

**FHC BOARD MEETING**  
**PART 1 MINUTES**  
**Friday 26<sup>th</sup> September 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
Angela Harvey, Finance Manager	AH
Ifor Pedley, Harbour Master	IP
Kay Penney, Commissioner	KP
Gerald Pitts, Commissioner	GP
Tristan Rowe, Head of Commercial Operations	TRW
Andy Wright, Commissioner	AWT

**Guests:**

Dave Owens, Chair of Harbour Users Group (HUG) (Attended for Item 11d)	DO
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**Governance**

**1. Chair's Opening Remarks**

- Chair welcomed everyone.

**2. Apologies**

- Andrew Williams, Commissioner AW

**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 27<sup>th</sup> June 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. Safety and PMSC Compliance - SHA/CHA/Duty Holder

- Duty holder audit has been arranged for November and will be presented at the November Board.
- Marine Safety Management System (MSMS) has been migrated over to SharePoint.
- Auto reminders will be sent via SharePoint when a document is due for review.
- Navigational Risk Assessments are held in Hazman while all other risk assessments are in MSMS. IP has looked to see if we can use Hazman for all risk assessments but it is not suitable for non-navigational risks.

### 7. HM and Falmouth Pilot Services

- HM reports previously distributed.

#### a) Incident Reports

- Previously distributed for information.
- IP ran through the incidents. Most are minor due to tying up or anchoring incorrectly.
- FH report all incidents however minor.
- CEO and TRW have followed up with the FH team members that dealt with the propeller incident.

#### b) Enforcement Decisions/Updates

- RCYC installed a pontoon off their quay about 3 months ago. CEO is liaising with RCYC for their navigational risk assessment for the pontoon. CEO will report further at the next Board meeting.
- MC declared an interest in RCYC as he is a member.

#### c) Commercial Shipping

- Previously distributed for information.
- CEO gave an overview of commercial shipping.
- AH will look at adding gross tonnage to these reports.

### 8. Finance Reports

#### a) Finance Dashboard

- Previously distributed for information.
- MC thanked AH for this set of excellent finance reports.
- AH would appreciate feedback on what the Commissioners would like to see on the dashboard.
- CEO reported that there is more work to be done to ensure accurate coding of revenue and expenditure.
- The Board discussed the dashboard and AH clarified any points raised.
- The Board congratulated TRW and his team for the excellent work they have done this year which is reflected in the increased leisure revenue figures.
- AW asked AH to consider extracting legal expenses as a separate budget line.

#### b) Income & Expenditure

- Previously distributed for information.

#### c) Balance Sheet

- Previously distributed for information.

**d) P&L by Department**

- Previously distributed for information.

**9. Falmouth Harbour Commercial Report**

**a) Slipway Marketing Campaign Stats**

- Previously distributed for information.
- July and August were good months for leisure.
- TRW gave an update on the fuel barge refuelling procedure.
- Events bring a lot of work but do bring in revenue.
- TRW updated on the tuna fishing event and the positives it brings to Falmouth.
- Red Bull Sea Sprint went well despite the poor weather.
- Great bunch of seasonals. Good social media.
- CEO added his thanks to TRW and his team who are all working hard.

**10. Environmental Duty**

- Sustainability Plan Review previously distributed for information.

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

**a) Falmouth Pilot Services (FPS) and Pilotage Standards Committee (PSC)**

- JE updated the Board following the FPS meeting on Tuesday 1<sup>st</sup> July
- The Pilotage Standards Committee is a meeting held with other local harbour authorities. The A&P and pilot representation on the PSC are working well.
- The next FPS meeting is on Tuesday 7<sup>th</sup> October 2025.
- The next PSC meeting is on Tuesday 10<sup>th</sup> March 2026.

**b) Remuneration Sub-Committee**

- AW's report on the RemCom meeting held on 16<sup>th</sup> September previously distributed for information.
- MC will write to Shelley to thank her for her support as she has now decided to end her contract with FH.

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

- NCC updated the Board following the A&R meeting on 10<sup>th</sup> September.
- 2024 Final Accounts and Letter of Representation previously distributed for information.
- The Board approved for CEO and MC to sign the letter of representation.
- NQA audit went well with just one minor opportunity for improvement. Thank you to all involved.

**d) Harbour Users Group (HUG)**

- DO updated the Board following the HUG meeting on 18<sup>th</sup> September.
- The HUG had a presentations from Diccon Rogers, Managing Director of KML and Abbey Crossley, Senior Marine Officer, Cornwall Council on seagrass.
- AWT, IP and DO have completed a first year review paper which was introduced to the HUG last week for comment. This will then be presented to the Commissioners for their input. DO has received a lot of positive feedback especially around increased safety awareness.
- The issue of water quality was raised but the HUG needs to consider what, if any, involvement they can have. FH does not have jurisdiction in this area.

- There is a bit of confusion around all the differing organisations involved in the marine environment around Falmouth Harbour (FH). A mapping exercise has been suggested to try to clarify the jurisdiction of each of these groups and how they interact.
- Church Street Car Park pollution - NCC met with Jayne Kirkham and highlighted this issue.
- DO asked for feedback from the Commissioners about what they would like the HUG to focus on.

## **e) Commissioner Appraisals**

- Commissioners to liaise with MC to arrange a mutually convenient date.
- MC would like to hold exit meetings with the retiring commissioners.

## **12. KnowBE4 Statistics September 2025**

- Previously distributed for information.
- CEO gave an overview of the statistics.
- We have received Innovate UK funding to fund a cyber security audit in addition to the work BB has been doing.

## **13. Red Risks**

- Previously distributed for information.
- These were reviewed by A&R at their meeting on 10<sup>th</sup> September.
- The risks were discussed with the following comments:
  - Resilience Risk 02 - loss of assets - business continuity plan is being rewritten at the moment.
  - Resilience Risk 03 - loss of key staff - a succession plan would help mitigate this risk.
  - Resilience Risk 13 - CEO to review residual risk level.
  - Resilience Risk 14 - CEO to review ahead of the next A&R meeting.
  - Resilience Risk 20 - As Porthoustock is in our CHA it is not unreasonable to ask them for their risk assessments. IP will contact them again.
  - Resilience Risk 22's residual risk may be lowered from black to red once we have a working rib in place. The trigger for this will be the new HRO.
  - Resilience Risk 23 - TRW and his team have done a survey of the ladders. Whistles have been added to the top of each ladder. Daily checks are done on each quay.
  - Strategic Risk 21 - GP suggested a table top exercise.
  - Strategic Risk 27 - VS is doing a lot of work in this area.

## **Key Decisions and Resolutions**

### **14. Board Commissioners Appointments.**

- Recruitment Pack previously distributed for information.
- Adverts have now gone live with a further advert for the community commissioner role to go live next week.
- Good response so far especially around the commercial shipping role.

### **15. 2026 Meetings Calendar**

- Previously distributed for information.

## Stakeholder Engagement

### 16. Media Report

- Previously distributed for information.

### 17. Record of Commissioners Stakeholder Activity

- MC attended the Sea Sunday event on 20<sup>th</sup> July.
- JE was due to attend the film premiere of 'The Hidden Wonders of St Mawes Harbour' on 19<sup>th</sup> July but the event was cancelled.
- MC attended the University of Exeter's graduation, drinks reception and lunch on 24<sup>th</sup> July.
- NCC met with Jayne Kirkham.

### 18. Future Events requiring Commissioners Attendance

- MC to attend the Battle of Britain Service on Sunday 5<sup>th</sup> October.
- MC to attend the Mayor's Civic Service on Sunday 19<sup>th</sup> October.

### 19. Learning Walks

- KP gave an overview of her HR Learning Walk. She has made some recommendations and is working with EJW.
- MC suggested that once the staff appraisal system has been reviewed we then look at the Commissioner appraisal system.

## Standing Items

### 20. Policies - [UK Cruise Growth Plan - GOV.UK](#)

- Link to plan previously distributed for information.

### 21. New Legislation Guidance / Consultations

- None.

### 22. A&P Falmouth Docks Redevelopment (MLA/2025/00157) MMO Licence application

- VS's response previously distributed for information.
- The Board thanked VS for all her work on this.

## Correspondence

### 23. Falmouth Classics, POFSA and Customer - Thank you Letters

- Previously distributed for information.

### 24. Circular 197 UK ETS Maritime Consultation Interim Response

- Previously distributed for information.

## Dates of 2025 Meetings

Friday 24<sup>th</sup> October 2025 (Strategy Day)

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

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