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28 April 2011

NEWLYN PIER & HARBOUR COMMISSIONERS

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

DATE: WEDNESDAY 4 MAY 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

4 MAY 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 6 April 2011. (copy attached) (pages 1 - 6)

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

7. Succession Planning

The Chairman to report on the succession planning process and procedure for the appointment of new Commissioners.

8. Advisory Body

To receive the minutes of the Advisory Body held on 13 April 2011 (copy attached) (pages 7 – 9)

9. British Ports Authority – Visit by David Whitehead

David Whitehead, Director of the British Ports Authority has agreed to visit Newlyn Harbour and to meet the new Board of Commissioners and to discuss training for Commissioners.

The date that has been suggested is the 19 May 2011.

10. Local Enterprise Partnership

To inform the Board of Commissioners that Chris Pomfrett, Chairman of the new Local Enterprise Partnership will be visiting Newlyn Harbour between 11.00 a.m. and 1.00 p.m. on Wednesday 15 June 2011.

An agenda for the visit will be circulated in due course and all Commissioners will be invited to meet him during the visit.

11. 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.

4 MAY 2011

AGENDA

PART 2

12. Minutes

To confirm the Minutes of the Part 2 of the Meeting held on 6 April 2011 (copy attached for Commissioners only) (pages 10 - 20)

13. Matters Arising

To consider any matters arising from Part 2 of the Minutes and to provide an update of actions taken.

14. Executive Report

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

15. To receive the Minutes from Committees

To receive the minutes of the Committee meetings and to consider any recommendations contained therein. (Copies attached for Commissioners only).

- Harbour Management & Operations Committee – 28 April 2011 (to follow)

16. HR Update

To receive an update from the Harbour Master on staffing matters prior to the special Board meeting on 25 May 2011.

17. Property Review

To receive the initial findings of the report from Miller Commercial following the completion of the property review

18. Proposals for Strategic Objectives / Investment Policy

To consider the detail of the attached draft paper which sets out proposals for the development of NPHC's strategic objectives and Investment Policy in accordance with the Guide to Good Governance. (Copy attached for Commissioners only) (pages 21 – 22)

19. Fish Market Working Party

1. To approve the draft terms of reference of the proposed new Fish Market Working Party as set out on the attached paper that had been previously circulated to all Commissioners for comments. (page 23)
2. To agree the composition of the new working party; and
3. To agree a date for the first meeting.

4. Right to Sell & The Introduction of Charges

The Board is asked to approve the suggested way forward for informing the existing agents and auctioneers of the Board's decision regarding the "right to sell" and the introduction of rates and charges which was approved at the last meeting (minute no. NPHC 211(b) refers) as set out in the attached note and to approve the content of the two draft letters (copies attached for members of the Board only), which have been amended in the light of comments received from Sharpe Pritchard. (pages 24 – 27)

20. Any Other Business

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

21. Date of Next Meeting

The Board is asked to note that the next meeting of the Board will be the special meeting to be held at **2.00 p.m.** on **Wednesday 25 May** 2011 in the **Main Hall, Newlyn** Centre to discuss the new organisation structure. This meeting will not be open to the public and press.

The next ordinary meeting of the Board will be held at **9.00 a.m.** on **Wednesday 1 June 2011** in the **Newlyn Centre, Newlyn**.