

NEWLYN PIER AND HARBOUR COMMISSIONERS

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 4 APRIL 2012 AT THE NEWLYN CENTRE

In attendance: Gilbert McCabe (Chairman) (GMcC) – Left the meeting at 11.45 a.m.
Kevin Bennetts (KB)
Mike Collier MBE (MC)
Paul Corin (PC)
Glenn Caplin (GC)
Andrew Munson (AM)
David Stevens (DS)
Elizabeth Stevenson (ES)
Rob Salvidge (RS)

Also in attendance Elaine Baker, Commission Administrator (EB)
David Hines-Randle, Executive Assistant (DH-R)

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	<p>Ruth Simpson referred to a previous request from the former Environment Group regarding possible “user friendly” development opportunities at Keel Alley. A new association had been established and was currently considering options for the site, but was seeking confirmation that the Board would give consideration to any new proposals put forward. AM commented that any proposal would need to be approved by the Board, and would need to address safety concerns and flooding issues on spring tides.</p> <p>Ruth Simpson also commented on the new waste collection service introduced by Cornwall Council which she felt would result in a rise in fly tipping in the area, and asked if NPHC could set aside an area within the harbour to enable local residents to dispose of their garden waste as this was now a subscription only service. The Board noted the comments but stated that it would be reluctant to set aside an area for such purposes.</p> <p>There was a general discussion on the content of an article in a recent edition of The Cornishman newspaper regarding the new fish grader. A number of Commissioners expressed their concerns that the article did not give a balanced view. Toby Meyjes, Reporter responded to the concerns raised. The Board was reminded that the issue of communications would be considered in the confidential part of the meeting. The Chairman extended an invitation to the Editor of the Cornishman to an informal meeting.</p>	

	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 108	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Ray Tovey and Rob Wing.</p>	
NPHC 109	<p><u>Declarations of Interest</u></p> <p>KB declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and a businessman on the harbour.</p> <p>MC declared a personal interest in minute no.NPHC114/12 (Executive Report) regarding the Fish Festival 2012 in his capacity as Chairman of the festival committee.</p> <p>AM declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC and a prejudicial interest in respect of minute NPHC /12 (HR Report) and agreed to withdraw from the meeting for consideration of the item.</p> <p>DS declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and a businessman on the harbour. DS also reported that he had become a Director of Crystal Sea Fishing Ltd and that his declaration of interests form had been amended accordingly.</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. ES also reported that she had been appointed a Trustee Director of the new Penwith Education Trust with effect from 1 April 2012 and that her declaration of interests form had been amended accordingly.</p>	AM
NPHC 110	<p><u>Minutes</u></p> <p><u>RESOLVED</u> : That the public Part 1 minutes of the meeting held on 7 March 2012, including the summary of matters considered in Part 2 be approved and signed by the Chairman.</p>	EB
NPHC 111	<p><u>Matters Arising</u></p> <p>On minute no NPHC91/12 (Matters Arising), KB reported that the blue tanker was still stationed on the Mary Williams Quay and not in the Lorry Park. AM agreed to investigate the matter.</p> <p>On minute no NPHC93/12 (Finance Report), DH-R reported that the final accounts had still not been signed off by the auditors and would be brought to the next meeting on 2 May 2012 for approval.</p>	<p>AM</p> <p>DH-R</p>

<p>NPHC 112</p>	<p><u>Re-appointment of Commissioners</u></p> <p>This item was deferred for consideration to the next meeting pending confirmation of the new Cornwall Council appointees to replace Glenn Caplin and Ray Tovey and to enable discussions to be completed with those other Commissioners seeking re-appointment.</p>	<p>GMcC / EB</p>
<p>NPHC113</p>	<p><u>Website & Logo</u></p> <p>The Board was advised that the new website was now active and that information was being uploaded to the site. Previous agendas, together with Part 1 minutes and a summary of the confidential proceedings were publically available on the site. RS commented that the website was an “active tool” of communication which must be kept up-to-date to be effective and that it was important for the Board to embrace modern media methods in all its future communications.</p> <p>Improvements were also required to harbour signage to improve its effectiveness for harbour users and general appearance.</p> <p>Copies of the proposed new logo were circulated to the Board and it was <u>RESOLVED</u> that the new logo be adopted with immediate effect.</p> <p>ES commented that she was concerned that the Board had so far failed in its attempts to close down the former website and asked if there was a legal obligation on the owner of the site to comply with the Board’s request for it to be closed. It was <u>AGREED</u> that DH-R be asked to investigate the legal position and to report back to the next meeting.</p>	<p>AM / EB</p> <p>DH-R</p>
<p>NPHC 114</p>	<p><u>Executive Report</u></p> <p>The Harbour Master gave his executive report on Executive Matters since the last meeting. (Copy appended to the signed minutes).</p> <p>Regarding requests received from yacht owners in the harbour seeking permission to take fare paying passengers, the Board gave its <u>agreement in principle</u> to the request but requested AM to produce a report for the next meeting on the implications to NPHC. Consideration to be given to the development of a code of practice for the embarkation / disembarkation of passengers, communications and insurance liabilities. AM also <u>AGREED</u> to check the harbour byelaws regarding fare paying passengers.</p> <p>The Board also <u>APPROVED</u> the request for the annual Fish Festival to be held in the harbour on Monday 27 August 2012.</p> <p>The Board also discussed the continued problem of cars parking on the Old Quay and it was <u>AGREED</u> that AM be asked to develop a proposal to deal with problem for consideration at the next meeting.</p>	<p>AM</p> <p>AM</p> <p>AM / MC</p> <p>AM</p>

NPHC 115	<u>Finance Report</u> DH-R commented that there had been little change in the financial position since the last meeting and that NPHC was still on target to make a small surplus this year. The book debt had increased to £100K due to rentals which had an impact on cash reserves. The Board was informed that the new Finance Assistant was now in post and that there had been an improvement in the reliability of the financial reports.	
NPHC 116	<u>Exclusion of the Press and Public</u> The meeting <u>RESOLVED</u> to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed.	

SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 4 APRIL 2012

1. Minutes (Part 2) of the Meeting held on 7 March 2012

The minutes were approved by the Board.

2. Matters Arising

The Board was provided with an update on a number of issues arising from the minutes regarding outstanding debts, legal action, staffing matters, the Fisherman's Mission and public toilets.

3. HR Report

The Board received an update on progress on a number of staffing related matters.

4. Year End Accounts 2011

This item was deferred until the next meeting on 2 May 2012.

5. Grant Application to Cornwall Council

The Board received an update on progress in completing the grant application to Cornwall Council, and in particular the production of specifications for the proposed works.

6. Executive Report

The Board received the Harbour Master's report on confidential Executive Matters since the last meeting regarding staffing issues and the installation of the new fish grader.

7. Draft Communications Strategy

The Board was advised that a draft strategy would be brought to the next meeting.

8. Draft Strategy Document

The Board received an update on the development of a draft strategy document and in particular a target level of return.

9. Any Other Business

The Board discussed proposals in respect of the Framework Project, Cornishman article, clearance of fishing gear from the quays and de-registered vessels in the harbour.

10. Date of Next Meeting

To be held at 9.00 a.m. on Wednesday 2 May 2012 in the Newlyn Centre.

The meeting closed at 12.17 p.m.

Chairman

2 May 2012