

**FHC BOARD MEETING  
PART 1 MINUTES  
Friday 24<sup>th</sup> May 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
John Elliott, Deputy Chair	JE
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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**Governance**

**1. Chair's Opening Remarks**

- None.

**2. Apologies**

- Elizabeth Gooch EG

**3. 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 joined the Board of Royal Cornwall Hospitals Trust (RCHT) as a Non-Executive Director on 1st June.
- AW has been appointed Deputy Lieutenant of Cornwall by Lord Lieutenant Bolitho.

**4. Approval of Minutes of the Meeting held on 26<sup>th</sup> April 2024**

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

**5. Matters Arising**

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

**Reports**

**6. Finance Reports**

- a) March Finance Reports including Balance Sheet and Income & Expenditure Sheet**
- Previously distributed for information.

## **b) Commercial Shipping**

- Previously distributed for information.

## **7. CEO Report**

- CEO reported on the recent visit by the Cowes Harbour Master which was hugely supportive for both Cowes and Falmouth.
- We held another successful Team Day on 13<sup>th</sup> May.

### **a) Project Updates**

- No updates in Part 1.

### **b) Assets**

- No updates in Part 1.

### **c) Commercial Operations**

- No updates in Part 1.

### **d) Falmouth Haven Waiting Lists**

- HYM commented that although customers have paid for their moorings/boat park spot they haven't yet moved their boats. Possibly due to poor weather.

## **8. HM and Falmouth Pilot Services**

### **a) Harbour Masters Journal**

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

### **b) PMSC Performance**

- No updates in Part 1.

### **c) Incident Reports**

- Harbour Master Board Report previously distributed for information.
- MF gave some more detail on the incident where a 90m cargo vessel lost propulsion in FDEC waters. The pilot boat briefly assisted until A&P staff took over.
- A catamaran hit Black Rock at the start of a race. It was quickly salvaged by Sea Wide Services. MF has contacted the vessel owner and the sailing club for more details.
- The lifeboat, FH and the marine police were involved in ensuring the safety of a person in a kayak who was intoxicated. This is an example of positive collaboration with other organisations.

### **d) Enforcement Decisions/Updates**

- The Harbour Master Team have recently completed enforcement training learning about interview techniques and evidence gathering.

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

### **a) SHA**

- The new version of the PMSC is yet to be published.

## **b) Pilotage CHA Matters**

- In December 2023 MF wrote to Porthoustock, which is in our CHA, requesting information on their PMSC compliance for their berth. No response has yet been received.
- We do not want to stop pilotage activity for Porthoustock but are just seeking assurance around their PMSC compliance.

**ACTION:** The Board agreed that MF should contact Porthoustock again once the new PMSC guidance has been issued.

## **10. Environmental Duties Reports, Projects & Sustainability Plan - VS Joins**

### **a) April and May Sustainability Board Update**

- Previously distributed for information.
- We have had good press coverage of the reef block installation which is now in place.

**ACTION:** VS to update the Statement Against Enquiry on Maerl and reinstate the link.

### **b) EV Car Salary Sacrifice**

- Previously distributed for information.
- Details of this and the Cycle to Work scheme to be discussed at Remuneration Committee.
- The Board discussed the scheme and agreed for the Executive Team to discuss further and then present to the Remuneration Committee if they wish to pursue this proposal.

### **c) HVO and ZENOW Project Update**

- Previously distributed for information.

## **11. Commissioner Reports and Sub Committee Reports**

### **a) Falmouth Pilot Services**

- JE reported on the recent meeting held on 14<sup>th</sup> May.
- JE recently conducted a learning walk on embarkation and disembarkation of pilots.
- There is an app where pilots can record an unsafe pilot ladder and pilots are being encouraged to use this.
- Following an initial evaluation by ABPmer, our current pilotage directions and associated risk assessments will be reviewed. We are looking to appoint an external resource to complete this. We will obtain three quotes for the work which should be within the CEO's delegated authority.

### **b) Remuneration Sub-Committee**

- No update.

### **c) Audit and Risk**

- No update.

### **d) Advisory Group (HUG)**

- The final meeting of the Consultative Committee has been arranged for Monday 17<sup>th</sup> June.
- Invitations have been sent out to possible HUG representatives.

- To ensure consistency MC will attend these meetings as a temporary representative of the Board. This can then be reviewed following recruitment of new commissioners.

## Key Decisions and Resolutions

12.
  - None

## Stakeholder Engagement

### 13. Customer Feedback

- We have received a high level of positive feedback from many of our new customers around the team, berths, moorings and facilities.
- We send out surveys to visitors as well as our annual customers.
- We are investigating the customer feedback portal on Harbour Assist.

**ACTION:** HYM will share last year's survey results with the Board.

### 14. Media Report

- Previously distributed for information.
- CEO commented on the great support we get from Louise Midgley Communications.

### 15. Record of Commissioners Stakeholder Activity

- CEO and Chair hosted a visit from the Cowes Harbour Master on 30<sup>th</sup> April.
- MF attended the Mayor Making Ceremony on 13<sup>th</sup> May.

### 16. Future Events requiring Commissioners Attendance

- MC will attend the Falmouth Classics Hog Roast Supper at the Royal Cornwall Yacht Club on 15<sup>th</sup> June.
- NCC will attend the Parade of Sail and Power followed by lunch on 16<sup>th</sup> June.

## Standing Items

### 17. Policies

#### a) Procurement Policy

- Previously distributed for information.
- As a Trust Port we are not obliged to have a public procurement policy.
- Subject to the following changes the Board approved the policy:
  - In section 3.2 item 7 change wording to reflect stronger weighting for environmental credentials.
  - Change 'normally' to reflect non urgent procurement.

### 18. New Legislation Guidance / Consultations

- None.

### 19. Risks

#### a) Review of Red Risks

- Previously distributed for information.
- Strategic Risk No 21 Mitigation 1 - The Board agreed for CEO to continue to lobby MP and BPA but this will be done after the election.

**b) Review and Discussion on New Risks**

- None.

**20. Correspondence**

**a) Agenda and briefing for meeting between Lord Davies and BPA Council May 2024**

- Previously distributed for information.

**21. Other Non-Urgent Business**

**a) Caribbean Princess**

- We have approximately 7 bay cruise visits this year but sometimes weather prevents them from staying. This might have been the case with the recent visit of the Caribbean Princess. However, thanks to NM and the pilots, the Caribbean Princess anchored at Molunan instead of in the bay. MF commented that there is risk associated with anchoring in this position but this was mitigated by the pilots who stayed on board for the duration of the visit.
- MC asked that the Board's thanks be passed on to NM and the wider team for their work on this visit..

**b) Learning Walk Template**

- Previously distributed for information.
- CEO has changed the form to reflect the role of the Commissioners. The revised template does not prevent a Commissioner from making observations.
- The Board discussed the template and the changes made.
- Learning Walks can be requested by Commissioners if they feel they have a gap in their knowledge. In addition, the Executive Team may ask for a Commissioner to review something they have experience of.

**Any Other Urgent Matters**

**22.** None.

**Action Items and Next Steps**

**23.** • None

**Board Workplan Review**

**24.** • Previously distributed for information.

Part One ended at 11:07.

# FHC BOARD MEETING PART 1 - Friday 24<sup>th</sup> May 2024

## Dates of 2024 Meetings

Friday 28 <sup>th</sup> June 2024	Lite
Friday 20 <sup>th</sup> September 2024	Lite & Strategy Day
Friday 25 <sup>th</sup> October 2024	
Friday 29 <sup>th</sup> November 2024	Budget
Friday 13 <sup>th</sup> December 2024	Lite & Joint Meeting with HUG

## Dates of Events

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