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HARBOUR MASTER  
and  
CLERK TO THE COMMISSIONERS



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*TR18 5JW*

30 March 2011

**NEWLYN PIER & HARBOUR COMMISSIONERS**

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

**DATE: WEDNESDAY 6 APRIL 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 M BE**  
**Nick Howell**  
**John Lambourn**

**Dave Munday**  
**Andrew Munson**  
**Dave Stevens**  
**Elizabeth Stevenson**  
**Juliet T aylor**

4 APRIL 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 9 March 2011. (copy attached) (pages1-8)

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
- Human Resources Committee

7. Freedom of Information Act 2000: Designating Further Public Authorities Under Section 5

The Board has received a consultation from the Ministry of Justice about the possible inclusion of harbour authorities in the Freedom of Information Act. The Board has been asked to consider and respond to a list of questions, as well as including any additional matters it may wish to bring to the attention of Secretary of State before a final decision is reached. In view of the need to respond before 1 April 2011 the Harbour Master, in consultation with Chairman has responded on behalf of the Board and a copy of the response will be tabled at the meeting.

8. Advisory Body

The Board is asked to note that the first meeting of the Advisory Body is due to be held on Wednesday 13 April 2011. The Vice-Chairman will also make a brief verbal report on the outcome of the meeting held between the Board and the Advisory Body on 17 March 2011.

9. 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 APRIL 2011**

**AGENDA**

**PART 2**

10. Minutes

To confirm the Minutes of the Part 2 of the Meeting held on 9 March 2011 (copy attached for Commissioners only) (pages 9-15)

11. Matters Arising

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

12. Executive Report

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

13. 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).

- Finance Committee – 21 March 2011 (pages 16-20)
- Harbour Management & Operations Committee – 25 March 2011 (to follow)
- Human Resources Committee – 17 March 2011 (pages 21-26)

14. Governance and Succession Planning

(a) In accordance with the Guide to Good Governance, the Board is asked to consider the issue of succession appointments in respect of those Commissioners whose terms of office expire on 30 May 2011.

(b) Chairman to discuss the issue of Governance Arrangements.

15. Investment & Operational Expenditure Plan 2011 / 2012 and Strategic Operational Plan 2012 – 2017

The Board is asked to approve the Investment & Operational Expenditure Plan 2011 / 2012 and the Strategic Operational Plan 2012 – 2017. A final version of the plans will be tabled at the meeting following the Finance Committee on 4 April which is meeting to formally approve the plans for recommendation to the Board.

16. Insurance

The Board is asked to review the Commission's existing insurance cover. A brief report on the main aspects of the cover will be tabled at the meeting.

17. W Harvey & Sons Lease Renewal

The Board is asked to approve the terms for a new ground lease for W Harvey & Sons. A draft resolution is attached for Commissioners. (page 27)

18. Fish Market

(a) Working Party

To agree a date for the first meeting of the working party and to discuss terms of reference.

(b) Market Agents / Auctioneers

The Board is asked to confirm by formal resolution the “in principle” agreement that was reached at the briefing meeting held on 17 March 2011 regarding the right of Market Agents / Auctioneers to continue to sell on the fish market.

19. Any other Business

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

20. 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 4 May 2011** in the **Newlyn Centre, Newlyn.**