

# FHC BOARD MEETING - PART 1 MINUTES

Friday 14<sup>th</sup> January 2022

10.00 am via Teams



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

## Attendees:

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

## Governance

### 1. Apologies

Andrew Williams AW

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

- The declaration of interest form for 2022 will be emailed to Commissioners shortly.
- CEO has been appointed as a non-executive director of Cornwall Marine Network.

### 3. Approval of Minutes from Previous Meeting on 3<sup>rd</sup> December 2021

- The minutes from the previous meeting were tabled and approved.
- It was noted that hybrid meetings are difficult for members joining online as it is difficult to hear everything.

### 4. Matters Arising

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

### 5. Election of Sub Committee Chairs

- The Chair and Deputy chair for the Board are ratified at the March AGM.
- As GT will be stepping down at the end of this year CEO proposed and AD seconded JE for the deputy chair role. This was accepted by JE.
- MC will continue as chair for the Audit and Risk Sub Committee.
- Neil Andrew will continue as chair for the Consultative Sub Committee.
- GT will continue as chair for the FPS Management Panel.
- GT will continue as chair for the Pilotage Standards Committee.
- AD will continue as chair for Remuneration Sub Committee.
- AD will continue as chair of the Stakeholder Engagement Panel and as a representative on the Consultative Committee.
- There will be one final meeting of the Falmouth Haven Panel and BG will chair this.
- BG will continue as chair of the SAC.

- Commissioner representatives on various committees to be discussed in Part 2.

## Reports

### 6. Reports by Exception in accordance with Standing Orders

#### a) CEO's Report

- Previously distributed for information.
- CEO thanked the team and particularly VS for the work recognised by FHC's win in the Environmental Growth Category at the Cornwall Sustainability Awards.
- The staff Christmas event was well received and enjoyed by all. There were no COVID issues following this. CEO thanked the Board for their support.
- JE and AD thanked the staff for the work done to install the historic buoys on Custom House Quay and North Quay. The buoys have been well received and will attract people down on to the quays.
- COVID has prevented the usual meetings between staff and commissioners so once we are able to meet CG would like to arrange 'Meet the Team' meetings. We need to ensure all staff have the opportunity to attend a session with the commissioners and also find out what the staff would find useful.
- Commissioners are welcome at any time in the office.
- CEO and VS are considering a pasty and a broom day for staff and commissioners to tidy the quays.

**ACTION** BB, CEO and HM to discuss options for staff to meet with commissioners.

- GT joined the meeting.

#### b) HM and Falmouth Pilot Services

- Previously distributed for information.
- JE offered to mentor Ifor Pedley. JE will join the FPS team for their next meeting.

#### c) Falmouth Haven

- Previously distributed for information.
- We have already had three referrals for the KickStart vacancy and BB will be interviewing at Penryn Job Centre on 26<sup>th</sup> January.
- The Watersports Centre have replaced their fencing at the front. It is much better than what was there previously.
- Review of the T&C's is underway and will be considerably more robust with much more detail. This will be presented at the February Board once complete for information only.

### 7. Environmental Report

- Previously distributed for information.
- Falmouth has become the first town in the country to adopt a Full Ocean Recovery Declaration Motion (Motion for the Ocean). VS is meeting with deputy mayor Kirstie Edwards to see how this can be taken forward. This is a significant and positive step forward and FHC have supported this.
- BG reported that the SAC have concerns about sewage discharge and agricultural run off. Neither of these issues are covered by the Motion for the Ocean. VS will raise this with Kirstie and invite her to the next SAC management forum.
- VS is also talking to Falmouth's MP about air quality and shore power.
- CG suggested to VS that she gets a slot on the town council agenda to increase awareness on what FHC do.

## a) **Falmouth Harbour Sustainability Action Plan and Expenditure Account**

- Previously distributed for information.
- The Board complimented VS on the excellent Action Plan and for the enormous amount of work that has clearly been put into it.
- The 2030 target on carbon emissions is ambitious and we don't yet know how we will get there or fund it but the date is in line with timescales being discussed worldwide.
- HM suggested adding information about the obstacles that affect the achievement of these pledges.
- Ashfords are supporting us with the legalities around our rights to create revenue from environmental capital. A student from Plymouth University is supporting us with this project.
- VS would appreciate commissioner support at the town council meetings.
- JE suggested we be careful around using the words 'goals' and 'targets' and use 'strong ambition' instead.
- The Board approved this document, with the changes discussed, as the first iteration and it can be publicly available.
- The document will be subject to the annual review process.

**ACTION:** VS will make the minor changes suggested and circulate for comments prior to her meeting with the town council in early February.

## 8. **Finance**

### a) **Income and Expenditure Account**

- Previously distributed for information.
- The increase in commercial shipping will improve December's budget. by 5K. The Board and CEO thanked all involved for their hard work.
- LA is working on the year end and will have final accounts by the February Board meeting.

### b) **Cashflow Progress against Budget 2021**

- Previously distributed for information.

### c) **Revised Budget for 2022**

- CEO reported that there are no significant changes but the final budget will be presented at the February Board meeting.

## 9. **Media Report**

- Previously distributed for information.
- CEO reported that we have received good feedback following our sustainability awards and finsulate trials.
- Good feedback following post of staff on LK Mitchell.
- We are receiving good value from Louise Midgley with our PR.
- The new Consultative Committee members are being proactive on social media and engaging in a really positive way.

## 10. Review of Open Day on 9th December 2021

- We had around 20-25 visitors but there were some very good conversations with those that did attend.
- CEO would like to hold the 2022 Open Day in the summer on the quays with vessels on show and 'meet the teams'. This would also be a sales opportunity. The Board would welcome a different approach where we can welcome more members of the public. FHC needs to be clear what we are trying to achieve and the costs involved.
- Comments from the survey sent to stakeholders prior to the Open Day and the results of conversations with visitors went into the 'What You Said What We Did' document and sent out over social media.
- AW and CG had the lunchtime slot and this was the busiest.
- Social media is helping to convey what we are and what we do.

## Project Updates

### 11. Updates

- None as covered in Part 2.

## Decisions

### 12. Enforcement Decisions

- None.

### 13. Other Decisions

- None.

## Other Matters

### 14. New Legislation Guidance / Consultations

- None.

### 15. Risks

#### a) Review of Red Risks (Resilience Risks 2 and 11)

- Previously distributed for information.
- Resilience 2 mitigation 4 updated to include cyber security review in March 2022.
- Resilience 11 was created to address issues around the G7 summit. It will remain on the risk register due to new requirements for leisure companies to have continuity plans in place in case of acts of terrorism.

## Correspondence and Urgent Business

### 16. Correspondence (All previously distributed for information)

- None.

### 17. Urgent Business tabled by Commissioners

#### a) Review of FHC Board Terms of Reference

- Approved with no changes.

#### b) Integrated Management System Policy

- Approved with no changes.

## 18. Other Non-Urgent Business

### c) Key Bora MAIB Report

- Previously distributed for information.
- FH has a duty to provide hydrographic information and we follow a procedure which determines how often we review different bits of the harbour.
- The A&R Committee will review the risk around hydrography at its item to be reviewed at A&R to include response from HM. 2<sup>nd</sup> qtr.
- The PMSC are not legally enforceable but we do bring them to the attention of stakeholders and customers.
- FDEC do their own surveys.
- The HM reviews these reports at the bi monthly marine operations meetings.

### d) BPA Council Papers – 8th December 2021

- Previously distributed for information.

## 19. Consultations

None.

Part One ended at 11.40am.

## Dates of 2022 Meetings

Friday 18<sup>th</sup> February 2022 (Year End)

Friday 11<sup>th</sup> March 2022 (AGM)

Friday 8<sup>th</sup> April 2022

Friday 13<sup>th</sup> May 2022 (Q1)

Friday 24<sup>th</sup> June 2022

Friday 22<sup>nd</sup> July 2022 (Strategy Day)

Friday 2<sup>nd</sup> September 2022 (Q2)

Friday 21<sup>st</sup> October 2022

Friday 25<sup>th</sup> November 2022 (Q3 & Budget)

Friday 16<sup>th</sup> December 2022 (Joint Mtg with Consultative Committee) (this has changed from Thu 22<sup>nd</sup> Dec)