

**NEWLYN PIER AND HARBOUR COMMISSIONERS (NPHC)**

**MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. ON WEDNESDAY 7 JANUARY 2015  
IN THE BOARD ROOM, NEWLYN HARBOUR**

**In attendance:** Gilbert McCabe (Chairman) (GMcC)  
Rob Wing (Vice - Chairman) (RW)

Kevin Bennetts (KB)  
Mike Collier MBE (MC)  
Paul Corin (PC)  
Rob Parsons (RP)  
David Stevens (DS)  
Elizabeth Stevenson (ES)

**Also in attendance:** Elaine Baker, Commission Administrator (EB)  
Bernard Pooley – Kelsall Steel Accountants

**Other Attendees:** None.

	<b><u>PART A PUBLIC PARTICIPATION</u></b>	<b><u>ACTION</u></b>
	There was no public participation as no members of the public were present at the meeting.	
	<b><u>PART B – MEETING OF THE COMMISSIONERS</u></b>	
<b>NPHC 36</b>	<b><u>Apologies for Absence</u></b>  An apology for absence was received from Jim McKenna.	
<b>NPHC 37</b>	<b><u>Declarations of Interest</u></b>  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 he also informed the Board that he had been recently appointed as Harbour Master of Mousehole Harbour. The Board congratulated MC on his appointment.  PC 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 as a businessman on the harbour.	

<p><b>NPHC 37 cont.</b></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 as a businessman on the harbour.</p> <p>RP declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.</p> <p>ES declared a personal interest in any items on the agenda which referred to W Stevenson &amp; Sons Ltd (WS&amp;S) 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>RW declared a personal interest in any items on the agenda in connection with the harbour as a fish merchant operating on the market.</p>	<p><b>EB</b></p>
<p><b>NPHC 38</b></p>	<p><b><u>Minutes</u></b></p> <p><b><u>RESOLVED:</u></b> That the public (Part 1) minutes of the meeting held on 5 November 2014, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	<p><b>EB</b></p>
<p><b>NPHC 39</b></p>	<p><b><u>Matters Arising</u></b></p> <p>There were no matters arising from the minutes.</p>	
<p><b>NPHC 40</b></p>	<p><b><u>Harbour Master's (Part 1) Report</u></b></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>RP gave a brief update on the removal of the Children's Friend and the Wayfarer from the harbour, the new ice plant and the electrical upgrade. Phase III had commenced which was due to be completed at the end of January. Once completed charging for electricity would commence. PC commented that in order to make a proper connection to the supply, sockets required a safety pin. RP <b><u>AGREED</u></b> to look into the matter.</p> <p>In response to a question regarding the storage of fishing gear on the pontoons, RP stated that it was the intention for the gates to the pontoons to be locked and in future any gear left on the pontoons would be removed.</p> <p>Refurbishment of the Harbour Office was due to commence mid-January with completion by the end of April.</p>	<p><b>RP</b></p>

<b>NPHC 41</b>	<b><u>Exclusion of the Press and Public</u></b>  The meeting <b>RESOLVED</b> to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed.	
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**SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 7 JANUARY 2015**

1. Minutes (Part 2) of the Meeting held on 5 November 2014

The minutes were approved by the Board.

2. Matters Arising

Issues raised included outstanding debts, general write-off provision within the accounts, RNLI extension plans, purchase of VHF Radios for staff, repairs to the lighthouse and navigational aids, fly tipping on Sandy Cove and dogs on harbour property

3. Commissioner Appointment

The Board received an update on the progress of filling the casual vacancy on the Board.

4. Finance / Audit & Accounts

The Board received a report from Kelsall Steel on the accounts for 2011/12, 2012/13 & 2013/14. The Board also received an overview of managed accounts for the 8 month period to 30 November 2014, including a resolution in respect of action to address an outstanding debt.

5. 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, including a resolution in respect of the purchase of two new water meters.

6. Any Other Business

An issue was raised regarding the introduction of the new fish discard ban.

The meeting closed at 11.55 a.m.

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Chairman