

FHC BOARD MEETING - PART 1 MINUTES

Friday 11th March 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
Barry Buist, Falmouth Haven General Manager	BB
Mark Chanter	MC
Adrian Davis	AD
John Elliott	JE
Ben Grigg	BG
Duncan Paul, Harbour Master	HM
Andrew Williams	AW

Governance

1. Apologies

Vicki Spooner	VS
Lesley Allen	LA

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

- CEO has been approached by Percuil River to be a member of their Board. This is a community interest company and will present no conflict of interest. The Board agreed for CEO to progress this.

3. Approval of Minutes from Previous Meeting on 18th February 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

- Previously distributed for information.
- CEO confirmed that Falmouth Harbour (FH) will continue to supply lateral flow tests to staff free of charge. There are some in stock at the moment.
- CG thanked CEO for coming in while on holiday to meet the COP26 President Alok Sharma on 25th February.
- The wider harbour agenda was not mentioned during any of the presentations which instead focused on the City of Culture bid.
- Mr Sharma was very engaged with the environment and particularly the seagrass project.
- Cheryl yn Mackrory, MP for Truro and Falmouth, was instrumental in involving FH in this visit.

b) HM and Falmouth Pilot Services

- HM ran through his report which he will distribute after the meeting.
- There have been several recent incidents including a near girting, loss of the packet buoy, recovering a person from the water in the marina and a yacht breakaway which was made safe by our staff.
- A person fell from a RORO passenger ferry into the pilot boat and this has been reported to the Marine Accident Investigation Branch (MAIB).
- One of our staff fell into the water while disembarking from the Killigrew.
- Yesterday, we recovered one person who had fallen out of his tender. The Aberfal recovered him from the water and an ambulance was called. HM is meeting with this person's daughter next week.
- One of our coxswains is retiring after 23 years of service. He has offered to provide emergency cover while his qualifications are valid.
- We are promoting one of our deckhands to coxswain and advertising for a deckhand.
- Tim has completed his apprenticeship with distinction.
- Staff have attended Tier 2 oil response training.
- Some of the pilot boat crew have attended first aid refresher training.
- Ifor has completed the Port Marine Safety Code (PMSC) training and HM is happy to sign him off as a duty harbour master.
- Ifor is now line managing the pilot boat crew.
- Ollie and Simon are progressing well with their training.
- Small craft moorings maintenance is 80% complete.
- We are waiting for a quote for the Slipway pontoon.
- Both pilot boats are operational. Annual maintenance for Arrow will be done at Mylor.
- Tom and Ifor have been on a sea trial on the Goodchild pilot boat.
- Shipping movements were disappointing during February but March has started well both for bunkering and docks movements.
- Baldini has a Ukrainian crew. Seafarers visited to see what support they could give and distributed phone cards so they could call home.
- CEO thanks HM and his team as well BB's team for all the hard work that has been done recently. CG also expressed her thanks.

c) Falmouth Haven

- The Haven Team are Incredibly busy in the office at the moment.
- Price increase information was emailed to customers in February but we have received fewer than 20 direct queries following this.
- The March invoices were generated by PacSoft. This always generates a large number of queries.
- Some payments have already been received and there is no increase in the turnover of moorings than normal.
- The team are working hard preparing data for export to Harbour Assist.
- Updated Terms and Conditions have been emailed to customers and are displayed on the Haven website.
- Seasonal staff recruitment has begun with staff due to start at the beginning of May with an induction week at the end of April.
- Creative Car Parking have sent a proposal for the car parking maintenance.
- The RNLI container is shortly due to be removed.

- The price for the most recent delivery of diesel increased from 74p to £1.14 per litre. BB is working on how this is reflected in our prices to customers.
- The increased cost of diesel also affects our own use of fuel. The pilot boat crews have been asked to monitor fuel use although we know from the monitoring system that the boats are already used efficiently.
- HM mentioned that we can charge a fuel surcharge. HM will keep an eye on shipping companies to see if they add a surcharge.

6. Environmental Report

- Previously distributed for information.
- CG commented on the high level of activity highlighted by VS's report.
- The biodiversity pledge will be a USP and differentiator for us to attract new business such as cruise.
- Concern was raised with VS's workload. VS may need some support with all the projects she is now involved in. CEO has discussed this with VS.
- The Board agreed to the following pledge discussed in the report:
Falmouth Harbours' pledge is to continue to work with stakeholders to further understand, find ways to co-exist with and wherever possible regenerate the amazing seabed habitats we are lucky to have within our harbour.
- Thanks to VS for all her work.

7. Finance

a) 2021 Statutory Accounts

- Previously distributed for information.
- There has been a change to the statutory accounts with the declaration of a significant debtor.

8. Audit Reports

- None.

9. Media Report

- Previously distributed for information.
- Good traction on social media.
- Louise Midgely's press releases have also created interest.
- The BBC's Future Planet team have expressed interest in doing an article around the harbour and what we do for sustainability.
- Boat Co have expressed an interest in Finsulate and want to lift out the Killigrew to have a look in return for a wash down.
- The Board commended CEO and the team for their work on the communications around the price increases.
- CEO suggested a 'myth busting' Q&A around what FH does and is responsible for.

10. Stakeholder Engagements

- The Stakeholder Engagement Panel met on 1st March.
- The public meeting will be held in either July or September outside of school holidays.
- The Panel also talked about other ways to engage including having a stand at the fire service open day.
- We have booked a stand at the Cornwall Chamber of Commerce Business Fair on 15th June.
- There may be some opportunities around the Platinum Jubilee.
- The funding for the dinghies at the Royal Cornwall Yacht Club (RCYC) has not yet been spent. If RCYC no longer want the money it will be offered to the Consultative Committee for them to decide how to spend it.

ACTION: CEO to contact RCYC's Commodore on the funding of the dinghies.

Project Updates

11. Updates

- No updates.

Decisions

12. Enforcement Decisions

- None.

13. Other Decisions

- None.

Other Matters

14. New Legislation Guidance / Consultations

a) Shore Power Use of maritime shore power in the UK: call for evidence

- BPA Emissions at Berth: Options Paper**
 - BPA Council Paper Shore Power Dec 2021**
- This has an indirect effect on FH but we have asked A&P if they want to do a joint response to the paper and they are considering this.

ACTION: CEO to draft response to BPA's Shore Power paper and circulate to the Board.

b) **The Russia (Sanctions) (EU Exit) (Amendment) (No 4) Regulations 2022**

- Guidance and compliance to be discussed in Part 2.
- FH is aware and taking action to comply.

15. Risks

a) **Review of Red Risks (Resilience Risks 13, 14 and 15)**

- Previously distributed for information.
- These are new red risks.
- Commissioners should be aware of all the red risks.

Correspondence and Urgent Business

16. Correspondence

a) Circular 059 - MAIB Report - Rib Tickler and a personal watercraft

- Previously distributed for information.
- A couple of years ago there was a collision between two jet skis with one party suffering significant injury. HM tried to prosecute but this failed. The re-definition of a craft may help this.
- The new Harbour Revision Order can be used to address the use of leisure craft.
- Need consistency between us and Truro and Penryn Harbour.

b) Letter from Falmouth Town re Platinum Jubilee

- Previously distributed for information.
- After discussion, the Board agreed for CEO to discuss this further with Steve Eva, Town Mayor, with a view to donate up to £250.

17. Urgent Business tabled by Commissioners

- None.

18. Other Non-Urgent Business

a) Commercialisation Panel's Terms of Reference

- Previously distributed for information.
- Agreed to change the name of the panel to Growth Panel.

19. Consultations

- None.

Part One ended at 11.30.

Dates of 2022 Meetings

Friday 8th April 2022

Friday 13th May 2022 (Q1)

Friday 24th June 2022

Friday 22nd July 2022 (Strategy Day)

Friday 2nd September 2022 (Q2)

Friday 21st October 2022

Friday 25th November 2022 (Q3 & Budget)

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