



CONSULTATIVE COMMITTEE MEETING

1400 hrs on Tuesday 12 June 2018 in the
Port Health Offices, Falmouth Docks

Members:

Ian Munday	Chairman	IM
Neil Andrew		NA
Don Garman		DG
Richard Jeffery		RJ
Anne Oliver		AO
Mat Spencer		MSp
Tony Tomlinson		TT

In attendance:

Mark Sansom		CEO
Mary Stribley	Minutes	MSt

Governance

1. Apologies

Apologies were received from Toby Budd, Andy Grant and Peter Grounds.

The Chairman welcomed the members, and asked that a round table introduction was undertaken.

2. Declarations of interest

The Chairman asked for declarations of interest. He said that there will always be instances where there is a crossover between business and customer interests between members and FHC, but this type of relationship does not impede the fair consideration of the matters on the agenda.

3. Approval of minutes of the last meeting – 20 March 2018

The minutes of the last meeting were agreed as an accurate record.

4. Matters arising

a) Maps of mooring areas to be issued to Sailing Clubs

Completed.

b) CEO to produce a narrative of performance against targets



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This has been included in the Annual Report.

c) CEO to circulate draft Annual Report to CC members

IM reviewed it and made changes to the names of the committee members.

d) CC members to raise questions on compliance – draft audit proposal produced by IM

To be discussed at agenda item 7c.

e) CC members to email IM with thoughts on stakeholder benefit

Completed.

f) CC members to review FHC website and report issues to CEO

The members agreed that they regularly reviewed it.

IM said uses that he used the Falmouth Haven website a lot, and finds it very useful.

g) MSt to amend distribution list to blind copy

Completed.

h) Circulate latest Falmouth Haven customer survey results to CC members

This was circulated, and was seen to be very positive.

Reports

5. a) Minutes of Harbour Board Meetings: March – May 2018

IM mentioned Maritime 2050 and Harbourside Development Plans. TT and CEO explained both these initiatives and the Board responses.

b) Stakeholder Engagement Panel meeting – 15 May 2018

NA is to be invited to the next Stakeholder Engagement Panel meeting. TT explained the stakeholder engagement plan.

IM spoke about having a consistent policy with regard to stakeholder benefit and CEO said he has worked up a draft, to be discussed at agenda item 5c.

IM said he was impressed at the progress of the Panel. CEO explained that this group replaced the previous Communications Panel and was more stakeholder focussed. IM asked if the Consultative Committee could have



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sight of the Stakeholder Engagement Panel minutes. TT agreed that they could.

ACTION: Stakeholder Engagement Panel minutes to be circulated to Consultative Committee.

c) Stakeholder Dividend options

CEO tabled a draft paper for discussion.

There was a discussion of opportunities, and distinguishing support in kind from revenue-generating initiatives. There was also a discussion about managing expectations and how to use surpluses to the wider benefit of the community.

CEO was asked if he could list those charities which have benefitted from our financial support. NA wondered if FHC should limit contributions to Falmouth charities only. The members discussed, this, and benefit-in-kind, and whether our donations should be only for maritime ventures.

CEO asked the member for causes and charities they felt would benefit from our help.

ACTION: CEO to draft a form of words that describe the causes we would support with donations.

MSp asked if it has just been spontaneous decisions in the past that had guided donations.

CEO explained that the members that the Board needs to have a budget for donations and also for investment support for initiatives that would benefit the community.

Project Updates

6. a) Port of Falmouth Development Initiative

It was noted that little progress is being made with the MMO. MSp expressed concerns about the long-running disagreement with the MMO and whether this was still worth pursuing if it wasn't making progress.

b) Future projects

i) Leasing of forecourt

CEO said that this has been a popular move, and it is better for FHC financially than using the space for car parking. IM agreed. DG asked if the tables will be cleared away for events; CEO said that the Brewery had committed to assist with festivals and were better placed to do so than



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we were. AO asked if the bins are being kept tidy; CEO said we are working on that by overseeing a waste management plan.

ii) FH Management Panel developing markets

CEO reported that the Panel are looking at waiting lists in order to assess demand. CHQ basin has the longest list and FHC have started to look at facilities for the 6m market. He explained that there are constraints due to the need for effective shelter for these facilities. IM asked for a timescale. CEO said proposals will need to be ready for the budget and installed in time for next year's season. IM asked if there is a role for the committee, and CEO said that the proposals will be discussed with them. He added that there may be a case for some investment to be viewed as a benefit to the community.

IM asked if it is out in the public domain, yet. CEO said the concept is, but we don't have the detail yet. He thought that September would be a good time to get feedback.

CEO was asked about the new Crossroads buoy. He said that the one they were planning to purchase had received poor references. An alternative was being investigated.

Consultations

7. a) FHC Public Meeting

IM explained the format of the Public Meeting to the committee members.

b) SWOT exercise

A worksheet was tabled, and IM suggested that the members take it away and have a go themselves. He requested that input should be provided at the next CC meeting.

ACTION: Committee members to complete SWOT exercise for discussion at September Meeting.

c) Draft Governance Audit form

IM reported that this idea had been well-received by the Board at their recent meeting.

CEO suggested a small working group of two or three CC members to audit governance standards in the Organisation. He added that we may be one of the first ports to do this, and there may be the opportunity to feed it into the Guide to Good Governance as an appendix. IM asked for volunteers to form the working group; IM, MSp, NA, RJ and DG volunteered.



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ACTION: CEO and working group to agree a date in the next two months to conduct the audit of the organisation.

Urgent Business: None.

Any Other Business

The Chairman went round the table, asking for any other items for discussion:

a) Black Rock weather station

NA noted that it is working, but not transmitting reliably.

b) 5-year estuary-wide strategic plan

MSp noted the lack of a forward looking plan for the Port. He felt that a high level working group would be useful to drive this. CEO explained that there had been a working group set up to deliver the Port Masterplan but the meetings had ceased over the last couple of years. Speaking for FHC, CEO stated that they would be very happy to be part of such a group.

c) Bios /photos for website

MSt asked those who members who wished to have their bios and photos on the website, that they forward these details to her.

9. Date of next meeting

Tuesday 11 September 2018 at 1400 hrs.

The meeting closed at 1530 hrs.