

**FHC BOARD MEETING**  
**PART 1 MINUTES**  
**Friday 28<sup>th</sup> February 2025 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, Commissioner     | NCC |
| John Elliott, Deputy Chair                  | JE  |
| Ifor Pedley, Harbour Master                 | IP  |
| Kay Penney, Commissioner (via Teams)        | KP  |
| Gerald Pitts, Commissioner                  | GP  |
| Tristan Rowe, Head of Commercial Operations | TRW |
| Andrew Williams, Commissioner               | AW  |
| Andy Wright, Commissioner                   | AWT |
| Vicki Spooner, EQSM (attended for Item 11)  | VS  |

**Governance**

**1. Chair's Opening Remarks**

- Chair welcomed everyone.

**2. Apologies**

- Elizabeth Gooch, Finance Manager

**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).
- AW has been appointed Deputy Lieutenant of Cornwall by Lord Lieutenant Bolitho.

**4. Approval of Minutes of the Meeting held on 31<sup>st</sup> January 2025**

- 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 (to end January)**

- Previously distributed for information.
- CEO gave an update on commercial shipping which has had a good start to the year.

**b) Finance Report**

- End of year accounts to be discussed in Part 2.

## 7. **CEO Report**

- Real Living Wage accreditation has been applied for and given.
- Need to look at moving self-employed cleaner onto real living wage.
- Deputy/Assistant Harbour Master interviews ongoing with some good candidates so far.
- Naval Regional Commander for the SW - Cdre Tristram Kirkwood visited us on 12<sup>th</sup> February.
- Front and rear doors of the main office are being replaced for better security and insulation. As a listed building we had to submit a planning application for this.
- CEO is attending several events next week including British Ports Association Reception at the House of Commons, All Party Parliamentary Group (APPG) Celtic Sea meeting and a Cruise Britain event. CEO will deliver a joint presentation with A&P at the Cruise Britain event and is hopeful A&P will join. CEO will meet with Jayne Kirkham, MP, whilst at the House of Commons.
- Also planning a meeting with Jayne at the BPA annual dinner in May with CEO and MC.

## 8. **Falmouth Harbour Commercial Report**

- TRW gave a verbal report on leisure.
- Invoices have just been issued which represents £500k of revenue.
- Strops project is being refined.
- Rejoined Yacht Harbour Association and meeting via Teams with the Chief Executive next week.
- Completed annual pricing review to compare with competitors.
- Now logging turnover rate to look at trends.
- All moorings over 8.5m will be filled. There is an ongoing initiative to fill moorings for smaller boats.
- The decision to move the Leisure Team to the Boatpark has worked well. Charlie Whelan, Moorings Officer, has made a great start and is working hard to fill moorings.

## 9. **HM and Falmouth Pilot Services Update to include PMSC/Duty Holder Matters and Incidents**

- HM report previously distributed.
- Pilots are being encouraged to report ladder deficiencies via the pilot's app.
- IP gave an overview of the Netherlands incident. We have reviewed our risk assessment following this incident.

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

### a) **SHA**

- No update.

### b) **Pilotage CHA Matters**

- Beach Safety (Restricted Vessel) Zone documents previously distributed for information.
- IP is dealing with the feedback and so far there have been over 20 responses.
- IP has responded immediately to the queries.
- A number of the queries were easy to deal with but a couple were more challenging to answer. Also received some positive comments.
- This has involved a lot of work which is ongoing.

- If anyone sees any comments on social media please let IP know.
- JE has volunteered to attend the consultation event on Thursday 13<sup>th</sup> March.
- Working with the HUG during this process has been very productive.
- The Board discussed how future projects might be handled.
- CEO and MC thanked IP for all his hard work on this.

## 11. Environmental Duties Reports - VS Joined for this agenda item

### a) Sustainability Board Update

- Previously distributed for information.
- VS gave a verbal update
- We have met our target of a 10% reduction in scope 1 emissions.
- The new pilot boat is very efficient and with the use of HVO this year will help us reduce emissions further.
- VS is working on various projects with students from Plymouth and Falmouth Universities.
- Commissioners discussed bio diversity net gain.
- The electric rib is arriving on 28<sup>th</sup> April. The charger will be installed before Easter.
- We are committed to have a naming ceremony for the rib so we may try to incorporate the naming ceremony for Atlantic at the same time.

### b) Church Street Pollution Update

- The Environment Agency (EA) has met with Cornwall Council (CC) and the council were shocked at the extent of the pollution. On EA advice, CC has invited us, Falmouth Town Council and other stakeholders to a meeting in mid-March which VS will attend. As we do not want to be involved in any oil pollution mitigation but we do want the pollution issue to be sorted, VS will suggest they contract an organisation such as Adler and Allen to do this. The Board agreed with this course of action.

## 12. Commissioner Reports and Sub Committee Reports

### a) Falmouth Pilot Services (FPS)

- Next meeting is 11<sup>th</sup> March 2025.

### b) Remuneration Sub-Committee

- Next meeting is on 18<sup>th</sup> March and there is a significant amount of work for this meeting.

### c) Audit and Risk (A&R)

- NCC updated the Board following A&R's meeting held on 14<sup>th</sup> February 2025.
- A&R did a thorough review of all risks.
- The railings project is underway and out for tender. This is a budgeted project over the next 2 years.
- Ladder review is underway following the report of a death in a marina in Berkshire.

### d) Review of Red Risks & Review New Risks

- Previously distributed for information.

**ACTION:** The residual risk category for Resilience Risks 3 and 23 remains red after all mitigations. If we are doing all we can to mitigate the risk the level of residual risk should be reduced and if not there should be an explanation as to why. A&R to review Resilience Risks 3 and 23 at the A&R meeting in May.

## **e) Harbour Users Group (HUG)**

- IP updated the Board following the HUG's recent meeting held on 10<sup>th</sup> February 2025.
- AWT, as Commissioner representative on the HUG, has met with Dave Owens, chair, and Dave Nicoll, deputy chair, earlier this week.
- Dave Owens will attend the Part 1 Board Meeting in March.

## **f) Commissioner Appraisals**

- No update. Remove from agenda.

## **Key Decisions and Resolutions**

- 13.**
- None

## **Stakeholder Engagement**

### **14. Media Report**

- Previously distributed for information.

### **15. Record of Commissioners Stakeholder Activity**

- NCC is attending a round table event on 25<sup>th</sup> April. CEO and VS to contact NCC if there is anything they'd like NCC to raise.
- IP and TRW have presented at Mylor and Flushing Yacht Clubs.
- NCC has completed a H&S learning walk with Barry Buist.
- NCC and GP have arranged to do learning walk with Tristan.
- KP will do a learning walk to look at the appraisal system.

### **16. Future Events requiring Commissioners Attendance**

- None.

## **Standing Items**

### **17. Policies**

- None

### **18. New Legislation Guidance / Consultations**

- CEO commented that it is worth noting that the Scottish government are considering a cruise levy charge per passenger. BPA has pushed back on this. This may benefit us if it goes ahead.
- Cruise schedule for 2025 is now on our website. CEO invited Commissioners to come out on the pilot boat for the cruise ship arrivals.

## **Correspondence**

### **19. Thank you Email from RLNI**

- Previously distributed for information.

### **20. Letter from Moorings Customer**

- Previously distributed for information.
- Leisure office will look at creating a testimonials page either on the website and/or using a notice board in the office.

## **Any Other Business**

### **21. Any Other Non-Urgent Business**

#### **a) Circular 049 - BPA Trust Port Board Member Governance Workshops**

- Previously distributed for information.
- Requirement for Commissioners to attend BPA PMSC webinars. If interested please contact KS to book.

#### **b) Commissioner Registration Book**

- We have 4 pages left in the Commissioner Registration Book. We have received a quote of £535.00 for a new similar bound book. There is a long lead time on this due to the work involved.
- The Board approved the purchase of the new book.

### **22. Any Other Urgent Business**

- None.

## **Board Workplan Review**

### **23. Board Workplan**

- Previously distributed for information.

## **Dates of 2025 Meetings**

Friday 28<sup>th</sup> March 2025 (AGM)

Friday 25<sup>th</sup> April 2025 (Lite)

Friday 23<sup>rd</sup> May 2025

Friday 27<sup>th</sup> June 2025 (Finance)

Friday 26<sup>th</sup> September 2025 (Strategy Day)

Friday 24<sup>th</sup> October 2025

Friday 28<sup>th</sup> November 2025 (Budget)

Friday 19<sup>th</sup> December 2025