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HARBOUR MASTER
&
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29 October 2012

NEWLYN PIER & HARBOUR COMMISSIONERS

A meeting of the Board of Commissioners will be held as follows:

DATE WEDNESDAY 7 NOVEMBER 2012

TIME 9.00 A.M.

VENUE NEWLYN CENTRE, NEWLYN

Elaine Baker
Commission Administrator

To:
Chairman: Gilbert McCabe
Vice-Chairman: Rob Wing

Commissioners

Kevin Bennetts
Geoff Brown
Mike Collier MBE
Paul Corin

Andrew Munson
David Stevens
Elizabeth Stevenson
Rob Salvidge
George Trubody

7 NOVEMBER 2012

AGENDA

PART ONE

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

Commissioners 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 receive the Minutes of the Part 1 and Part 2 Summary of the Board Meeting held on 5 September 2012. (copy attached) (Pages 1 - 5).

4. Matters Arising

To consider any matters arising from the minutes.

5. Website

To note the launch of the new website on 24 October 2012. Harbour Master to report.

6. Fish Festival

Future of the Fish Festival. Harbour Master to report.

7. Christmas Lights

Newlyn's Christmas Lights. Harbour Master to report.

8. Public Conveniences

Harbour Master to report on the continuing discussions with Cornwall Council regarding the handing back of the public conveniences in Newlyn.

9. Cornwall Development Company and the Strand Framework Project

The Chairman to provide an update on the latest position regarding the Strand Framework Project, and publication of press release.

10. Governance Training

Commissioners are reminded that there is a scheduled Governance Training Day on Thursday 29 November 2012 in Plymouth. Harbour Master to provide further details at the meeting.

11. Executive Report

The Harbour Master to report to the Board on Executive matters.

12. Finance Report

To receive an update on the current financial position of the harbour. David Hines-Randle to report.

13. Timetable of Meetings

The Board is asked to approve the attached report by the Commission Administrator regarding a proposed schedule of formal Board meetings for 2013.

14. Exclusion of Press and Public

The Board 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 are excluded from meeting on the grounds that they involve the likely disclosure of information of a personal nature relating to an individual, the business and / or financial affairs of third parties and / or legal proceedings.

7 NOVEMBER 2012

AGENDA

PART TWO

15. Minutes

To receive the Minutes Part 2 of the Board Meeting held on 5 September 2012 (copy attached for Commissioners only) (Pages 6-11)

16. Matters Arising

To consider any matters arising from the minutes.

17. Harbour Master Candidates - Update

Chairman to update the Board on the recruitment process for the position of Harbour Master.

18. Cornwall Development Company / Strand Framework Project

Chairman to report on the finalisation of Consultant's report on the Strand Framework Project, and proposed timetable for the publication of the report.

19. W Stevenson & Sons Ltd (WS&S Ltd) – Application for Licence to Sell Alcohol

The Board to consider an application from WS&S Ltd for a wider lease from NPHC to enable the company to sell alcohol from its shop. David Hines-Randle to report.

20. Property Matters

(a) Newlyn Lease – Miller Commercial

David Hines-Randle / Harbour Master to report

(b) Estimates of the Value of Vacant Sites on the Strand

David Hines-Randle to provide details to the Board on the current estimates of the value of vacant sites on The Strand.

21. Finance Report

(a) David Hines-Randle to report on the harbour's current financial position, including current budget position, value and age of debtors / creditors, overdraft at end of the preceding six months, cash flow forecast to end of the trading year and explanation of variances.

(b) Reclaim of Grant Monies

David Hines-Randle to report on progress in respect of the grant monies for the new fish grader.

(c) Electronic Banking

David Hines-Randle to seek the Board's approval to the implementation of electronic banking and to outline how financial transactions will be processed in the future.

(d) Turner & Co. Ltd

David Hines-Randle to provide an update on the current position in respect of Turner & Co. Ltd.

22. Operations / Non Harbour Issues

David Hines-Randle to table a confidential report at the meeting regarding various staffing matters and consequential recommendations for the Board's consideration.

23. Executive Report

The Harbour Master to report. To include discussion on progress made in respect of confidential executive matters since the last meeting.

Cornwall Fishing Industry Strategy – Implementation Plan

Chairman to report on progress towards the establishment of a study group to investigate the potential for a Cornwall Fishing Industry Strategy.

24. Chairman's Business

Chairman to report on a number of confidential issues.

25. Any Other Business

26. Date of Next Meeting

The next Board meeting to be held at 9.00 am on 9 January 2013 in the Newlyn Centre.