

# FHC BOARD MEETING

## PART 1 MINUTES

Friday 20<sup>th</sup> September 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  |
| Carrie Gilmore                                 | CG  |
| Elizabeth Gooch                                | EG  |
| Ifor Pedley, Harbour Master                    | IP  |
| Gerald Pitts (via Teams)                       | GP  |
| Tristan Rowe, Head of Commercial Operations    | TRW |
| Andrew Williams                                | AW  |
| Dave Owens, Chair of Harbour Users Group (HUG) | DO  |

#### Attended for Item 10

|               |    |
|---------------|----|
| Vicki Spooner | VS |
|---------------|----|

#### Governance

##### 1. Chair's Opening Remarks

- MC welcomed Dave Owens who is attending in his role as Chair of the Harbour Users Group (HUG).

##### 2. Apologies

- None.

##### 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 will shortly be taking up the role of vice chair on the Board of Royal Cornwall Hospitals Trust (RCHT).
- AW has been appointed Deputy Lieutenant of Cornwall by Lord Lieutenant Bolitho.

##### 4. Approval of Minutes of the Meeting held on 28<sup>th</sup> Jun 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) Commercial Shipping

- Previously distributed for information.
- CEO ran through the commercial shipping revenues and movements data.

#### b) Finance Reports

- Previously distributed for information.
- EG handed out a summary document for the end of July finances.
- The Board discussed the reports and summary document.
- The 2023 accounts are in the process of being finalised. A lot of work has gone into streamlining the financial accounts. This is the first year working with the new accountants, Philips Frith.

### 7. CEO Report

- LK Mitchell has arrived safely at her new home in Campbeltown. The process and profile has been very successful.
- We have good mitigations in place until the new pilot boat arrives.
- All railings have been made safe and ongoing works will be done over the next 2 years across all three FHC owned quays.
- Marine Plan Feasibility study, OGSP and Sustainability Plan will be presented at the Strategy Day in November.
- Gabian wall - CEO is waiting on consultant to identify costs of works.

#### 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

- Leisure report previously distributed for information.
- TRW commented on his first reflections which included ideas for simple and quick changes to make some good revenue wins.
- TRW will consider any underutilised assets, sales and marketing, high level customer service.
- TRW is also looking at large projects such as fuelling, larger marina berths and super yachts.
- CEO commented that over the last 3 years there has been a change in FH's culture, with new commerciality and more increased emphasis on proactively marketing our assets. TRW will continue this work.
- TRW is reviewing waiting lists and vacant moorings. Every communication we send will advertise any vacancies. We want to keep people interested even they do not have a boat yet.
- Values/Team Ethos that everyone signs up to is hugely important and some changes will need to be made.
- CEO commented that steps have been made towards an improved team ethos with employees being proud to be part of Team Falmouth.

8. **HM and Falmouth Pilot Services**
  - HM report previously distributed for information.
  - a) Harbour Master's Journals Jun, Jul and Aug**
    - Previously distributed for information.
    - There is a legal obligation for the Chair to sign this but as this not need to be on the Board agenda all agreed for this item to be removed from the agenda.
    - All approved for the journal to be signed.
  - b) PMSC Performance**
    - No update.
  - c) Incident Reports**
    - Included in HM report previously distributed for information.
    - IP commented on the welfare arrangements for staff following the recent fatality in the marina. TRW was first on the scene followed by IP. No other staff were involved but TRW spent time with the staff that day and encouraged them to use Westfield Health helpline.
  - d) Enforcement Decisions/Updates**
    - No updates in Part 1.
9. **Statutory Harbour Authority (SHA)/Competent Harbour Authority (CHA)/Duty Holder & Port Marine Safety Code (PMSC) Compliance**
  - a) SHA**
    - No updates in Part 1.
  - b) Pilotage CHA Matters**
    - No update.
10. **Environmental Duties Reports, Projects & Sustainability Plan - VS Joins**
  - a) Sustainability Board Update**
    - Previously distributed for information.
  - b) HVO and ZENOW Project Update**
    - Previously distributed for information.
    - We have applied for a variation of funding for the HVO project as we need to use a modified plan. Outcomes will be the same.
    - We will be selling HVO to customers.
    - We want to get this operational before we start to market HVO.
    - ZENOW rib delivery has been delayed until 2025.
    - There is a Cornwall Council initiative asking for projects. VS has not yet looked into this. VS and NCC will meet before the strategy day to discuss this further.
    - A&P's EV shore power supply into docks is being progressed
    - VS left the meeting.

## 11. Commissioner Reports and Sub Committee Reports

### a) Falmouth Pilot Services (PSC)

- JE gave an update following the PSC meeting held on 17<sup>th</sup> September.
- We had positive feedback from A&P following the charges document that was sent to stakeholders.

### b) Remuneration Sub-Committee

- No meeting since June.
- The October meeting will be CG's last as Chair so the Board will need to decide on her replacement.

### c) Audit and Risk

- Next meeting is in October and will be AD's last as chair.
- There was an extraordinary A&R meeting held on 17<sup>th</sup> September where the auditors went through each budget line.
- The work following this meeting has been done and the final accounts will come to Board for approval in October.

### d) Advisory Group (HUG)

- MC attended the first meeting where DO was elected as chair and David Nicoll as deputy chair.
- Following three recent incidents locally the HUG would like to arrange a PMSC/Risk Assessment training day for local clubs.
- Hard to reach groups include paddle boarders, motor boats, swimmers. Good discussions are ongoing on how to reach this sector.
- The HUG has a large membership with quite a few representatives from yachting stakeholders.
- Membership will be fluid and we will try to attract relevant stakeholders to meetings where agenda items concern them.
- DO would like the HUG meetings to be hosted by its members to give each host an opportunity to present on their latest news.
- The HUG will eventually need to look at Harbour Directions to replace existing by laws.

## Key Decisions and Resolutions

12. • None

## Stakeholder Engagement

### 13. Customer Feedback

- A selection of thank you letters have been included in the Board pack.
- These represent very good positive feedback.

### 14. Media Report

- Previously distributed for information.

### 15. Record of Commissioners Stakeholder Activity

- MC attended Sea Sunday Parade on 21<sup>st</sup> July.

## 16. Future Events requiring Commissioners Attendance

- AW would like to be around when the new pilot boat arrives.
- At some point during winter or spring 2025 we will have a dedication ceremony to hopefully coincide with VIP visits to Falmouth.

## Standing Items

### 17. Policies

#### a) None

- 

### 18. New Legislation Guidance / Consultations

- None.

### 19. Risks

#### a) Review of Red Risks

- Previously distributed for information.
- These will be discussed at Audit and Risk.

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

- None for Board.

### 20. Correspondence

#### a) Mazarine Final Safety Investigation Report

[MV-Mazarine Final-Safety-Investigation-Report.pdf \(gov.mt\)](#)

- Link previously distributed for information.

#### b) PNPf 20240710 - Post Consultation Letter

- Previously distributed for information.
- This matter was discussed and it was confirmed than none of the pilots are in the PNPf scheme.

#### c) Thank You from Cherilyn Mackrory

- Previously distributed for information.

#### d) RNLI Email & Document re New Lifeboat

- Previously distributed for information.

#### e) Thank you from Peter Langdon

- Previously distributed for information.

#### f) Thank you from Yacht FiFi

- Previously distributed for information.

### 21. Other Non-Urgent Business

- An Open Day event similar to last year will be held in November partly due to accounts and audit taking longer to finalise.
- We hope to combine this with a Chamber of Commerce breakfast event.

## Any Other Urgent Matters

22. None.

## Action Items and Next Steps

23. • None

## Board Workplan Review

24. • Previously distributed for information  
• This now includes first 6 months of 2025.

Part One ended at 11:04.

## Dates of 2024 Meetings

Friday 25<sup>th</sup> October 2024

Friday 29<sup>th</sup> November 2024

Friday 13<sup>th</sup> December 2024

Budget

Lite & Joint Meeting with HUG