

**NEWLYN PIER AND HARBOUR COMMISSIONERS**

**MEETING OF THE ADVISORY BODY CONVENING COMMITTEE HELD AT 3.30 P.M. ON MONDAY 7 FEBRUARY 2011 IN NEWLYN CENTRE.**

**In attendance:** Ray Tovey – Chairman (RT)  
 John Lambourn (JL)  
 David Munday (DM)  
 Juliet Taylor (JT)

**Also in attendance:** Elaine Baker, Commission Administrator (EB)

	<u>Apologies for Absence</u>	<u>ACTION</u>
	None received.	
ABC.01	<u>Declarations of Interests</u> None received.	
ABC.02	<p><u>Update on Membership</u></p> <p>EB gave an update on the nominations received so far and reported that nominations were awaited from the Voice of Arts in Newlyn / local traders, under 10m catching sector and the shellfish sector. It was <b>AGREED</b> that a list of the confirmed nominees, together with substitute nominees be circulated to all members of the committee via email.</p> <p>In view of the comments raised by the catching sector it was felt that further consideration should be given to widening the stakeholder representation, in particular increasing representation from the fishing industry. One suggestion was to establish separate panel(s) for the catching and merchants' sectors and it was <b>AGREED</b> that this issue should be discussed at the inaugural meeting with the Advisory Body representatives, and that subject to the agreement of the Advisory Body, the terms of reference be amended accordingly.</p> <p>It was also suggested that consideration could be given to extending the membership of the body to include crews and apprentices from within the fishing sector. DM commented that the Under 10m sector was the largest fleet in the harbour and that it might be prudent to split any additional representation between the different sectors.</p> <p>As a consequence of this it was also <b>AGREED</b> that the terms of reference be amended to remove the limit on the number of representatives on the new body.</p>	<p><b>EB</b></p> <p><b>EB</b></p> <p><b>EB</b></p>

<p><b>ABC.03</b></p>	<p><b><u>Inaugural Meeting</u></b></p> <p>The committee discussed the arrangements for the inaugural meeting of the Advisory Body and the supporting information that would be required to support the appointees in their role on the new body.</p> <p>It was <b><u>AGREED</u></b> that all Commissioners be invited to the first meeting, which would be an informal / social event to be held in mid-March, and include a brief presentation on the background to the formation of the Advisory Body.</p> <p>The Committee also felt that induction packs should be produced to include copies of the HRO, Guide to Good Governance document, Acceptance of Office and declaration forms, car parking pass etc. It was also suggested that information be produced on code of conduct issues in line with the HRO, including the disclosure of confidential information.</p> <p>In terms of reporting, it was felt that the new body should be encouraged to submit quarterly reports to the Board, and that it should be consulted on the type of resource / administrative support it would require, including agenda preparation, minute taking, meetings etc.</p> <p>It was <b><u>AGREED</u></b> that a copy of the terms of reference be emailed to each committee member for comment and that comments to be emailed to RT / EB by Tuesday 15 February 2011, together with a “shopping list” of issues which would need to be considered / included as part of the discussion at the inaugural meeting.</p> <p>It was also <b><u>AGREED</u></b> that RT / EB would meet on Wednesday 16 February to produce the information required for the inaugural meeting, including amendments to the terms of reference etc.</p>	<p><b>All to note</b></p> <p><b>RT / EB</b></p>
<p><b>ABC.04</b></p>	<p><b><u>Any Other Business</u></b></p> <p>None received.</p>	
<p><b>ABC.05</b></p>	<p><b><u>Date of Next Meeting</u></b></p> <p>It was <b><u>AGREED</u></b> that the inaugural meeting of the Advisory Body would be held in mid-March date to be confirmed.</p>	
<p>Meeting closed at 4.30 p.m.</p>		
<p>Date:-----</p> <p style="text-align: right;">----- Chairman</p>		