

FALMOUTH HARBOUR BOARD MEETING MINUTES

Friday 16th January 2026 09:30

Meeting Room, Boat Park



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

| | |
|---|-----|
| Nigel Tipple, Chair | NT |
| Miles Carden, CEO | CEO |
| Natasha Collings-Costello, Commissioner | NCC |
| Michael Glanville, Commissioner | MG |
| Angela Harvey, Finance Manager | AH |
| James Langley, Commissioner | JL |
| Ifor Pedley, Harbour Master | IP |
| Kay Penney, Commissioner | KP |
| Tristan Rowe, Head of Commercial Operations | TRW |
| Vicki Spooner, EQSM | VS |
| Andrew Williams, Commissioner | AW |
| Emma-Jane Wood, Head of HR and Operations | EJW |
| Andy Wright, Commissioner | AWT |

Governance

1. Chair's Opening Remarks

- Chair welcomed everyone to his first Board meeting as chair.
- Welcome to JL and MG as our newest Non Executive Directors (NEDs).
- Induction for new and nearly new NEDs will be organised.
- Exit meetings with Gerald Pitts and John Elliott will take place in February. Their remarks will be fed back to the Board.
- Happy Birthday to IP.

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 November and 19th December 2025

- With one amendment the minutes from the previous meetings 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

- CEO gave an update on the aftermath of Storm Goretti last Thursday.
- The Board thanked TRW, TR, TJ and the HM Team for their work before, during and after the storm.

a) Designated Persons's Audit

- We are compliant and IP has already actioned some of the recommendations that were made.
- CEO commented that this was an incredibly good audit.
- JL asked if we agreed with all the recommendations such as the HM newsletter which would add to an already large workload. IP will look at a pre-season and post-season newsletter.

b) PMSC Compliance Letter

- Previously distributed for information.
- This has been submitted via the government online portal.

7. HM and Falmouth Pilot Services

- HM reports previously distributed.
- IP gave an overview of the near miss with the pilot slipping on a ladder. An investigation was done. The pilot stated it was wet and he slipped. CCTV from the boat shows procedures were followed and all were tethered on. No more action needed.
- The pilot boat was taken off the berth to protect the boat during storm Goretti. Although the pilot boat is not a rescue vessel it provided communications, search lights etc. to assist the Coastguard and lifeboat. The pilot boat can only get further involved if there is a risk to life.
- NT will ensure the Board thank you is communicated to the crew.
- JL asked about the possibility of the report showing year on year trends. IP commented that these incidents are reviewed by the Audit and Risk (now Finance and Risk) sub-committee. IP offered to show JL how trends are tracked.

8. Finance Reports

a) Commercial Shipping

- Previously distributed for information.
- AH is streamlining the banking position and moving from Barclays and Lloyds to NatWest. This will include an overdraft facility. NatWest need information from Board members to complete the process which KS will request.
- 2025 year end is currently being processed. More detailed reports will be available in February.
- AH gave an overview of finance and the Town Regeneration and Investment Programme (TRIP) funding project.
- The audit for 2025 is scheduled for March.
- Q1 projects include delegated authority and capital expenditure which will be presented to the Board in February.
- Year-end debt position is much improved with zero debt over 60 days. Thanks to hard work by Josue with support from Rachel and AH.
- Finance detail will sit in Finance and Risk committee.

- MG asked if costs following the storm will affect cash flow position. CEO commented that there are few additional staff costs as work was done by staff on duty.
- CEO commented on the PNPf situation and how this affects cash flow and the mitigations in place to ensure good cash management.
- CEO gave a brief overview on commercial shipping and bunkering activity and will give a more detailed report in February/March. We will continue to monitor trends.

9. CEO Report

- CEO is attending Cornwall Council's Tourism summit on 27th January.
- Electric rib - no update. CEO has been in contact with the project partner.

10. Recruitment and Staffing

- We have recruited internally for a Maintenance Operative. They are unable to start until their degree is completed so there will be a small gap.
- We are looking at ways to add maintenance resource from seasonal staff during winter.
- We had a reportable RIDDOR incident (as over 5 days) with Maintenance Supervisor who has injured his back but is doing OK.

11. Falmouth Harbour Commercial Report

- TRW gave an overview from the leisure perspective re Storm Goretti.
- Large Vessel Ponton project - concept design first draft has been received. This is a 250 page document so there is a lot to review.
- Engagement survey report is due this month. Over 160 responses have been received via the online survey.
- This will be presented to the Board once reviewed.
- Renewals will be sent to customers in early February. We had 500 customers on moorings last year. We are receiving enquires from prospective new customers.
- Enquiry re sauna on North Quay.
- Christmas lights on the North Quay buoy and Custom House Quay shelter received positive feedback.
- We are looking forward to working with the new owners of the Quayside.
- TRW commented on churn rate and the hard work being done by Charlie Whelan, Moorings Officer who is looking at the trends. Leisure boating is declining in 8m and below vessels.
- MG and NT thanked TRW for his positivity and enthusiasm.

12. Environmental Duty

- VS will review the progress against the Sustainability Plan at the next meeting.
- Reduced scope 1 emissions by 40% due to use of HVO.
- Two devices have been deployed at FabTest. We are hoping to build on this foundation with increased marketing.
- BRUVS project produced great footage of various sea creatures.
- 23 internal audits were completed in 2025.
- Integrated Management System (IMS) and Marine Safety Management System (MSMS) working really well following the move to SharePoint.

13. Commissioner Reports and Sub Committee Reports

- None.

Key Decisions and Resolutions - None

14. None

Governance and Stakeholder Engagement

15. Media Report

- Previously distributed for information.

16. Record of Commissioners Stakeholder Activity

- None.

17. Board Meetings and Annual Cycle

- Previously distributed for information.
- CEO gave an overview of the annual cycle.
- CEO and NT are aware not all Board members can attend all dates and we will try to change dates to suit.
- Amend F&R close audit.

18. Board and Sub Committee Members

- Previously distributed for information.
- NT asked Board members to contact him if they have a preference to join a subcommittee.
- Falmouth Harbour Pilotage Services (FHPS) meeting coming up at end of Jan so CEO will chair that meeting.

ACTION: Reflect on committee work programmes, membership and Terms of Reference.

Standing Items

19. Policies/New Legislation Guidance/Consultations

- None.

20. Statements Against Enquiry (SAE)

- Previously distributed for information.
- CEO usually updates this quarterly but may add one following storm Goretta.

Correspondence

21. Briefing note on the Kernow Industrial Growth Fund 04 12 2025

- Previously distributed for information.

Confidential Business

22. Falmouth Pilots LLP Commercial Summary

- Previously distributed for information.
- CEO gave an overview of the recent review of the Pilots LLP contract which was finalised in December 2025.
- The agreement with Cornwall Council expired at the end of 2025 so the previously distributed letter was sent to extend the contract for 12 months. This will be reviewed for 2027.

- Falmouth Docks agreement may be reviewed if necessary due to possible retainer payments to the Pilots LLP.
- CEO will update the new NEDs on this significant part of our duty.
- NT thanked CEO for the work that went into this to ensure provision was in place for Cornwall Council.

23. Draft Board and CEO Targets for 2026

- Previously distributed for information.
- No update on HRO. Three significant representations remain and work will need to be done Q1 2026 to address these. We are looking at 2027 for the laying in parliament of our HRO.
- NT and CEO will review the targets and ensure they are time bound and measurable.
- AW will support via RemCom.

24. New Proposal - Proposed Governance Framework

- Previously distributed for information.
- CEO gave an overview of his proposals.
- CEO proposed co-opting AH to the Board for her experience. Also a Finance or Accountancy expert. They would be remunerated but non-voting.
- We do this already for sub committees and may need to look at whether this is still required.
- NT commented on the desire to have a community representative on the Board.
- The Board discussed and noted the document which will be further refined at RemCom.
- Add to RemCom agenda.
- NCC asked if there will be a strategy day in 2026. CEO stated there will be a mini strategy in Feb as CAPEX will be discussed. Need results of pontoon work and council direction of travel so timing better suits strategy day in September.
- NT may refocus Board agenda to ensure we have time to do deep dives such as Finance and Environment.

ACTION: NT and CEO To investigate how we make time for NEDs to meet to discuss strategy outside of the Board meetings.

Dates of 2026 Meetings

Wednesday 25th February 2026

Tuesday 24th March 2026 - AGM

Friday 19th June 2026 (moved from Wednesday 20th May 2026)

Wednesday 15th July 2026

Wednesday 23rd September 2026 - Strategy Day

Wednesday 18th November 2026

Signed

Nigel Tipple

Nigel Tipple (Mar 4, 2026 21:10:26 GMT)

260116 FHC Board Meeting - MINUTES FOR PUBLICATION

Final Audit Report

2026-03-04

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