

# FHC BOARD MEETING

## PART 1 and SGM MINUTES

Friday 19<sup>th</sup> December 2025 09:30

### Meeting Room, Boat Park



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

#### Attendees:

Mark Chanter, Outgoing Chair	MC
Nigel Tipple, Incoming Chair	NT
Miles Carden, CEO	CEO
John Elliot, Deputy Chair	JE
Natasha Collings-Costello, Commissioner	NCC
Ifor Pedley, Harbour Master	IP
Kay Penney, Commissioner	KP
Gerald Pitts, Commissioner	GP
Tristan Rowe, Head of Commercial Operations	TRW
Vicki Spooner, EQSM (attended for item 11)	VS
Andrew Williams, Commissioner	AW
Emma-Jane Wood, Head of HR and Operations	EJW
Andy Wright, Commissioner	AWT

#### Guests:

Dave Owens, Chair of Harbour Users Group (HUG)	DO
Dave Nicoll, Deputy Chair of Harbour Users Group (HUG)	DN

## PART 1

### Governance

#### 1. Apologies

Angela Harvey, Finance Manager	AH
Kathryn Smith, Executive Support	KS

#### 2. 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).

#### 3. Approval of Minutes of the Meeting held on 28<sup>th</sup> November 2025

- The minutes from the previous meeting were tabled and approved.

#### 4. Matters Arising

- Previously distributed for information.
- CEO went through and updated the Matters Arising. The Board agreed that all Matters Arising were captured.

#### 5. HUG (Suggestions from Commissioners for HUG Tasks)

- Annual review date for April 2026, Community Day to follow alongside (CEO)
- Asked previously if there are any items that Commissioners want HUG to look at (MC)
- Interaction between sea and cruise, how does FH interact with Falmouth when unannounced visitors arrive? What can we do better, worse, differently (AW)

- Broader approach, what's our role within the town, how the HUG can bring the land and sea together? (AWT)
- What would HUG's suggestions be around engaging with the community? (JE)
- Shared intelligence of incidents at sea (not specific to FH), think that there is a role for HUG to help all water sports users/clubs improve safety awareness – mostly applies to leisure users rather than commercial. Consider running a half-day session, bring in representatives from local clubs, provide lots of information, return to club with safety awareness – Task: increase safety awareness in the harbour and access for the harbour (DO)
- Intelligence and knowledge and awareness of the HUG group – how does the community of Falmouth (economic, social, leisure) know what FH does for them, how can we identify individuals who can become champions (NT)
- Bringing together the disconnect between the sea and land – benefits of both (DN)
- Wider relationships between community and commissioners (MC)
- Key task for HUG next year to identify potential suitable replacements for Andrew Williams on the board in 12 months-time (AW)

## 6. Chair & NED Appointment Process (2026 Transition Plan)

- Previously distributed for information.

## Presentation

### 7. Designated Person (DP) Port Marine Safety Code (PMSC) Audit Presentation

#### Andy Langford

- Visited FH earlier this week
- 2<sup>nd</sup> audit of MSMS
- Last audit identified a duplication of documents, a couple of documents that should have been retired, difficult for staff to navigate – now ported across to SharePoint which has significantly improved navigation
- Some work needs to be done to detach documents from IMS but there have been significant improvements
- Code was revised in 2025 – MCA Aide Memoir also revised
- Use these documents to review further updates
- Reviewed Risk Assessments (Hazman & SharePoint) agreed that single platform is best in the future
- Hazard Groups should include people, environment, hazard and infrastructure
- Minor recommendations with regards to signing and dating for version control
- Revised code strengthened the requirement to engage with other authorities that run the harbour
- Falmouth Docks – revisit and refresh documents
- Noted the forming the HUG which has been a success
- Recommend the creation of a HMs newsletter, short, chatty style document, less formal published on the website, covers safety – used well in other ports
- Responsibility for provision for pilot services, FPP are subject to FH's documents – that which can be controlled is better managed by FH
- Trip on pilot boat, safety briefing from crew, correct use of phraseology, good communication, reported dragging anchor, conduct of pilot boat crew was exemplary, correct PPE used throughout
- Training records, LPS document all in good order and only a few minor amendments to make

- Assets documentation in very good order – with Harbour Assist
- Strop project, success of project measured in the reporting of incidents (12 failures a year previously to 1 in the last year)
- Conservancy – Lidar survey, mixed media survey helps in the management and oversight of buoys, as done it provides a very high starting point on data management and reporting in the future
- Trinity House
  - Category 2 lights, 1% shortfall on a 99% target
  - Category 3 lights over 99% against 97%
- Slight shortfall on the harbour patrol hours due to electric rib
- All KPIs met
- Previous audit items have been closed out
- A few new items added
- Overall, a good audit and happy that FH provides its services
- Did you get a change to speak to Pilots? (JE) – Not this time but hopes to in the future (DP)
- DP went on to mention about Pilots assessments being done by other pilots and should not ‘mark their own homework’ and now that Ben is on board he can engage with the pilots and assist with reassessments.
- A lot of great work done by IP and the team, well done

## **Andy Langford, DP left the meeting**

- Pass on thanks to cutter crew (MC)
- Express thanks to IP and the team on what they’ve achieved in the last 12 months (MC)
- Pilots contract, talked with the DP, some tidying needs to be done, work for next year, contact due to be signed on Monday (thank you JE for assistance) (CEO)
- More resilience now with the purchase of the 2<sup>nd</sup> hand rib (CEO)
- Lots of work done in the background around the introduction of SharePoint, accessing (read only) to intranet, MSMS and IMS, thanks to EJW to bring that forward (CEO) Action: link to be sent so that everyone can see (completed)
- Bridging agreements and key contracts to be put in place in 2026 (8 agreements) (CEO)
- IP issued letters to all relevant organisations to offer support, Flushing Quay was only one to respond, others haven’t replied or acknowledged – efforts to be recorded to show that tried (IP)
- Can FH facilitate a training day/event to find out how to do these (DO)
- Good guidance being published by Tihar and RYA (CEO)
- BPA runs a good course, if we share this, then people can join (CEO)
- Although SharePoint tracks version control, the DP still wants to have version control on the document (IP)
- Action from the audit – write at more length the how and why we do things (IP)
- How regularly to you change auditors? (DO) – Current auditor on a 3-year contract, ends 2026 after that audit (CEO)

## 8. Any Other Business

- Dredging – objections with the plume (Cornwall Wildlife Trust) (NCC) – adjourn until January board when all in place so that new board can be involved (MC)
- Cash flow, dropped just below £300k, have in place tight cost control, chasing debts, being managed well, will happen every year around this time, waiting on £100k grant but enabling an interim claim (final claim in January) and should receive payment within a month, now maximising our grants claims (CEO)
- FPS signing new contract on Monday (CEO)
- Destination Management Organisation survey being done with an event likely to be at Eden in the spring to present the results, looking to attend (CEO)
- Council is interested in cruise and cruise growth (CEO)
- What do you want from us as Commissioners? (AW) – submit a response to the survey, can reply individually and/or personally (CEO) – Action: send link to commissioners (completed)

## SPECIAL GENERAL MEETING (SGM)

### 9. Appointment of Chair

- Nigel Tipple – AW formally recommends
- NCC – seconded
- Nigel Tipple was unanimously voted as Chair from 19<sup>th</sup> December for a 3-year term.
- NT agreed, read the document and signed FH Declaration

### 10. Appointment of Deputy Chair

- Andrew Williams – NCC proposed, KP seconded.
- Andrew Williams was unanimously voted as Deputy Chair from 19<sup>th</sup> December to the AGM in March 2026.

## ANY OTHER BUSINESS

### 11. CEO

- Doodle Poll has been issued to capture dates for 2026 January meeting.
- January will focus on governance
- Comprehensive induction is planned – deep dives into each area
- Strategy Day around February into March
- Outgoing Commissioners will be invited to attend to capture knowledge
- Request: 2027 dates issued by September 2026 and held in diaries (KP)

### Commissioner Comments

- Thank you to both GP and JE for their contributions
- It's been a privilege working with FH, you have a fabulous team (JE).
- Seems only a little while ago since I started but, given I had most of my career locally, I didn't appreciate the work done by FH, invite them over to show them exactly what we do, learnt lots about environment, thank you (GP)
- Thank you, we've had fun, had disagreements but not fallen out, main target should be that you leave an organisation in a better place than when you joined it, think that's happened with the support of those around the table, achieved a positive change in organisation culture, don't rest on your laurels, going forward there are many positive issues to address, wish you all the very best (staff, executive, everyone) (MC)

## NT

- Thank you all for attending today.
- There are challenges ahead but stable foundation to continue to build upon.
- Big changes on the board, we've had a challenging 5 years, living up to our duty to improve the harbour, those leaving have given us a really good legacy, thank you (CEO)

## **Dates of 2026 Meetings**

Wednesday 25th February 2026

Tuesday 24<sup>th</sup> March 2026 - AGM

Wednesday 20th May 2026

Wednesday 15th July 2026

Wednesday 23<sup>rd</sup> September 2026 - Strategy Day

Wednesday 18th November 2026