

FHC BOARD MEETING

PART 1 MINUTES

Friday 23rd May 2025 08:30
NMMC Theatre



**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	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

- 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).

4. Approval of Minutes of the Meeting held on 28th March 2025

- With one amendment 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. PMSC Compliance - SHA/CHA/Duty Holder

- MC commented that while there are no significant changes the Government see this as important and MC requires that all Commissioners have completed an online course on this. Courses are available via the BPA and are very relevant and well presented. Responsibility for this lies with the Commissioners.

7. HM and Falmouth Pilot Services

- HM report previously distributed.
- No questions or comments.
- a) **Incident Reports**
 - Previously distributed for information.

b) Enforcement Decisions/Updates

- None.

8. Finance Reports

a) Commercial Shipping

- Previously distributed for information.
- CEO commented that we have set challenging targets for commercial shipping revenues.
- 19th to 23rd May has been a particularly busy week. Broadly we should be on or over budget for May.
- Commercial shipping is very hard to predict so it is difficult to create a financial forecast based on shipping movements.
- Crossroads buoy will be upgraded to Class 1 Admiralty Buoy standard which will allow us to attract revenue options from cruise and RFA vessels.
- CEO updated the Board on the various shipping agents.
- Budget profiling will be improved for next year.

b) Finance Reports

- Previously distributed for information.
- AW suggested allocating time in the Board meetings to go through the financial documents in more detail with commentary from CEO and Rachel Squibb, Assistant Finance Manager. This will support Commissioners understanding of the reports.
- The finance reports will continue to be refined following Rachel's appointment and the new Head of Finance (once recruited).
- AWT requested a Learning Walk with Rachel.

9. CEO Report

- Atlantic has been with us for almost 9 months. There are a few snags such as the anti-foul issue. Due to meet with Holyhead to discuss taking Atlantic out of the water either here or at Holyhead.
- Part of the final payment to Holyhead will be retained until snags are sorted.
- Year-end done and audit due to start imminently
- Sarah Jones, Minister for Ports and Maritime visited A&P and was taken out on the pilot boat. The minister came down to launch FDEC's shore power system. CEO talked to her about shore power, transition fuels and encouraged her to meet with BPA.
- Electric rub due to arrive 12th or 13th June.
- While in London for the BPA meeting MC and CEO met with Jayne Kirkham to give her an initial indication of Falmouth Harbour's plans. Jayne is keen to be involved and support us.

10. Falmouth Harbour Commercial Report

- TRW gave a verbal update on leisure budget and thanked Rachel who has been very helpful.
- All TRW's initiatives are supported by IP's team and ensure all is done safely and properly.
- 12000l of fuel was successfully delivered to a superyacht.
- Moorings occupancy is above 85%. There are 90 available moorings mostly for up to 8m boats. TRW is looking at different approach to using these moorings.
- Now working on attracting visitors and events.
- MC commented that it is good to see the Leisure and Harbour Master Teams working well together and thanked IP and TRW for their leadership in making this happen.

11. Environmental Duty

- VS discussed this item as part of Strategy Discussion Item 1.

12. Commissioner Reports and Sub Committee Reports

a) Falmouth Pilot Services (FPS)

- JE updated the Board following the FPS meeting on 16th April.
- JE thanked IP for completing the pilotage direction review which is all agreed and implemented.
- IP is taking the lead on the training procedure review for pilots.
- FDEC are keen to show their stakeholders that the pilots are well trained for this service which they rely on.
- Cornwall Council and FDEC both expressed willingness to contribute to pilot training.
- Pilot contract review is ongoing.

b) Remuneration Sub-Committee

- The next RemCom meeting is on Friday 17th June.

c) Audit and Risk (A&R)

- NCC updated the Board following the A&R meeting on 14th May.
- The risk register was reviewed.
- The marine railings project is underway. Emergency works were completed last year and further improvements will begin in Autumn 2025.
- Following recent incidents at other marinas where people have fallen into the water, CEO is working on a risk to cover this. The main issue is ladder visibility and depth. There is no issue with immediate compliance but we have made some small steps such as hanging whistles on the ladders.
- The recent high profile cyber-attacks were raised at A&R. Due to the increased level of threat BB is working with NCI on additional measures and testing of our systems.
- CEO commented that cyber security training is essential and would like all commissioners and employees to be up to date with their KnowBe4 training. CEO will chase both staff and commissioners if they are not up to date.
- The 250217 Paper for A&R re DP recommendations was previously circulated for information. This follows the recent pilot fatality in the Humber. NCC is satisfied that Tom Redgrave has cross checked all findings and recommendations and A&R is happy with this report.

d) Harbour Users Group (HUG)

- No update.

Key Decisions and Resolutions

13. None.

Stakeholder Engagement

14. Media Report

- Previously distributed for information.

15. Record of Commissioners Stakeholder Activity

- AWT attended the Mayor's Charity Ball on 28th March.
- MC attended the Mayor Making Ceremony on 19th May.
- MC and CEO attended the BPA Annual Lunch and Dinner and met with Jayne Kirkham, MP.

16. Future Events requiring Commissioners Attendance

- CEO is expecting invitations to attend various Classics events.

17. Learning Walks

- GP gave an overview of his recent Learning Walk with TRW on Leisure structure and operations.
- GP commented that he saw a very well managed operation and TRW is an ambassador for Falmouth.
- NCC also did a Learning Walk with TRW and wondered if we could do more to develop a pipeline of customers and to help people engage with the water.
- CEO also commented on Open Day and the different formats we have tried.
- JE and his wife facilitated a workshop with TRW and other members of the team around stakeholder management and road mapping. The session was very well received.
- A financial Learning Walk will be arranged for all interested Commissioners once the Head of Finance is in place.
- KP is doing a Learning Walk on 3rd June on HR and Performance Management processes and policies.

Standing Items

18. Policies

- None

19. New Legislation Guidance / Consultations

a) Planning and Infrastructure Bill: Harbour Order Fees

- Harbour Order Fees to Rise, Nature Restoration levy [Planning and Infrastructure Bill](#)

b) National Strategy for Sustainable Ports – awaited

- Due imminently.

c) National Wealth Fund

- Statement of Strategic Priorities to National Wealth Fund, [Strategic Steer to NWF - final.pdf](#) 2 strategic objectives: supporting regional and local economic growth and tackling climate change.

d) New Maritime Strategy

- To succeed Maritime 2050 - more concise, focussing on four key areas; People, Safety Environment and Growth which will include Infrastructure and Ports - LISW in September.

Correspondence

20. BPA Circular 083 - Maritime Decarbonisation Strategy Published

- Previously distributed for information.

21. A&P Planning Application – Summary and FHC Response

- Previously distributed for information.
- Thank you to VS who has done a lot of work on this.
- This project will have a lot of positive benefits for Falmouth and the port.
- A&P are working hard to address stakeholder responses.

22. BPA Community Outreach Case Study Report

- Previously distributed for information.
- The document was FH's submission for the BPA report.

Any Other Business

23. Any Other Urgent Business

- None.

Board Workplan Review

24. Board Workplan

- Previously distributed for information.

Dates of 2025 Meetings

Friday 27th June 2025 (Finance)

Friday 26th September 2025 (Strategy Day)

Friday 24th October 2025

Friday 28th November 2025 (Budget)

Friday 19th December 2025