

# FHC BOARD MEETING – PART 1 MINUTES Friday 9<sup>th</sup> July 2021 10.00 am via Zoom



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

## Attendees:

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

## Governance

### 1. Apologies

Adrian Davis	AD
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MC joined the meeting during item 6c.

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

- There were no declarations of interest.

### 3. Approval of Minutes from Previous Meeting on 28<sup>th</sup> May 2021

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

### 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

- Previously circulated for information.
- Much of the social media posts are from the CEO but Sue Cocks and Jennie Smith are now doing more of this.
- We also have funding to employ a social media content resource.
- We are building relationships with the cruise companies to encourage future visits.
- The website is out of date with no minutes for 2020 or 2021. Need to ensure these are available on the new website.

**ACTION:** Update website with minutes of FHC Board Meetings Part 1 for 2020 and 2021.

## b) HM and Falmouth Pilot Services

- Previously circulated for information.
- Migration to a new Maintenance/Asset Management System will be a big task and needs to be considered carefully.

**ACTION:** More information on the Maintenance Management System will be available for the August Board meeting.

- The Arrow lift out highlighted a couple of issues and we have identified some maintenance issues that will need to be actioned next year.
- Tom is working extremely hard keeping costs down on the vessels this year. The whole team effort around the Arrow has been incredible.
- We need to be cautious around the pilots and crew and the rising incidences of test and trace isolations.
- The HM team have all been working hard and the Board offered support if it is needed.

## c) Falmouth Haven

- Previously circulated for information.
- Fuel sales are high for 2021. There is often a queue and we are refuelling the barge about 3 times a week.
- We need to consider the size of the barge and the types of fuels we supply.
- Refuelling the barge is costly in terms of time and resources.
- Dave Proud is an incredible asset on the fuel barge and interacts well with customers.
- Staff are stretched and it is busy but the seasonal team are working really well. We are one person down but the current staff are covering this.
- The Board congratulated the team on the excellent work they are doing.

**ACTION:** Review opportunities for investment in the fuel barge.

- No long-term commitments for the concessions on Custom House Quay (CHQ). The cider bar is only there for 3 months.
- Feedback from the public and traders has been that it is safer and a better environment with less cars on the quay.
- COVID has affected the staffing for the restaurants on CHQ which has caused them to close.
- CEO has sought legal advice on changing the use of CHQ.

## 6. Environmental Report

- Previously circulated for information.
- VS has had a positive meeting with Plymouth Marine Laboratories (PML) re: anti-foul anti foul coating testing as part of a trial they are running with the MoD.
- AW suggested VS and CEO work with organisations such as Marine Management Organisation (MMO), DEFRA, Crown Estate and Natural England to consider the report on cruise ship anchoring and other issues. VS agreed this would be a good group and will talk to the Seabed group about this.
- VS said there is no current working group other than the Special Areas of Conservation (SAC) group. However, the SAC group are not able to operate as strategically as the organisations AW suggested.

**a) MMO Cruise Ship Document**

- Previously distributed for information.
- Normally cruise ships do not anchor so the issue is a temporary one.

MC joined the meeting at this point.

**b) Impacts of Large Vessel Anchoring on Seabed Habitats and Marine Protected Areas**

- Previously distributed for information.

**Environment Decisions**

**c) BPA request - Anchoring in Marine Protected Areas**

- The response was previously distributed for information.
- The Board discussed the response and made the following comments:
  - The response should include comments on FHC policy such as environment and commercial aspects working in harmony.
  - Comments on anchorage damage recovery.
  - There has been a master level study through Plymouth University on anchoring over Maerl. This did not find any significant difference between anchors and non-anchored maerl but we want to have this peer reviewed.
  - The Dorset report indicated further study will be done once cruise ships return to their normal activities. VS is concerned this may not happen due to funding.
  - AW asked if there is any solution we can offer such as strategic placed fixed-point moorings to avoid anchoring unless in an emergency.
  - HM said we are exploring options of additional mooring buoys but this is early days and will be costly.
  - AW encouraged referring to these solutions in the reply and ask for funding options for these solutions to be explored.
  - The role of the BPA is to lobby on our behalf and they have recently appointed an environmental officer. VS has been in contact with them and they are keen to work with us.

**ACTION:** VS will redraft the reply to incorporate these points.

**7. Finance**

**a) Income and Expenditure Account (up to and including May 2021)**

- Previously distributed for information.
- Investment disposal is the profit made on our investments.
- 150th Monument refers to the entire budget for all the 150 celebrations. LA will change the description of this item.

**b) Cash Flow Progress against Budget 2021**

- Previously distributed for information.
- LA explained the negative income of £166k in May is due in part to the insurance payment made in May rather than June as last year, VAT payments being paid monthly during 2021 and some outstanding invoices to be paid.

## Project Updates

### 8. Verbal Updates

#### a) Marina Extension and Boat Park Pontoons

- Breakwater pontoon now installed following the delay in supply. We are discussing compensation for the delay with the supplier.
- Andy and the maintenance did a great job in getting this done during a busy period.
- We have discovered issues with some of the chain which has prompted a full survey of all chain. Not yet sure if this is normal wear and tear.
- The pontoon is now being used by customers.
- MMO licence has just come through for the boat park pontoons

**ACTION:** Add the chain issue to the agenda for the next Audit and Risk meeting.

#### Blackwater Pumping Station

- Blackwater pumping station fendering still to be done but the station is fully operational. Dave on the fuel barge has been doing a survey of customers and promoting the use of the pumping station.
- The Consultative Committee met earlier in the week and one of their comments was that we should not currently charge for the use of the station to encourage its use.
- If we offer a free service it may stretch the Haven staff even further.
- Some marinas offer the service free of charge others charge up to £20.
- With clear instructions, customers could use without any staff needed.
- Access is dependent on the tide.
- The Board agreed to offer free of charge to customers who either have a berth with us or take fuel from us.

**ACTION:** Report on customer usage of the blackwater pumping station at the end of the season.

#### b) New Pilot Boat – Legal Commission

- We have appointed Foot Anstey as legal advisors.
- CEO will present to board with more information as it become available.

#### c) New Initiatives

- The initiatives we are looking at first are:
  - The house boats on the Marina are easy to procure and lead time is six months. Servicing and drainage are issues to be resolved.
  - Crane hoist on the boat.

## Decisions

### 9. Enforcement Decisions

None.

## Other Matters

### 10. New Legislation Guidance / Consultations

- HM is part of the UK Safety for Navigation Group which is an oversight committee looking at the safety aspects of offshore floating wind. HM will keep CEO and the Board informed.
- VS reported on a consultation on highly protected marine areas which is looking for nominated areas. VS feels that some criteria includes us but others discount us. Deadline is September 2021 and VS will raise with the Environmental group.

## 11. Review of Red Risks

- Red risks previously distributed for information.
- Resilience risk re Terrorism will be reviewed following G7. Insurers have been asked for possibility of a rebate if we discontinue the terrorism clause.

## Correspondence and Urgent Business

### 12. Correspondence

#### a) Notification of Classification Assessment for Trust Ports

- Previously distributed for information.
- We have been reclassified, as expected, from a Public to a Private Non-Financial Corporation and dated from December 2004.

**ACTION:** CEO to liaise with accountants about what this may mean financially.

#### b) Falmouth Classics Letter 29 June 2021

- Previously distributed for information.
- CG said it was an absolute joy to be involved in the Classics and much praise was given for FHC and its staff. Thank you to all FHC staff.
- CEO is meeting with Don Garman in September to discuss ongoing support as FHC commitment is considerable during a busy time for the Haven.

### 13. Urgent Business tabled by Commissioners.

None.

### 14. Other Non-Urgent Business for Information.

#### a) Meeting Dates for 2022

**ACTION:** Please let KS know if there are any issues with these dates before the next meeting.

#### b) BPA Council June 2021 – Executive Summary

- Previously distributed for information.

#### c) Plymouth and South Devon Freezone – A Snapshot for Business

- Previously distributed for information.
- CEO is liaising with various key people to meet and discuss this further. Interested commissioners may also like to be involved.

Part One ended at 12.09 pm.

## Dates of Next Meetings:

Friday 6<sup>th</sup> August 2021

Friday 3<sup>rd</sup> September 2021

Friday 1<sup>st</sup> October 2021

Friday 5<sup>th</sup> November 2021

Friday 3<sup>rd</sup> December 2021