

TELEPHONE
01736 362523

FAX
01736 332709

A.T. MUNSON
HARBOUR MASTER
and
CLERK TO THE COMMISSIONERS



Harbour Office
Newlyn
Penzance
Cornwall
TR18 5HW

28 January 2011

NEWLYN PIER & HARBOUR COMMISSIONERS

The next meeting of the Board of Commissioners will be held as follows:-

DATE: WEDNESDAY 2 FEBRUARY 2011

TIME: 9.00 A.M.

VENUE: NEWLYN CENTRE, NEWLYN

Elaine Baker
Commission Administrator

To:
Chairman Gilbert McCabe
Vice -Chairman : Ray Tovey

Commission Members

Kevin Bennetts
Glenn Caplin
Mike Collier MBE
Nick Howell
John Lambourn

Dave Munday
Andrew Munson
Dave Stevens
Elizabeth Stevenson
Juliet T aylor

2 FEBRUARY 2011

AGENDA

PART 1

PART A: PUBLIC PARTICIPATION

A period of fifteen minutes has been set aside for members of the public to raise points in relation to the Agenda that they wish the Commissioners to consider. Points that are not relevant to the Agenda will be taken forward to the next Meeting of the Board.

PART B: MEETING OF THE COMMISSIONERS

1. Apologies for Absence

2. Declarations of Interests

Members of the Committee are reminded to make any declarations of personal and / or prejudicial interests that they may have in relation to items on this Agenda.

3. Minutes

To confirm the Minutes of the Part 1 and Part 2 Summary of the Meeting held 12 January 2011.

4. Matters Arising

To consider any matters arising from Part 1 of the Minutes and to provide an update of actions taken.

5. Executive Report

The Harbour Master will give a verbal report to the Board on Executive matters.

6. Update from Committees

To receive an update from the following committees:-

- Asset Committee
- Finance Committee
- Harbour Management & Operations Committee
- Advisory Body Convening Committee
- Human Resources Committee

7. Inaugural Meeting between the Board and Advisory Body

To agree a date and discuss arrangements for the inaugural meeting between the Board of Commissioners and the Advisory Body – Vice-Chairman to report.

8. Membership of Committees and Terms of Reference

To confirm the current membership of committees as set out on the attached sheet and to consider proposed terms of reference of each of the committees prior to formal approval by the Board at its meeting on 2 March 2011.

9. Presentation of Commission Plans to Merchants & Catching Sectors and the Public

The Chairman to report on the arrangements for the series of presentations on the future plans for the harbour.

10. Old Quay – British Tourism Week

John Lambourn to update the Board on the progress made since the last meeting on the Quay Day event.

11. Disembarkation of Cruise Ship Passengers

To receive further details on the arrangements for the disembarkation of cruise ship passengers in Newlyn.

12. Exclusion of Press and Public

If necessary, the Committee is asked to consider passing the following resolution:-

That due to the confidential nature of the following item(s) to be considered, that the press and the public be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and / or legal proceedings.

2 FEBRUARY 2011

AGENDA

PART 2

13. Minutes

To confirm the Minutes of the Part 2 of the Meeting held on 12 January 2011 and the minutes of the Informal Board meeting held on 5 January 2011 (copies attached for Commissioners only)

14. Matters Arising

To consider any matters arising from Part 2 of the Minutes held 12 January 2011 and 5 January 2011 and to provide an update of actions taken.

15. Operations Plan 2011 - 2012

The Board of Commissioners to review the second draft of the Operations Plan 2011 – 2012 (copy attached for Commissioners only).

16. Strategic Operational Plan 2012 – 2017

The Board of Commissioners to review the draft of the Strategic Operational Plan 2012 – 2017 (copy attached for Commissioners only).

17. Executive Report

The Harbour Master will give a verbal report to the Board on confidential Executive matters.

18. To receive the Minutes from Committees

- a. To receive the minutes of the Committee meetings and to consider any recommendations contained therein. (Copies attached for Commissioners only).
 - Harbour Management & Operations Committee – 7 January 2011
 - Asset Committee - 10 January 2011
 - Finance Committee – 19 January 2011
- b. The Board to also receive financial information supplied to Kelsall Steele as part of their audit in preparing the Board's statutory accounts to prove NPHC is a going concern.

19. The Mission

Chairman of the Board to report on the meeting with Dan Connelly, CEO of The Fisherman's Mission organisation held on 21 January 2011.

20. Banking Arrangements

The Chairman to update the Board on the current banking arrangements.

21. Presentation on the Plan

The Board to receive details on the presentation of the plan to be made to the staff, Merchants / Catching Sectors and the public.

22. Any other Business

To receive any other business that the Chairman considers to be a matter of urgency.

23. Date of Next Meeting

The Board is asked to note that the next meeting of the Board will be held at **9.00 a.m.** on **Wednesday 2 March 2011** in the **Newlyn Centre, Newlyn.**