

FHC BOARD MEETING – PART 1 MINUTES Friday 28th May 2021 10.00 am via Zoom



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

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

Governance

1. Apologies

Gary Tranter, Deputy Chair	GT
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2. Declarations (Includes Declarations of Interest and Statutory Declarations)

- There were no declarations of interest.

3. Approval of Minutes from Previous Meeting on 23rd April 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.

Reports

5. Reports by Exception in accordance with Standing Orders

a) CEO's Report

- CEO ran through his report previously distributed for information.
- We have attracted some interest for the commercial moorings and Crossroads Buoy as a result of the marketing brochure.
- Incident Management - all incidents are logged and reviewed.
- FHC and FPS Website Redesign – budget approval needed of £15,000 to ensure compliance and improve functionality (e.g. tailoring for use on a smartphone) and design. Landing page needs updating and we want to highlight environmental initiatives (e.g. seagrass).
- Recently taken photos and images are good quality. More photos and videos of various FHC functions are planned.
- Visit Cornwall have recently updated their website and Cornwall Place Board have launched their website to champion Cornwall.

b) HM and Falmouth Pilot Services

- HM and Pilot Services report previously distributed for information.
- Data Monitoring system work is now done and it is up and running.

ACTION: HM will present on data analysis from the monitoring system once available.

c) Falmouth Haven

- BB ran through the Falmouth Haven report previously distributed for information.
- We have some large bookings for various regattas.
- We have now successfully recruited to replace staff who have left.
- Bookings are required for use of the slipway as it is busy and needs to be COVID compliant. Worked well last year and customers like the ability to book their slot.
- Staycation market is having a positive effect on overnight stays and the sale of fuel.

ACTION: BB to include 2020 and 2019 financial data in his report for future meetings.

6. Environmental Report

- Environment report previously distributed for information.
- We are progressing the HVO fuel initiative. VS is in contact with various organisations including one that has trialled its use.
- We need more information before we can make recommendations to the Board.
- HM supports the HVO initiative but we need to ensure that the safety and performance of the boats are not affected. Costs also need to be considered.
- VS said there is a huge amount of work being done on seagrass so we will have a lot more information as a result of this.
- CG thanked VS for her excellent report.

a) International Catering Waste

- International Catering Waste report previously distributed for information.
- We are discussing how this can be managed and putting the necessary procedures in place.

ACTION: International Catering Waste to be added to the agenda for the next Audit and Risk meeting.

7. Finance

a) Cash Flow Progress against Budget 2021

- Finance reports previously distributed for information.
- Commercial shipping income is down due to fewer movements and reduced size of the ships.
- FHC Central variance is due to reduced income and various maintenance issues.
- Our contract with the pilot partnership means the pilots get paid for the pilot movements they do.
- New provider for bunkering has affected the pilotage services but this is showing signs of recovery.

ACTION: LA will start to include any in year changes to budgets as well unbudgeted items (both Board approved and operational) in the financial reports.

b) Statistics and Comparative Data

- Statistics and Comparative Data previously distributed for information.
- Although commercial shipping income has reduced over the years leisure income has increased.
- Profit on fuel depends on the price of fuel.

ACTION: LA to add number of pilot movements to the statistics and comparative data and have this available for the Board Strategy Day on 19th July.

Project Updates

8. Verbal Updates

a) Marina Extension and Boat Park Pontoons

- Finger pontoons are installed and almost fully let.
- Extension to breakwater pontoon has been delayed and so has been postponed until after G7.

b) New Pilot Boat – Legal Commission

- Meeting this week to appoint legal advisors.

Decisions

9. Enforcement Decisions

None.

10. Budget for Website Refresh

- The Board approved the £15,000 budget for the website refresh discussed as part of item 5 above.

Other Matters

11. New Legislation Guidance / Consultations

None.

12. Review of Red Risks

- Red risks previously distributed for information.

Correspondence and Urgent Business

13. Correspondence – ONS

- No update.

14. Urgent Business tabled by Commissioners.

a) Minutes from FPS Advisory Panel Meeting held on 26th April 2021

- Minutes from FPS Advisory Panel previously distributed for information.

15. Other Non-Urgent Business for Information.

a) BPA Annual Report 2020

- BPA Annual Report previously distributed for information.
- Would be useful for HM to make one or two key comments on these reports.

b) HoC International Trade Committee - UK Freeports

- HoC report previously distributed for information.

c) Maritime Emergency Response in the UK

- Document previously distributed for information.
- d) SOSREP Webinar - Questions Received**
 - Document previously distributed for information.
- e) Cornwall Ferries Feasibility Study Outline for the Clean Maritime Demonstration Competition and Supporting Letter**
 - Study and letter previously distributed for information.

Part One ended at 11.35 am.

Dates of Next Meetings:

Friday 9th July 2021

Monday 19th July Board Strategy Day

Friday 6th August 2021

Friday 3rd September 2021

Friday 1st October 2021

Friday 5th November 2021

Friday 3rd December 2021