

# FHC BOARD MEETING - PART 1 MINUTES

Friday 18<sup>th</sup> February 2022

10.00 am via Teams



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

## Attendees:

Carrie Gilmore, Chair	CG
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
Andrew Williams	AW

## Governance

### 1. Apologies

Gary Tranter, Deputy Chair GT

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

- No declarations.

### 3. Approval of Minutes from Previous Meeting on 14<sup>th</sup> January 2022

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

### 4. Matters Arising

- CEO went through and updated 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

- The Head of Commercial Operations vacancy is live and we have had a few applications already.
- We are looking at the level of security on the marina gate.
- Insurance reinstatement valuation of our buildings has been commissioned.

#### b) HM and Falmouth Pilot Services

- Previously distributed for information.

**c) Falmouth Haven**

- Feedback following the press release on the price rises has been limited. The Q&A document has helped with this. Some annual berth holders have been in touch and BB and CEO have responded to them.
- Vast majority of queries are marina related and are being addressed.
- CG thanked all for their contributions to the Q&A document.
- CEO thanked JE for all of his work on the various documents.

**ACTION:** Following the March invoice run, BB to report on the take up of berths and moorings at the April meeting.

**6. Environmental Report**

**a) Falmouth Harbour Sustainability Newsletter**

- Previously distributed for information.

**7. Finance**

**a) Income and Expenditure Account Year End 2021**

- Previously distributed for information.
- All Year End accounts have gone to the accountants.
- Cash in 2021 was reduced by 167k. Possible further reduction of 200k in 2022.
- CG and CEO thanked LA for all her hard work to complete the year end accounts.

**ACTION:** As the accounts can be difficult to understand CEO and LA will create a Q&A document to support them.

**b) Cashflow Progress against Budget Year End 2021**

- Previously distributed for information.

**c) Bank Reconciliation**

- Previously distributed for information.

**8. Audit Reports**

- None.

**9. Media Report**

- Previously distributed for information.

**Discussions**

**10. Cruise Visits 2021 and into 2022 and 2023**

- Cruise Britain port survey data for Falmouth Harbour previously distributed.
- CG and CEO met with Visit Cornwall to talk about destination Falmouth for cruise.

## 11. Proposal for Visitor Mooring Booking System

- Previously distributed for information.
- To get the system up and running it was decided to not charge for prebooking or specify a minimum stay.
- The Meet and Greet idea is to try and sell additional services from ourselves or the town.
- We can tweak the system as we learn what our customers want.
- We could reserve some finger berths for prebooking of marina berths. We may see some churn in the longer term berths and liveboards following the rise in prices.

**ACTION:** BB to update the Board on the pre-booking system at the April meeting.

## 12. Governance Review/Audit by Consultative Committee

**ACTION:** The Board invited the Consultative Committee to carry out the governance review during Q4 2022 or Q1 in 2023.

## Project Updates

### 13. Updates

- FH's focus is on three principal projects:
  1. Boat Park slipway pontoons as they are in poor state of repair.
  2. Security of the Marina gate – looking at facial recognition software.
  3. Fuel Barge and fuel options.
- Wider strategy will be discussed at a future meeting.

## Decisions

### 14. Enforcement Decisions

- None.

### 15. Other Decisions

- None.

## Other Matters

### 16. New Legislation Guidance / Consultations

#### a) Current FH Covid Guidance

- Previously updated for information.
- This guidance will be reviewed again following relaxation of all COVID restrictions and focus on a general position on hygiene and ventilation.

#### b) BPA Email re HSE COVID Guidance

- Previously updated for information.

### 17. Risks

#### a) Review of Red Risks (Strategic Risks 18 and 25, Resilience Risk 13)

- Previously distributed for information.
- The risks were reviewed and updated at the February A&R meeting.

## Correspondence and Urgent Business

### 18. Correspondence

- None.

## 19. Urgent Business tabled by Commissioners

- None.

## 20. Other Non-Urgent Business

### a) Workwear Policy – Branded Workwear & Commissioners

- We have a new workwear policy and all work wear is now branded. We use Rooster for technical wear and a local supplier for T shirts and other non-technical items.
- We can supply branded items for commissioners to wear when they represent Falmouth Harbour.

**ACTION:** KS to email workwear information to commissioners.

### b) BPA

#### Conference Aberdeen 5-7<sup>th</sup> October 2022

- CEO, JE, AW, CG to attend this event.

**ACTION:** KS to circulate travel and hotel costs for the BPA Conference and book.

#### BPA Circular 028 - January Update

- Previously distributed for information.

## 21. Consultations

### Use of Maritime Shore Power in the UK

<https://www.gov.uk/government/consultations/use-of-maritime-shore-power-in-the-uk-call-for-evidence>

Part One ended at 11.00.

### Dates of 2022 Meetings

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)