian Davis	AD
Miles Featherstone, Harbour Master	MF
Carrie Gilmore	CG
Gerald Pitts	GP
Andrew Williams	AW
Holly Manvell	HYM

Attended for Item 11

Vicki Spooner	VS
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Presentation

1. Ella Cornish – Sailing Around Britain

- Ella showed the film she made during her round Britain voyage. This film focussed on the journey through the Caledonian canal.
- Ella also spoke about her experiences onboard the Maybe during the Tall Ships event in 2024.
- The Board thanked Ella and her mum for coming to present and wished her well in her A level exams later this year.

Governance

2. Chair's Opening Remarks

- None.

3. Apologies

- | | |
|------------------------------|----|
| • John Elliott, Deputy Chair | JE |
| • Elizabeth Gooch | EG |

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.
- CEO attended Stephens and Scown Harbour Masters Lunch on 4th March.

5. Approval of Minutes of the Meeting held on 23rd February 2024

- With some amendments the minutes from the previous meeting were tabled and approved.

6. Matters Arising

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

Reports

7. Finance Reports

a) Balance Sheet

- Previously distributed for information.

b) Income & Expenditure all Depts

- Previously distributed for information.
- Leisure invoicing has been done and payments are now coming in.
- 30 new customers this year.
- Any vacant moorings are being widely marketed and the Moorings Manager is looking at innovative ways to let any vacant moorings. Any vacant moorings will be used for the various events during the summer.
- 10% of moorings are kept for visitors.
- Lower demand for sub 9m boats so we are looking at how we can change the moorings to meet this demand.
- Everyone on the waiting lists has been offered a mooring. MF commented that we need to change the perception from some, that there are no available moorings in the harbour.

c) Commercial Shipping

- Previously distributed for information.

8. CEO Report

- Previously distributed for information.
- Marine Plan inception meeting took place on 18th March.
- Open Skies Project Change Request has been approved so the project has been extended to Mar 2025.
- CEO reported on the sale and departure of La Peniche.
- Jonathan Reynolds, Shadow Business Secretary, visited on 12th March.

9. HM and Falmouth Pilot Services

a) Harbour Masters Journal

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

b) PMSC Performance

- Travellers insurance risk management visit was very positive with no issues to report. MC thanked CEO and his team for all the hard work that goes into ensuring that this visit found no issues.
- Annual Trinity House inspection found no major issues.

c) PMSC Letter of Compliance for Signature

- Discussed as part of AGM

d) Incident Reports

- Harbour Master Board Report previously distributed for information.

e) Enforcement Decisions/Updates

- Lady Kate court case was successful and the owner pleaded guilty.

10. Statutory Harbour Authority (SHA)/Competent Harbour Authority (CHA)/Duty Holder & Port Marine Safety Code (PMSC) Compliance

a) SHA

- Part 2.

b) Pilotage CHA Matters

- Nothing to report.

11. Environmental Duties Reports, Projects & Sustainability Plan - VS Joins

a) February and March Sustainability Board Update

- Previously distributed for information.

b) ZENOW Project Plan and Risk Register Plan 2024

- Previously distributed for information.
- To comply with the listed building application we will install the charger within the bin compound and change the colour.
- Works will start the week beginning 15th April.
- Electric Rib is due to arrive in June/July.

c) HVO and Ad Blue Project Plan and Risk Register

- Previously distributed for information.
- VS has applied for funding which she is confident we will receive.
- VS is getting quotes from 3 fuel suppliers.

12. Commissioner Reports and Sub Committee Reports

a) Falmouth Pilot Services

- JE and HM had an informal catch up with one of the pilots. This informal approach led to a more open discussion.
- The next formal meeting is due to be held on 14th May.

b) Remuneration Sub-Committee

- No update.

c) Audit and Risk

- No update.

d) Advisory Group (HUG)

- No update.

Key Decisions and Resolutions

- 13.**
 - None

Stakeholder Engagement

14. Customer Feedback

- Following the Consultative Committee Good Governance review recommendations on customer engagement, we are investigating offering a customer portal through Harbour Assist.

15. Media Report

- Previously distributed for information.
- We have applied for a licence that allows us to share media such as clips from magazines and newspapers.
- We also have a procedure in place to guide staff.

16. Record of Commissioners Stakeholder Activity

- MC and MF attended the St Nazaire service on 17th March.

17. Future Events requiring Commissioners Attendance

- None at the moment.

Standing Items

18. Policies

- None.

19. New Legislation Guidance / Consultations

- None.

20. Risks

a) Review of Red Risks

- Previously distributed for information.

ACTION: Resilience Risk 2 – CEO to review mitigations 3 and 4.

b) Review and Discussion on New Risks

- GP asked if there was a risk to cover a major catastrophe. CEO said there are several risks that cover this and we have a Business Continuity Plan in place.
- CEO suggested for GP to do a learning walk and look at relevant risks and procedures.
- If there is a major incident we have insurance cover for loss of income except for acts of terrorism.

ACTION: A&R to discuss major incident risk.

21. Correspondence

a) LGPS Pension Scheme Financial Reports

- Previously distributed for information.

b) Francis Clark - Resignation as Accountants

- Previously distributed for information.

22. Other Non-Urgent Business

- AW to arrange Learning Walk with TJ re mooring strop procedures.
- JE's learning walk will be looking at Pilot Boarding and Landing procedures.
- Major incidents learning walk with AD and GP
- NCC did a learning walk with VS to look at the Seabin.

Any Other Urgent Matters

23. None.

Action Items and Next Steps

24. • Previously distributed for information.

Board Workplan Review

25. • Previously distributed for information.
• This is a working document which will be regularly updated.

Part One ended at 11:18.

Dates of 2024 Meetings

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