

**NEWLYN PIER AND HARBOUR COMMISSIONERS**

**MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 7 NOVEMBER 2012 AT THE NEWLYN CENTRE**

**In attendance:** Gilbert McCabe (Chairman) (GMcC)

Kevin Bennetts (KB)  
 Geoff Brown (GB) - Left the meeting at 10.55 a.m.  
 Mike Collier MBE (MC) - Left the meeting at 10.05 a.m.  
 Andrew Munson (AM)  
 David Stevens (DS)  
 Elizabeth Stevenson (ES)  
 George Trubody (GT)  
 Robert Wing (RW)

**Also in attendance:** David Hines-Randle, Executive Assistant

	<b><u>PART A PUBLIC PARTICIPATION</u></b>	<b><u>ACTION</u></b>
	Ruth Simpson requested that Board meetings be advertised more widely in Newlyn, including the centre and that a copy of the agenda be forwarded to Jerry Drew for inclusion in the "Newlyn News" in the Cornishman.	<b>AM / EB</b>
	<b><u>PART B – MEETING OF THE COMMISSIONERS</u></b>	
<b>NPHC 55</b>	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Paul Corin and Rob Salvidge.	
<b>NPHC 56</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 the owner of a boat using the harbour and a businessman on the harbour.  MC declared a personal interest in minute no NPHC 60/12 (Fish Festival), in his capacity as Chairman of the Fish Festival.  AM declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.  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.	

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<p><b>NPHC 56 cont.</b></p>	<p>ES declared a personal interest in any items on the agenda which referred to W Stevenson &amp; Sons Ltd in connection with the harbour &amp; as a tenant of harbour property, as an agent operating on the fish market and as a family boat owner using the pontoons.</p>	<p><b>AM</b></p>
<p><b>NPHC 57</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 September 2012, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	
<p><b>NPHC 58</b></p>	<p><b><u>Matters Arising</u></b></p> <p>On paragraph 4, minute no. NPHC 39/12 (Website) ES asked about the anticipated “taking down” of the former website (www.newlynharbourcommissioners.com). DH-R explained that he had spoken to the domain owner who had confirmed that the domain name had been renewed. It was <b><u>AGREED</u></b> that DH-R would speak to Juliet Taylor about this issue.</p>	<p><b>DH-R</b></p>
<p><b>NPHC 59</b></p>	<p><b><u>Website</u></b></p> <p>The Harbour Master reported that the new website had been launched on 24 October 2012. The Board was advised that EB would be responsible for updating the site.</p>	
<p><b>NPHC 60</b></p>	<p><b><u>Fish Festival</u></b></p> <p>The Harbour Master gave a brief resume of events to date and also advised that the RNMDSFF (Head Office) had decided not to financially support the fish festival in the future. Set up costs for 2012 had been approximately £34,000, with a net profit of £4,000.00 versus a normal average £8,000.00. Normal fund raising would anticipate to raise £3.00 for every £1.00 spent.</p> <p>MC, as Chairman of the Fish Festival Committee reported on a meeting he had attended the previous night wherein the Fish festival Committee had decided it would like to carry on in previous year’s but seek a new Chairman. MC further stated that it was the intention to donate the majority of monies raised to the local RMNDSFF and the Committee was currently looking for insurance quotes to enable the festival to proceed. The Harbour Master reported that he had received a request from Steve Ryman, the current Fish Festival Secretary asking for permission to hold next year’s festival and in this respect he had asked Mr Ryman for details of their proposed properly constituted organisation and specific details of what was proposed. Mr Ryan understood that when the sponsorship had been received the Commission would then give its formal support (as the Mission was no longer going to guarantee the operating costs).</p>	

<p><b>NPHC 60 cont.</b></p>	<p>ES suggested that in view of what happened in 2012, that the Commission approve or refuse any sponsors or stall holders.</p> <p>GB proposed, and it was <b>AGREED</b> that the Commission would support the 2013 Fish Festival provided that the above conditions were met.</p> <p>It was <b>AGREED</b> that the Chairman and the Harbour Master would meet Mr Ryman to discuss the detailed requirements.</p>	<p><b>GMcC / AM</b></p>
<p><b>NPHC 61</b></p>	<p><b><u>Christmas Lights</u></b></p> <p>The Harbour Master reported that NPHC would make a financial donation of £500.00 on the presentation of an original invoice made out to Newlyn Harbour, and that with the assistance of other financial contributions the Christmas Lights would go ahead as usual.</p>	
<p><b>NPHC 62</b></p>	<p><b><u>Public Conveniences</u></b></p> <p>The Harbour Master reported that Cornwall Council had sent the requested pictures of some refurbished conveniences and that Cormac Solutions Ltd had provided a summary for the electrical and decorative aspects of the project the total cost of which was £10,496.00, plus a £2,272 contribution to eco-save (water conservation). Cornwall Council failed to provide proposals for disabled units, as requested. The Commission rejected the proposal (essentially as it was felt that the amounts covered annual maintenance costs). It was suggested that NPHC provide a specification (including disabled units) to Symons Construction Ltd in the first instance and provide an outline scheme and costings for a capital scheme.</p> <p>The Harbour Master reported that had met with Roger Harding, local Cornwall Councillor who had agreed to arrange a new meeting with Councillor Jim Currie, the new leader of the Cornwall Council to discuss the matter further.</p>	
<p><b>NPHC 63</b></p>	<p><b><u>Cornwall Development Company (CDC) and the Strand Framework Project</u></b></p> <p>The Chairman advised that the Strand Framework Project report had been accepted by the Steering Committee and would shortly be put in the public domain by CDC.</p> <p>A press release had been published (copy appended to the signed minutes).</p>	
<p><b>NPHC 64</b></p>	<p><b><u>Governance Training</u></b></p> <p>The Harbour Master reminded the Board that all Commissioners were expected to attend the Governance Training day on 29 November 2012 in Plymouth. Seven Commissioners confirmed that they would be attending.</p>	<p><b>All to note</b></p>

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<p><b>NPHC 65</b></p>	<p><b><u>Executive Report</u></b></p> <p>The Board received the report of Executive Matters since the last meeting (copy appended to the signed minutes).</p> <p><b><u>RESOLVED</u></b> That the quotation from Cormac Ltd regarding maintenance of Keel Alley, Newlyn is accepted.</p>	<p><b>AM</b></p>
<p><b>NPHC 66</b></p>	<p><b><u>Finance Report</u></b></p> <p>DH-R reported that the first six months of the year were on budget and that he anticipated a small surplus at the end of the current financial year.</p>	
<p><b>NPHC67</b></p>	<p><b><u>Timetable of Meetings</u></b></p> <p><b><u>RESOLVED</u></b>: That the timetable of meeting as presented at the meeting be approved.</p>	<p><b>EB</b></p>
<p><b>NPHC 68</b></p>	<p><b><u>Exclusion of the Press and Public</u></b></p> <p>The meeting <b><u>RESOLVED</u></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.</p>	

**SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 7 NOVEMBER 2012**

1. Minutes (Part 2) of the Meeting held on 5 September 2012

The minutes were approved by the Board.

2. Matters Arising

The Board received an update on harbour property, staffing issues and the ice works.

3. Harbour Master Candidates – Update

The Board received an update on the recruitment process for the position of Harbour Master.

4. Cornwall Development Company / Strand Framework Project

The Board received a progress report on the finalisation of the consultant's report and the proposed timetable for its publication.

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

The Board approved an application from WS&S Ltd for an amendment to their current lease to enable the company to sell alcohol from its shop.

6. Property Matters

The Board received an update on a number of property matters including new leases and potential estimates of the value of vacant sites on The Strand.

7. Finance Report

The Board received an update on a number of confidential financial issues, including the reclaim of grant monies, current budget position, age and value of debtors / creditors, overdraft at end of preceding six months, cash flow forecast, introduction of electronic banking and Turner & Co.

8. Operations / Non Harbour Issues

The Board received a progress report in respect of a number of staffing related matters.

9. Executive Report

The Board received the monthly report on confidential executive matters since the last meeting.

10. Cornwall Fishing Industry Strategy – Implementation Plan

The Board received an update on progress regarding the establishment of a study group to investigate the potential for a Cornwall Fishing Industry strategy.

11. Chairman's Business

The Board discussed a number of confidential issues raised by the Chairman regarding the Executive function.

12. Any Other Business

None received.

13. Date of Next Meeting

Next Board meeting to be held at 9.00 a.m. on Wednesday 9 January 2013 in the Newlyn Centre.

The meeting closed at 12.30 p.m.

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Chairman

9 January 2012