

**MINUTES OF THE
FHC BOARD MEETING – PART 1
Friday 26th March 2021
10.15 am via GoTo**



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

(Please note that the meeting is being recorded for the purposes of producing minutes)

Attendees:

Carrie Gilmore, Chair	Chair
Miles Carden, CEO	CEO
Mark Chanter	MC
Adrian Davis	AD
John Elliott	JE
Ben Grigg	BG
Gary Tranter, Deputy Chair	GT
Andrew Williams	AW
Duncan Paul, Harbour Master	HM
Barry Buist, Falmouth Haven General Manager	BB
Vicki Spooner	VS
Lesley Allen	LA
Clerk Kathryn Smith	KS

Governance

1. Apologies

There were no apologies.

2. Declarations

There were no declarations of interest.

3. Approval of Minutes from Previous Meeting on 26th February 2021

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

4. Matters Arising

CEO went through the actions from the last Board Meeting. With some amendments the Board agreed that all Matters Arising were captured.

Reports

5. Reports by Exception in Accordance with Standing Orders

5a CEO's Report

Previously distributed for information.

HM reported that plans are in place to mark Lloyd Pond's retirement (after 30 years) including a collection for gifts and a card. The presentation will be held on the morning of the Wed 7th April. Invitations will be sent to the Commissioners.

ACTION: CEO to create bios for new staff (Chris Naessens and Jennie Smith) for distribution to the Board.

ACTION: The incident resulting in the total loss of a yacht to be added to the agenda for the next Audit and Risk (A&R) Committee.

Commissioners expressed an interest in going out on one of the FHC boats.

ACTION: Commissioners to let KS know their availability and boat preference.

5b. HM and Falmouth Pilot Services

Previously distributed for information.

NQA re-certification audit was exceptionally good with only 8 minor opportunities for improvement to address.

ACTION: The 8 opportunities for improvement to be added to the agenda for the next A&R Committee meeting.

The Commissioners congratulated the team for the excellent FPS audit result.

5c. Falmouth Haven to include:

1. Insurance Claim
2. Fuel Barge
3. Mooring Maintenance Procedure
4. Concessionary Moorings/Berth

Previously distributed for information.

Given COVID restrictions French ports may not be available over the summer so Falmouth may be an alternative to sail to. BB and CEO are in discussion with various organisations about this.

AW suggested creative use of all of the FHC outside space. Commissioners were supportive of this suggestion.

ACTION: BB to explore options for prebooking of moorings.

6. Environmental Report
Previously distributed for information.

7. Finance
7a. Cash Flow Progress against Budget 2021
Previously distributed for information.

7b. Income and Expenditure Account
Previously distributed for information.

Income has been affected by the change of supplier for bunkering operations as well as deferred rents for businesses that are not currently trading.

7c. EPay access to payslips & P60's
This is the new system to access payslips and P60s online and all staff and commissioners received login invitations for this last summer. These accounts need to be activated to access P60s as these will not be available as a paper copy.

ACTION: LA to resend login links to those that have not yet registered.

Project Updates

8. Verbal Updates
8a. Marina Extension and Boat Park pontoons
Contracts have been awarded and will be delivered in May.

8b. Pump Out Facility
Covered in CEO's report.

8c. New Pilot Boat
Tom's Presentation deferred to start of April Board Meeting.

Decisions

9. Enforcement Decisions
Nil

Other Matters

10. New Legislation Guidance / Consultations
Nil

11. Review of Red Risks
Previously distributed for information.

ACTION: Remove mitigation 3 from strategic risk 21 as it has been completed.

ACTION: A&R committee to consider potential risks if a plane crashed within the FHC area (prompted by the crash of a Hawk from RNAS Culdrose over St Martins on 25th March).

Correspondence and Urgent Business

12. Correspondence - ONS

ACTION: CEO will be able to report more on the ONS review of the classification of 'Minor' Trust Ports in England and Wales at the next meeting.

13. Urgent Business tabled by Commissioners

13a. Questions on SC Minutes

ACTION: Circulate minutes of the A&R and Remuneration Sub Committees.

14. Other Non-Urgent Business for Information

14a. E mail, Internet and Social Media Usage Policy

Approved with amendments to clarify the 'Purpose' section of the policy and confirm that commissioners are also bound by the policy.

14b. FHC Covid 19 Code of Practice Summary

As with the NHS and other organisations, FHC will not insist staff or visitors have to have had the COVID vaccination.

Lateral Flow Tests (LFT) are available for staff.

CG suggested commissioners taking a LFT ahead of the strategy day in June. FHC cannot insist on this but it will help to safeguard vulnerable attendees.

14c. British Ports Association - Executive Report

Previously distributed for information.

14d. Maritime UK – 2021 Budget Submission

Previously distributed for information.

14e. British Marine Executive Summary

Previously distributed for information.

There were no further comments or AOB so the Chair brought the meeting to a close. Part One ended at 11.50 hrs.