

FHC BOARD MEETING

PART 1 MINUTES

Friday 24th October 2025 09:30
Online Via Teams



**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
Tristan Rowe, Head of Commercial Operations	TRW
Andrew Williams, Commissioner	AW
Andy Wright, Commissioner	AWT

Governance

1. Chair's Opening Remarks

- Chair welcomed everyone.
- Strategy meeting will be moved to Friday 19th December. Newly appointed commissioners will be invited.
- Falmouth Harbour (FH) won the SME award at the BPA conference which went down really well with colleagues in the room. The Board congratulated CEO and the whole team. MC and another Commissioner will attend the Team meeting at the beginning of December to congratulate all on the winning of this award.
- MC spoke about the conference and one particular session debating 'Are we at war?'. MC has asked CEO to consider how this may affect FH and this will be added as a Board agenda item and will ask A&R to consider this risk. AW recommended looking at critical infrastructure which will be further discussed at strategy day.
- AWT gave his summary of the BPA conference which he considered to be a useful few days.

2. Apologies

- Gerald Pitts, Commissioner GP
- Vicki Spooner VS

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).
- CEO has redeclared his self-nomination for the BPA council for a further 2 year term.

4. Approval of Minutes of the Meeting held on 26th September 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. Safety and PMSC Compliance - SHA/CHA/Duty Holder

- Designated Person (DP) PMSC audit is booked in for next month.
- Marine Safety Management System (MSMS) is continually being improved.
- FH Intranet is now live and we will add access to MSMS for Commissioners.
- The Board thanked IP and the Team for all their hard work in delivering these systems.

7. HM and Falmouth Pilot Services

- HM reports previously distributed.
- Although low this month sometimes the number of reported incidents is high. IP reported that comparatively FH has a lot of incidents.
- We actively encourage the reporting of incidents including near misses.
- CEO summarised the differences in reporting and reported incidents across ports.

8. Finance Reports

a) Finance Dashboard

- Previously distributed for information.
- AH has rolled out department dashboards which will be ready for the Board next month.
- Atlantic is back from Holyhead and the retention payment is due to be paid.
- Asset register and depreciation are being reviewed.
- Bringing forward finance audit so it will be done in the spring next year. AH and RS are working with Philips Frith to ensure all is in place for this.
- Annual accounts are now online - [Publications - Falmouth Harbour, Cornwall](#).
- JE requested that grant revenue be added to the dashboard.

ACTION: CEO to inform HUG re no annual report this year but report in May to cover 2025 and the first quarter of 2026.

b) Income & Expenditure

- Previously distributed for information.

c) Balance Sheet

- Previously distributed for information.

d) P&L by Department

- Previously distributed for information.

e) Commercial Shipping

- Previously distributed for information.

9. CEO Report

- Killigrew is back from Mylor with her new engines.
- Second hand rib performing well.
- FabTest marketing strategy is in progress.
- TRIP funded project is commissioned and has commenced for the Boat Park. No issues so far. This has to be completed by the end of December.
- E-Rib – discussions ongoing with RS Electric.

10. Falmouth Harbour Commercial Report

- Transitioning into winter.
- TRW commented that larger insurers are insuring boats to be moored over winter.
- Marina winter village is as full as it can be.
- Looking at initiatives for mooring field over winter.
- There are more boats ashore than last year.
- Boat park intrusive works have been done and now awaiting report.
- Visitor survey has just been sent. No flags raised so far with Falmouth Town itself praised highly.
- Event planning for 2026 is underway.
- Leisure team are working on strategies for 2026.
- Small craft revenues are on budget.
- CEO commented how hard the Leisure Team have worked and noted CW for special mention.
- MC commented on the success of the Leisure Team and passed on Board appreciation for all their hard work.

11. Environmental Duty

- No update.

12. Commissioner Reports and Sub Committee Reports

a) Falmouth Pilot Services (FPS)

- JE updated the Board following the FPS meeting on Tuesday 7th October.
- Pilots have requested a cruise wash up meeting with A&P and this is taking place on 3rd November.
- Commercial options to extend the life of Arrow were discussed and will be presented to the Board in due course.
- New Boarding and Landing Code guidance has been issued and all crew have signed to say they have read and understood the new code.

Key Decisions and Resolutions - None

Stakeholder Engagement

13. Media Report

- Previously distributed for information.

14. Record of Commissioners Stakeholder Activity

- MC attended the Battle of Britain Service on Sunday 5th October.
- MC attended the Mayor's Civic Service on Sunday 19th October.

Standing Items

15. Policies/New Legislation Guidance/Consultations

- None.

16. Embarkation & Disembarkation of Pilots Code of Safe Practice Review 2025

- Link previously distributed for information.
- [Embarkation & Disembarkation of Pilots Code of Safe Practice Review 2025](#)

Correspondence - None

Dates of 2025 Meetings

Friday 28th November 2025

Friday 19th December 2025

Dates of 2026 Meetings

Wednesday 21st January 2026

Wednesday 18th February 2026

Wednesday 18th March 2026

Wednesday 15th April 2026

Wednesday 20th May 2026

Wednesday 17th June 2026

Wednesday 16th September 2026

Wednesday 21st October 2026

Wednesday 18th November 2026