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**A.T. MUNSON**  
HARBOUR MASTER  
&  
CLERK TO THE COMMISSIONERS



Harbour Office

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Penzance

TR18 5HW

26 June 2013

**NEWLYN PIER & HARBOUR COMMISSIONERS**

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

**DATE** WEDNESDAY 3 JULY 2013

**TIME** 9.00 A.M.

**VENUE** THE BOARD ROOM, NEWLYN HARBOUR

**PLEASE NOTE VENUE CHANGE**

Elaine Baker  
Commission Administrator

To:

Chairman: Gilbert McCabe  
Vice-Chairman: Rob Wing

Commissioners

Kevin Bennetts  
Mike Collier MBE  
Paul Corin

Andrew Munson  
David Stevens  
Elizabeth Stevenson  
Rob Salvidge

**3 JULY 2013**

**AGENDA**

**PART ONE**

**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

Commissioners 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 receive the Minutes of the Part 1 and Part 2 Summary of the Board Meeting held on 1 May 2013. (Copy attached) (Pages 1 - 4).

4. Matters Arising

To consider any matters arising from the minutes.

5. Car Parking by the Newlyn Post Office

At the request of the Chairman this item has been placed on the agenda for consideration by the Board – Ruth Simpson to present.

6. Harbour Master's (Part 1) Report

The Harbour Master to present his report to the Board. The report includes operational, staffing, property and finance issues. Where appropriate the report will include recommendation(s) for consideration by the Board. Report to be tabled at the meeting.

7. Exclusion of Press and Public

The Board 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 are excluded from meeting on the grounds that they involve the likely disclosure of information of a personal nature relating to an individual, the business and / or financial affairs of third parties and / or legal proceedings.

**3 JULY 2013**

**AGENDA**

**PART TWO**

8. Minutes

To receive the Minutes Part 2 of the Board Meeting held on 1 May 2013 (Copy attached for Commissioners only) (Pages 5 - 8).

9. Matters Arising

To consider any matters arising from the minutes.

10. Harbour Master Recruitment Process and Appointment

The Chairman to update the Board on the appointment process for the new Harbour Master.

11. Harbour Master's (Part 2) Report

The Harbour Master to present his report to the Board. The report includes operational matters, staffing, property and finance issues etc. and where appropriate will include recommendation(s) for consideration by the Board. Report for Commissioners only to be tabled at the meeting.

12. Grant Application Timetable

The Board to receive an update on the grant application timetable. Harbour Master to report.

13. Finance Report

The Chairman Vice-Chairman and Harbour Master to report.

14. Chairman's Business

Chairman to report on a number of confidential issues.

15. Any Other Business

16. Date of Next Meeting

The next Board meeting to be held at 9.00 am on 4 September 2013 in the Harbour Board Room.