

NEWLYN PIER AND HARBOUR COMMISSIONERS (NPHC)

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. ON WEDNESDAY 2 SEPTEMBER 2015 IN NEWLYN CENTRE, NEWLYN

In attendance: Gilbert McCabe (Chairman) (GMcC)

Kevin Bennetts (KB)
 Mike Collier MBE (MC) – Left at 11.20 a.m.
 Paul Corin
 Rob Parsons (RP)
 Lucy Parsons (LP)
 Elizabeth Stevenson (ES)

Also in attendance: Bernard Pooley, Kelsall Steele
 Elaine Baker, Commission Administrator (EB)

Other Attendees: None.

<u>Former Harbour Commissioner</u>		
The Harbour Master reported that former Commissioner, Ray French had recently passed away.		
	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	No members of the public were in attendance.	
	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 87	<u>Apologies for Absence</u> Apologies for absence were received from Jim McKenna, David Stevens and Rob Wing.	
NPHC 88	<u>Declarations of Interest</u> KB declared a personal interest in any items on the agenda in connection with the harbour as a businessman on the harbour. MC declared a personal interest in any items on the agenda as a pontoon user, and in any matters relating to Mousehole Harbour in his capacity as Harbour Master. RP declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.	

<p>NPHC 88 cont.</p>	<p>ES declared a personal interest in any items on the agenda which referred to W Stevenson & Sons Ltd in connection with the harbour, as a tenant of harbour property, as an agent operating on the fish market and as a family boat owner using the pontoons and harbour facilities and tenant of harbour property.</p>	<p>EB</p>
<p>NPHC 89</p>	<p><u>Minutes</u></p> <p>RESOLVED: That the public (Part 1) minutes of the meeting held on 1 July 2015, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	<p>EB</p>
<p>NPHC 90</p>	<p><u>Matters Arising</u></p> <p>There were no matters arising from the minutes.</p>	
<p>NPHC 91</p>	<p><u>Calendar of Meetings for 2016</u></p> <p>RESOLVED: - That the following Board meetings during 2016 be approved:-</p> <ul style="list-style-type: none"> • Wednesday 6 January • Wednesday 2 March (Budget Meeting) • Wednesday 18 May • Wednesday 6 July • Wednesday 7 September • Wednesday 2 November <p>The Chairman advised the Board that he would be standing down as a Commissioner in May 2016 and therefore would not be seeking re-election as Chairman of the Board. The Board meeting on 2 March would include an item for the appointment of Chairman Elect.</p> <p>The Board was also advised that, as previously agreed, Bernard Pooley, Kelsall Steele would also attend the March Board meeting when the budget for 2016 / 17 would be considered.</p>	<p>EB / All to note</p>
<p>NPHC 92</p>	<p><u>Harbour Master's (Part 1) Report</u></p> <p>The Board received the Harbour Master's Part 1 report of executive matters since the last meeting (copy appended to the signed minutes).</p> <p>Kevin Bennetts, in his capacity as Chairman of the Fish Festival Committee gave a report on the success of the festival which had been held over the August Bank Holiday weekend. KB also thanked the harbour staff for their assistance. The Harbour Master, on behalf of the Board, particularly thanked the Deputy Harbour Master for his personal contribution to the success of the event.</p>	

<p>NPHC 92 cont.</p>	<p>Port Marine Safety Code (PMSC) – The Harbour Master reported that since the last meeting an audit of the PMSC had been completed by the MCA. In particular the audit looked at governance issues, and the role of Commissioners as “duty holder” and the safety management system. There had been some non-conformances and these were being addressed. One of the recommendations was that the PMSC should become a standing item on the agenda for Board meetings so that Commissioners were aware of their collective responsibilities. Every six months an internal audit would be carried out, followed by an external audit.</p> <p>Electrical Upgrade – the system was now fully operational and the email issues had been addressed. One of the benefits of the system was that electricity consumption by vessels could now be monitored.</p> <p>Port Waste Management Plan (PWMP) – Alternative refuse companies had been approached since the last meeting in an attempt to reduce skip hire costs. However, the Harbour Master wanted to ensure that there was no reduction in efficiency. A pilot project was currently being developed, details of which would be brought to the next meeting.</p>	<p>RP</p>
<p>NPHC 93</p>	<p><u>Exclusion of the Press and Public</u></p> <p>The meeting RESOLVED to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed.</p>	

SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 2 SEPTEMBER 2015

1. Minutes (Part 2) of the Meeting held on 1 July 2015

The minutes were approved by the Board.

2. Matters Arising

There were no matters arising from the minutes.

3. Financial Update

The Board delegated authority to the Harbour Master, in consultation with the Chair and Vice-Chair to approve the accounts for year ended 31 March 2014, subject to a possible amendment to related party disclosures, and received the draft accounts for the year ended 31 March 2015. The Board also delegated authority to the Harbour Master, in consultation with the Chair and Vice-Chair to make a full and final offer in settlement of an outstanding claim.

4. Harbour Master's Part 2 Report

The Board received the monthly report on confidential executive matters since the last meeting, which included property, harbour operations and staffing matters, as well as a resolution in respect of a ring-fenced amount in the budget to assist the Harbour Master in the development of business cases for future investment proposals.

5. Any Other Business

None.

The meeting closed at 11.58 a.m.

Chairman