

FHC BOARD MEETING - PART 1 MINUTES

Friday 10th September 2021
10.00 am at RCYC



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Carrie Gilmore, Chair	CG
Miles Carden, CEO	CEO
Barry Buist, Falmouth Haven General Manager	BB
Mark Chanter	MC
Adrian Davis	AD
John Elliott	JE
Ben Grigg	BG
Duncan Paul, Harbour Master	HM
Gary Tranter, Deputy Chair	GT
Vicki Spooner	VS

Governance

1. Apologies

Lesley Allen	LA
Andrew Williams	AW

2. Declarations (Includes Declarations of Interest and Statutory Declarations)

- MC declared an interest relevant to the legal checks for the Asset Management System (Item 5).

3. Approval of Minutes from Previous Meeting on 6th August 2021

- With some amendments the minutes from the previous meeting were tabled and approved.

4. Matters Arising

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

Presentation

5. Asset Management System

Tim Jones (TJ)

- TJ asked for questions on his Harbour Assist paper.
- A number of questions were asked around cost, budget, replacement of Pacsoft and practicality of implementation and maintenance of the system.
- CEO explained this is an 'invest to save' project as the additional functionality should reduce the likelihood of incidents we have experienced this year i.e. uninsured claims relating to boat break offs.
- Target installation date is 1st November 2021 to be in place for the start of the mooring maintenance season.
- After discussion the Board approved the purchase of the Harbour Assist system.

ACTION: TJ to check whether upgrades are included in costs already provided.

ACTION: CEO to commission a legal check on the service agreement and contract.

Reports

6. Reports by Exception in accordance with Standing Orders

a) CEO's Report

- Becoming a member of Cruise Britain would be a good way to increase our presence and promote Falmouth.
- OHAS audit 15th Sep - MC unable to attend. AD will attend instead if required.

b) HM and Falmouth Pilot Services

- Incident Log - HM provided clarification on the reasons why vessels became adrift.
- MOB from Aberfal – investigation has been undertaken and additional mitigations have been put in place.
- Fatality of overdue diver within port limits. We are awaiting the coroner report. AD asked if support is available for staff that are exposed to traumatic incidents. There is no formal procedure but counselling is available through Westfield Health. An incident debrief procedure can be used when required.
- HM explained the position and hazards of sending a pilot boat in to assist a vessel in trouble. The pilot boat will assist if lives are at risk but not for property due to potential risks. Training and vessels need to be reviewed as well as a charging regime.

ACTION HM to provide brief statement against enquiry on the use of the pilot boats assisting in incidents.

- The focus areas for next week's H&S audit are the workshop, slipway and boat park operations and FH & CHQ Marina.
- The focus areas for the Port Marine Safety Code (PMSC) audit include marine safety management system, incident reporting & investigation, MCA trends.
- We have joined the Workboat Association.

c) Falmouth Haven

- GT queried that the gate access to the marina is easily circumvented due to changes to the marina layout. BB is aware of this as well the gate often being out of service. Agreed to revisit as part of the capital programme meeting.
- CG asked that points raised by commissioners similar to those discussed above should be logged and communicated to the relevant manager so it can be followed up.
- Switch to E10 fuel - BB explained the uncertainty around this and confirmed we have the relevant communications in place.

ACTION: Update website and social media with information on E10 fuel.

7. Environmental Report

- Previously distributed for information
- JE & GT asked for clarification on some points in the report on Cornwall Habitat Bank and hull cleaning.
- AW asked if we could work with a partner such as Ocean Odyssey to develop recycled plastic buoys.

ACTION: VS to look into this and provide an update.

a) Waste Management Paper

- Previously distributed for information
- Fire safety to be considered with a bin store. AD happy to review any plans for bin store

8. Finance

a) Income and Expenditure Account

- Previously distributed for information.
- CEO summarised and took questions.
- BB explained the reasons for the slight reduction in income from CHQ. The second lockdown was not budgeted for but income will increase as a result of other revenue streams coming on line later in the year.
- Fuel barge provision to be reviewed.

b) Cashflow Progress against Budget 2021

- Previously distributed for information.

c) Shipping (All previously distributed for information)

- Income Compared to Budget
- Shipping Movements
- Cruise Ship Visits

Project Updates

9. Verbal Updates

a) New Pilot Boat – Legal Commission

- CEO is progressing this with legal team. Need to regroup around the programme.

b) New Initiatives

- Discussed at Strategy Day. Nothing further to add.

Decisions

10. Enforcement Decisions

- None.

11. Other Decisions

a) FaBTest – EZ Fund Application Form

- No questions.

ACTION: CEO to submit for consideration.

Other Matters

12. New Legislation Guidance / Consultations

a) Consultation: strengthening enforcement of the dangerous use of recreational and personal watercraft

ACTION: HM to review and draft a reply to the consultation for review. This is due for submission on 1st November.

HM to send a copy to Mark Sansom as it is a realisation of his work. Also send a copy to Coastguard, MP etc.

13. Media Report

- Previously distributed for information.
- We have retained Wild Card for PR for any major incidents. CEO is meeting with Wild Card next week.
- CG requested a smaller document as it is hard to download.

14. Risks

a) New Risk Policy

- Previously distributed for information.
- After discussion it was agreed to approve the new risk policy.

b) Review of Red Risks

- Previously distributed for information.
- Strategy 21 – Insurance level due to be reviewed in April 2022.
- Resilience 11 - Mitigation 2 and 3 are complete.

Correspondence and Urgent Business

15. Correspondence (All previously distributed for information)

a) BPA Circular 353-21 - ONS minor trust port classification update - 15 Jul 2021

b) BPA Circular 367-21 - UK Government publishes transport decarbonisation plan - 15 Jul 2021

c) Letter to BPA in Response to Circular 337 - Cruise Anchoring and Sustainability Project and BPA Reply

d) BPA Circular 387 - Harbour Revision Order Fees, England - 23 July 2021

e) Thank you Letter from Prime Minister

f) FaBTest - Letter to G Caplin and Supporting Docs

16. Urgent Business tabled by Commissioners

- None.

17. Other Non-Urgent Business

a) UK Freeports Overview of Business Sentiment

- Previously distributed for information
- Cornwall Council are in the initial stages of looking at Green Ports.

Part One ended at 11:50 am.

Dates of Next Meetings:

Friday 1st October 2021

Friday 5th November 2021

Friday 3rd December 2021