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**A.T. MUNSON**  
HARBOUR MASTER  
and  
CLERK TO THE COMMISSIONERS



*Harbour Office*  
*Newlyn*  
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*TR18 5ATW*

10 January 2011

**NEWLYN PIER & HARBOUR COMMISSIONERS**

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

**DATE: WEDNESDAY 12 JANUARY 2010**

**TIME: 9.00 A.M.**

**VENUE: NEWLYN CENTRE, NEWLYN**

**Elaine Baker**  
**Committee Administrator**

**To:**  
**Chairman Mr Gilbert McCabe**  
**Vice -Chairman : Mr Ray Tovey**

**Committee Members**

**Mr K Bennetts**  
**Mr G Caplin**  
**Mr M Collier M.B.E.**  
**Mr N Howell**  
**Mr J Lambourn**

**Mr D Munday**  
**Mr Andrew Munson**  
**Mr D Stevens**  
**Mrs E Stevenson**  
**Ms J Taylor**

**12 JANUARY 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 of the Meeting held on 8 December 2010.

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**

a. To receive an update from the following committees:-

- Asset Committee
- Harbour Management & Operations Committee
- Advisory Body Convening Committee

b. To receive a brief finance report from the Chairman of the Board.

7. **Membership of Committees**

To propose any changes to the current membership of committees as set out on the attached sheet.

8. 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.

**12 JANUARY 2011**

**AGENDA**

**PART 2**

9. Minutes

To confirm the Minutes of the Part 2 of the Meeting held on 8 December 2010 and the minutes of the Informal Board meeting held on 5 January 2011 (copies attached for Commissioners only)

10. Matters Arising

To consider any matters arising from Part 2 of the Minutes held on 8 December 2010 and 5 January 2011 and to provide an update of actions taken.

11. Business / Operations Plan

The Board of Commissioners is invited to make comments on the first draft of the Business / Operations Plan.

12. Executive Report

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

13. Update from Committees

a. To receive an update from the following committees in respect of confidential matters:-

- Asset Committee
- Harbour Management & Operations Committee
- Human Resources Committee

b. Finance Report

Presentation of budget projections up to 31 December 2011, prior to submission to Kelsall Steele, External Auditors.

14. Any other Business

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

15. 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 2 February 2011** in the **Newlyn Centre, Newlyn.**