

**FHC BOARD MEETING
MINUTES – PART 1
FRIDAY 23rd April 2021
10.00 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
John Elliott	JE
Ben Grigg	BG
Gary Tranter, Deputy Chair	GT
Andrew Williams	AW
Duncan Paul, Harbour Master	HM
Vicki Spooner	VS
Lesley Allen	LA

Guest Presenter:

Tom Redgrave, FPS Operations Manager	TR
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Governance

1. Apologies

Adrian Davis	AD
Barry Buist, Falmouth Haven General Manager	BB

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

- There were no declarations of interest.

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

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

4. Matters Arising

- CEO went through the Matters Arising. The Board agreed that all Matters Arising were captured.
- CEO informed the committee of the proposed new system for recording risks.

5. Presentation from Tom Redgrave on New Pilot Boat Research

- TR ran through his presentation on pilot boat research.
- VS posed a question around the availability of alternative fuels in the future. TR advised that some of the boats allow for the engines to be removed for alterations to use alternative fuels.
- All the boats researched were different sizes. TR said a boat in the 16m range would allow pilots to work in various different weather conditions.

- TR said the boat builders visited are specialists in pilot boats. There are no specialist pilot boat builders in Cornwall.
- The crew's input will be vital.
- CEO advised that the next stage is to determine and move ahead with the procurement process. Once we have this procurement advice, we can review at a Board meeting.
- As these boats are built to order, which can take a long time, we need to progress the decision-making process.
- HM commented that we need a suitable boat that can ensure safety and performance and using a non-specialist may compromise this.
- The committee thanked TR for his excellent presentation.

ACTION: CEO to investigate capability in Cornwall to build a pilot boat. BG has some contacts that may be useful.

Reports

6. Reports by Exception in accordance with Standing Orders

a) CEO's Report

i. Report

- CEO ran through his report which was previously distributed for information.

Projects

- Black Water Pumping Station issue with allowing commercial vessels to discharge into the station highlighted that we do not have the correct consents for its use. These are being sought and will enable us to allow its use by commercial vessels.
- Finger pontoons in Marina being installed next week. This has been promoted via social media and all positive comments to date. No adverse comments received.
- Break water pontoon (for visitors) being built by a local contractor.

Staffing

- CEO is meeting with Shelley from Kernow HR re the government's Kick Start scheme which allows an organisation to employ staff (age 16-24 at risk of long-term unemployment) on minimum wage for 25 hours per week for 6 months.
- CG reported that there are a large number of young people in this category in Cornwall a proportion of which are graduates.

ACTION: CEO will report on the Kick Start employment scheme at the next Board meeting

ii. Strategy Day

- Original date of Friday 18th June not suitable for everyone.
- Venue to be confirmed.
- Large part of the agenda will be around environmental issues.

ACTION: KS to send a Doodle poll for alternative dates for the weeks commencing 14th June and 5th July

iii. Branding

- Previously distributed for information.
- CEO has commissioned a small amount of work on rebranding to ensure The Haven, FHC and Pilot Services logos look consistent and corporate.
- For this year we will use the new Falmouth Harbour 150 logo.
- The new banner logo was used before the eagle and anchor logo.
- AW has skills that will help with this rebranding.

ACTION: CEO to present budget for website refresh at the next Board meeting.

ACTION: Following use of the 150 logo this year the Board will review the branding in 2022.

b) HM and Falmouth Pilot Services

- Previously distributed for information.
- Good NQA Recertification Audit Report with just 8 minor issues to review. None are significant.
- HM thanked Harriet and Tom and the crews on duty for their input.

c) Falmouth Haven

- Previously distributed for information.

7. Environmental Report

- VS ran through the report which was previously distributed for information.
- VS confirmed her response to Exeter University re their study relating to the maerl in Falmouth went directly to Dr Jamie Stevens (the author of the report) as well as the press office. CG confirmed VS's response was very robust.

ACTION: VS to work on response to statements against enquiries about the maerl.

- Use and supply of Hydrotreated Vegetable Oil (HVO) fuel represents a positive mission statement about our commitment to clean fuels and would create positive publicity.
- The main benefit is no diesel bug. Other benefits of using HVO are as yet unproved.
- We need to ensure that using the fuel in the pilot boats does not compromise safety or performance. Its use will increase costs when budgets are already tight.
- The Board was supportive of further research on HVO.

ACTION: VS to undertake further research on HVO with a presentation to the Board in due course.

- Following some minor incidents of oil pollution VS commented that although we can advise customers on best practise through our website and direct contact, there is little we can do.
- We are looking at a seagrass reservation area. Natural England will be planting in The Helford. Plymouth are also planting a reservation area.
- There is a site with pristine red merl on St Mawes' bank which has been identified as genetically distinct. The merl is alive if it is red. It provides carbon sequestration (albeit slowly).

- VS has calculated that the seagrass carbon sequestration at Falmouth is 0.4 tonnes per year per hectare. Chris Laing, from University of Exeter, is researching this and will share his findings with us.
- VS was thanked for her excellent report.

ACTION: CEO and VS to review the statement against enquiry re dredging to be discussed at Strategy day.

8. Mental Health & FHC

- Previously distributed for information.
- Our qualified mental health first aiders discussed the pledge and we are recommending that we sign up to it.
- This was supported at the remuneration committee meeting.
- Seasonal staff are not offered the Westfield Health benefit which provides mental health support. CEO is looking into options for this for the Remuneration Committee.
- The Board unanimously supported the report and the signing of the pledge.

9. Finance

a) Cash Flow Progress Against Budget 2021 and Management Accounts

- Previously distributed for information.
- Commercial shipping down for the quarter.
- Leisure income buoyed up by main invoice run and income from the pub seating areas.
- Sue keeps a tight grip on debtors following the invoice run. Some credits due to COVID have been offset against the invoices.
- Costs are also down.
- Maintenance costs are over budget due to a chain recovery in the bay, the repairs to the heat recovery system at The Haven and a number of other issues. This variance is not expected to continue throughout the year.
- Investment disposal due to Investec following the investment policy previously agreed with the Board.
- The Investec policy will be reviewed by the next Audit and Risk meeting.
- CEO is confident that we will be on track against budget as we are looking at other revenue streams.
- Commercial shipping is getting busier. Difficult to predict this as shipping is so variable. Trade globally seems to be improving and things are looking more positive.
- The Docks' policy affects other shipping movements such as cruise ships.
- HM confirmed that the Dock Master does share their forecast list of ships in the port.
- CEO and HM are working with A&P on a wider partnering agreement.
- The Board thanked LA for her work on the accounts.

Project Updates

10. Verbal Updates

a) Marina Extension and Boat Park Pontoons

- Previously covered in CEO's report.

b) Pump Out Facility

- Previously covered in CEO's report.

c) New Pilot Boat – Legal Commission

- The Board gave approval to proceed with the £5k spend on the legal commission for the new pilot boat.

Decisions

11. Enforcement Decisions

- Nil.

Other Matters

12. New Legislation Guidance / Consultations

- The Amendment of Existing Permitted Development Rights for Ports document was previously distributed for information.
- This gives us some options to develop the boat park.

13. Review of Red Risks

- Previously distributed for information.
- Resilience 11 is a new red risk for business continuity, loss of life, reputational and uninsured asset losses from an incident declared as an Act of Terrorism.
- This risk is significantly more relevant due to G7 occurring in Cornwall this year

ACTION: KS to add to the agenda for the next A&R committee meeting as the risk may need changing post G7.

Correspondence and Urgent Business

14. Correspondence – Office of National Statistics (ONS)

- Small Port Policy Review from ONS not yet available.

15. Urgent Business Tabled by Commissioners

a) Questions on SC Minutes

End of Year Accounts – Audit and Risk (A&R)

- RRL were very complimentary of LA's work with no particular queries.
- Pilot boat tax position needs resolving so A&R have agreed a timetable with the team to look for the missing historical documents.
- RRL will present the position at the next A&R meeting.

16. Other non-urgent Business for information.

a) National Marine Parks Vision Blue Marine Foundation

- Previously distributed for information.