

**FHC BOARD MEETING**  
**PART 1 MINUTES**  
**Friday 27<sup>th</sup> June 2025 09:30**  
**Meeting Room Pod**



**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
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

**Guests:**

Dave Owens, Chair of Harbour Users Group (HUG)	DO
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**Governance**

**1. Chair's Opening Remarks**

- Chair welcomed everyone.

**2. Apologies**

- |                                  |    |
|----------------------------------|----|
| • Angela Harvey, Finance Manager | AH |
| • Ifor Pedley, Harbour Master    | IP |
| • Kay Penney, Commissioner       | KP |

**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 23<sup>rd</sup> May 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**

- Recent staff injury in maintenance team which will be tabled at A&R. It has been reported to RIDDOR.

## 7. HM and Falmouth Pilot Services

- HM report previously distributed.
- Annual chains and shackles stock check is complete and all is OK.
- New Vemahonesty master is completing his Pilotage Exemption Certificate (PEC) training.
- CEO explained what we can do to mitigate the Vemahonesty noise issue within our limited powers.
- Arrow refit - some spend in normal maintenance budget this year. Vast majority of works will be next year.
- Crossroads buoy chain works have been completed.

### a) Incident Reports

- Previously distributed for information.

### b) Enforcement Decisions/Updates

- For note we received a cheque from the Crown Prosecution Service for just over £2k in relation to the Lady Kate prosecution.

## 8. Finance Reports

### a) Commercial Shipping

- Previously distributed for information.
- The 2 Saga ships were in port on the same day. FH worked hard with A&P to make this happen.
- CEO will work with AH on various trackers and dashboards for reporting on commercial shipping in different ways, e.g. by tonnage.

### b) Other Finance Reports

- Previously distributed for information.
- AH now in place as Finance Manager and is working well with RS, Assistant Finance Manager. AH is doing on average 2 days per week.
- In September AH will attend the board meeting and CEO recommended that commissioners let her know what they would like to see in the monthly finance reports.
- The Board discussed the reports in detail with some queries. Some of which will be deferred to September when AH will be in attendance.
- CEO ran through and explained some of variances.
- AWT, NCC, AW and JE would like to do a Finance Learning Walk in August or September.
- CEO gave an update on the pilot boat income on the P&L document.

## 9. CEO Report

- Castle to Castle swim raised a 6 figure sum for the RNLI. This is the only time the port closes. All FH vessels were deployed.
- FH is working hard with A&P on cruise destination work.
- AI CCTV project has been approved. This project uses AI to interpret CCTV footage in more strategic ways.

## 10. Falmouth Harbour Commercial Report

- Seasonal staff have settled in with lots of good feedback from customers.
- All facilities are at or almost at capacity.
- Classics event went well.
- Whistles are on every ladder and where needed new ladders have been ordered.
- Sailing Vision event this week.
- Moorings now at 87% occupancy. New bright visitor moorings are in place.
- Fuelling - full capacity from fuel barge for customers as all FH vessels are now running on HVO.
- Use of 2 launches from Marine School 1 electric and 1 diesel. We can then log how they are used to compare data for diesel vs electric.
- Social Media - using seasonal staff skills to enhance our social media postings.
- TRW is working with Superyacht Agencies to share photos and information which they will post.
- DO commented that from a stakeholders point of view, customer service has been improving but this year has improved exponentially. Special thanks to Charlie Whelan who is very proactive.
- AWT commented that he has also witnessed very impressive customer service.
- All pods on the boat park are let bar the smallest one. The possible tenants for the smallest pod would like a bigger space so TRW is in touch with original builders to see if this can be done.
- In conversations with Marine School who would like to use our slipway.
- We are seeing more interest for the 8m moorings.

## 11. Environmental Duty

- Marine and Coastal Partnership visited yesterday. They did a tour of Falmouth to take in the marine blocks and sea wall tiles and VS shared her sustainability plan. They also visited Buoyant Productions floating platform at the docks.
- Buoyant Productions platform should launch on 1<sup>st</sup> July. Small revenue opportunities as they will use Killigrew and pilot boats.
- Following the press release for the Buoyant Productions project we received other enquiries for FaBTest.
- Dynamic cable project has just started its MMO process.
- E-Rib has a fault with the battery so it has been returned. CEO explained the mitigating factors around this.
- Baited underwater surveillance project is starting.
- Seal spy project now has Natural England permissions and will be deployed off Black Rock.
- HVO is in 5 of our 6 vessels with no reported issues. The HVO supply chain is secure with Mitchell and Webber. If there are issues we can use diesel. CEO thanked VS for her hard work on this project which has been complex. The Board added their thanks.
- VS has sent requests for quotations to develop anchoring heat map over the maerl.
- Flushing Sailing Club now have their autonomous mark which reduces the need for anchoring.

## 12. Commissioner Reports and Sub Committee Reports

### a) Falmouth Pilot Services (FPS)

- The next FPS meeting is on Tuesday 1<sup>st</sup> July.

### b) Remuneration Sub-Committee

- AW updated the Board following the RemCom meeting on 3rd June.
- ML is working on a review of Board Efficiency, NED Remuneration and Governance.
- RemCom gave interim approval of appraisal forms and polices which KP will review further.

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

- The next A&R meeting is on Tuesday 5<sup>th</sup> August.

### d) Harbour Users Group (HUG)

- DO updated the Board following the HUG meeting on 2<sup>nd</sup> June.
- HUG is now 11 months old.
- We experimented with an evening meeting to encourage attendance for certain groups but as this didn't work we will revert to daytime meetings.
- Beach Safety Zone is working well. Post season review will be done.
- There is greater awareness amongst the sports clubs of Hazman incident reporting.
- Speed limits have been discussed at FEMSC and all the Harbour Masters are working to make this more consistent.
- AWT attended for the first time and he asked that if commissioners have any thoughts are where the HUG should be going please email him.

## 13. KnowBE4 Statistics June 2025

- Previously distributed for information.
- CEO gave an overview of the statistics.

## 14. Red Risks

- Previously distributed for information.
- NCC ran through the red risks.
- After discussion the following amendments were agreed:
- Strategic Risk 42 - Mitigation 4 target date to be pushed back to Q1 2026 and will be discussed at the next A&R meeting.
- Resilience Risk 22 Business Resilience and Emergency Plan to be discussed at the next A&R meeting.
- Resilience Risk 14 – a large amount of this risk now sits out of hours so may split into 2 risks. To be discussed at the next A&R meeting.
- Strategic Risk 13 - Mitigation 1 target date to be pushed back to Q4 2025.

## Key Decisions and Resolutions

### 15. Board Commissioners Appointments.

- Previously distributed for information.
- CEO has spoken to Anna Jay and has her proposal for this round of commissioner recruitment.
- We have started to look at the applicant pack.
- Final details will come to next RemCom meeting.
- HUG members will be notified of recruitment.
- The Board discussed the document approved the next steps.

## 16. Commissioner Succession Plan for Approval

- Previously distributed for information.
- This document has been approved by RemCom.
- After discussion the Board approved the succession plan on page 5.

## 17. Nominations for Chair and Vice Chair of Board 2026

- MC would like to nominate himself to continue as chair.
- AW, as chair of RemCom, has not received any other nominations.

## Stakeholder Engagement

### 18. Media Report

- Previously distributed for information.

### 19. Record of Commissioners Stakeholder Activity

- AWT attended the Classics supper on 14<sup>th</sup> June.
- MC attended the AZAB 50 Celebration Party on Saturday 21<sup>st</sup> June.
- AW and MC attended the Royal Cornwall Show where they met with Jayne Kirkham.
- AWT, JE and MC attended the Team Day held during the afternoon of 24<sup>th</sup> June. This was a good way for Commissioners to meet with staff.

### 20. Future Events requiring Commissioners Attendance

- Film premier - Seagrass film.
- Mayor making service in July.

### 21. Learning Walks

#### a) Falmouth Haven Learning Walk – GP

- Previously distributed for information.

## Standing Items

### 22. Policies

- None.

### 23. New Legislation Guidance / Consultations

#### a) [Draft national policy statement for ports consultation](#) - close 29/07

- Link previously emailed.
- BPA will be making a representation.

#### b) [Decarbonising smaller vessels - GOV.UK](#) - call for evidence close 25/07

- Link previously emailed.

## Correspondence

### 24. Falmouth Harbour BPA Award Submissions

- Previously distributed for information.

### 25. Circular 156 BPA Resource Guidance for Trust Port Board Members

- Previously distributed for information.
- MC recommended that Commissioners read this document.

**26. Circular 176 - National Wealth Fund Statement of Intent**

- Previously distributed for information.

**27. Circular 178 - BPA Summary UK Gov Infrastructure Strategy**

- Previously distributed for information.

**Any Other Business**

**28. Any Other Urgent Business**

- None.

**Board Workplan Review**

**29. Board Workplan**

- Previously distributed for information.

**Dates of 2025 Meetings**

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