

All communication to be addressed to Clerk to the Commissioners

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and
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2 March 2011

NEWLYN PIER & HARBOUR COMMISSIONERS

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

DATE: WEDNESDAY 9 MARCH 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 MBE
Nick Howell
John Lambourn

Dave Munday
Andrew Munson
Dave Stevens
Elizabeth Stevenson
Juliet Taylor

9 MARCH 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 2 February 2011. (copy attached) (pages 1 – 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. Communications Policy

To approve the attached new Communications Policy for Newlyn Pier & Harbour Commissioners. This was approved for recommendation to the Board by the HR Committee at its meeting on 11 February 2011 (copy attached). (pages 9 – 24)

8. Inaugural Meeting between the Board and Advisory Body

To confirm the date and arrangements for the inaugural meeting between the Board of Commissioners and the Advisory Body – Vice-Chairman to report.

9. Succession Planning

In accordance with the Guide to Good Governance, the Board is asked to come forward with suggestions for succession appointments for Commissioners.

10. 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.

9 MARCH 2011

AGENDA

PART 2

11. Minutes

To confirm the Minutes of the Part 2 of the Meeting held on 2 February 2011 (copy attached for Commissioners only) (pages 25 – 29)

12. Matters Arising

To consider any matters arising from Part 2 of the Minutes held 2 February 2011 and to provide an update of actions taken.

13. Accounts for the Year Ended 31 March 2010

To approve the accounts for the year ended 31 March 2010 (Copy attached for Commissioners only). (pages 30 – 45)

14. Executive Report

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

15. 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).

- Advisory Body Convening Committee – 7 February 2011 (pages 46 – 47)
- Finance Committee – 21 February 2011 (pages 48 – 51))
- Harbour Management & Operations Committee – 25 February 2011 (pages 52 - 55)
- HR Committee – 11 February 2011 (pages 56 - 60)

16. Fish Market

To consider terms of reference for a joint meeting of the Asset & Harbour Management Committees to discuss the fish market.

17. Any other Business

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

18. 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 6 April 2011** in the **Newlyn Centre, Newlyn.**