

NEWLYN PIER AND HARBOUR COMMISSIONERS

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 12 JANUARY 2011 AT THE NEWLYN CENTRE

In attendance: Gilbert McCabe – Chairman (GMcC)
 Ray Tovey – Vice-Chairman (RT)
 Kevin Bennetts (KB)
 Glenn Caplin (GC)
 Mike Collier MBE (MC)
 Nick Howell (NH)
 John Lambourn (JL)
 Dave Munday (DM)
 Andrew Munson (AM)
 David Stevens (DS)
 Elizabeth Stevenson (ES)
 Juliet Taylor (JT)

Also in attendance Jackie George, Cornwall Development Company (JG)
 Elaine Baker, Committee Administrator (EB)

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	<p>The Chairman welcomed the audience to the meeting and made a statement on behalf of the Board of Commissioners expressing the Board's gratitude to the Cornishman Newspaper for its offer to sponsor the public question & answer session on the new draft Operational Business Plan to be held on 7 February which would be preceded by a presentation of the plan by members of the Board of Commissioners.</p>	
	<p>Presentation of the draft plan to the Catching / Merchants' sectors would be held on 4 February venue to be confirmed.</p>	
	<p>The Chairman also reported that Dan Connelly, Chief Executive Officer of the Fisherman's Mission organisation had agreed to meet the Board on 21 January 2011 to explore opportunities for the future of the Mission building in Newlyn. A report on the outcome of those discussions would be made at the next meeting held on 2 February.</p>	<p>GMcC</p>
	<p>Ellie Evans, Cornishman raised the issue of NPHC's monthly column. To date contributions had been received from the Chairman and Vice-Chairman and she asked if any other Commissioners were interested in submitting editorial for the edition on 24 January. GMcC stated that her request would be considered and that editorial would be provided for the edition in advance of the deadline.</p>	<p>GMcC / AM</p>

	<u>PART B MEETING OF THE COMMISSIONERS</u>	
NPHC 139	<u>Apologies for Absence</u> None received.	
NPHC 140	<u>Declarations of Personal and Prejudicial Interests</u> ES declared a personal interest in any items on the agenda which referred to W Stevenson & Sons in connection with the harbour. AM declared a personal interest in any staff issues on the agenda as an employee of the harbour and member of the Human Resources Committee.	AM
NPHC 141	<u>Minutes of the public part of the meeting held on 10 November 2010</u> <u>RESOLVED:</u> That the public part of the minutes of the meeting held on 8 December 2010, including the summary of matters considered in Part 2 of the meeting be approved as an accurate record and that they be signed by the Chairman.	AM / EB
NPHC 142	<u>Matters Arising from the Minutes</u> In respect of the security issue raised by JL in connection with the pontoon gates it was <u>AGREED</u> that the matter would be referred to the Harbour Management & Operations Committee as the issue of security versus access needed to be addressed in greater detail. Regarding the meeting with James Pascoe to discuss the issue of the payment of pontoon dues, AM reported that the meeting had not been held due to unforeseen circumstances but that the meeting would be held as soon as practicable. On minute no. NPHC 130/10, for clarification purposes the Chairman reported that NPHC's statutory accounts were being finalised which would reflect two debts to be written off. One, relating to the £35,000 owed to Cornwall Council and £12,000 as of 31 December 2010 in respect of unpaid dues etc as of 31 March 2010. If these dues were subsequently paid they would be written back as sales into the accounts within the financial year received. The Chairman also thanked Glenn Caplin for his assistance in the repayment of the £3,000 debt from Cornwall Council. JT reported that there had been no progress on the Sandy Cove project since the last meeting but that the Asset Committee remained in close contact with Cornwall Development Company on the issue.	HM&O Ctte AM

<p>NPHC 142 cont.</p>	<p>RT reported that nominations were being received and that deadline for returns was 14 January 2011. It was hoped that the first meeting of the new Advisory Body would be held in mid February.</p>	
<p>NPHC 143</p>	<p><u>Executive Report</u></p> <p>AM gave his first report to the Board on Executive matters which had arisen since the last meeting of the Board. Since the last meeting normal operations in the running of the port had continued, and a staff meeting had been held which had discussed various matters.</p> <p>Routine maintenance works were due to be carried out on the fish market which would include the installation of locks on the doors. A stock check of fish boxes had also been carried out.</p> <p>On Boxing Day a small six metre vessel had sunk in the harbour. Unfortunately the vessel was not insured and salvaging of the vessel was carried out by the harbour with all costs charged to the owners of the vessel. AM reported that under the new byelaws vessels moored in the harbour would be required to have a minimum of third party insurance cover. The byelaws were currently being checked prior to submission to the Department of Transport.</p> <p>AM was pleased to confirm that following recent insurance surveys the harbour was compliant with the Port Marine Safety Code. Inspections had also been carried out on the stand-by generators, market compressor and harbour boat engine which were all satisfactory.</p> <p>AM also reported that following negotiations with a cruise line company he was confident that cruise passengers would be landing at Newlyn in the coming year.</p> <p>Regarding fishing news, AM was extremely pleased report that the port record for the value of fish landed had been broken on three separate occasions since the New Year and now stood at £52,800. On the downside, AM also reported on the potential departure of two of the larger netters from the industry.</p>	
<p>NPHC 144</p>	<p><u>Update from Committees</u></p> <p><u>Asset Committee</u></p> <p>JT reported that the Committee had met on 10 January to finalise the property management brief for Miller Commercial and that it was hoped to bring the results of the property review to the Board in March 2011.</p> <p>In respect of the meeting with the CEO of the Fisherman's Mission organisation confirmation was required on the meeting(s) and date but it was confirmed that all Commissioners would be welcome to attend.</p>	<p>JT / GMcC</p>

<p>NPHC 144 cont.</p>	<p><u>Harbour Management & Operations Committee</u></p> <p>KB reported that works on the installation of new fendering on the Mary Williams Pier was due to commence, followed by works to the electrics on the quay.</p> <p><u>Finance Committee</u></p> <p>The Chairman reported that NPHC had to submit a report to Kelsall Steele, Auditors to prove the viability for the harbour. This report was based on the figures in the accounts and budgeted / carried forward to end of October 2010. The figures indicated NPHC was slightly under on expenditure and over on income.</p>	
<p>NPHC 145</p>	<p><u>Membership of Committees</u></p> <p>A schedule of the current membership of committees was circulated to all Commissioners and GMcC commented that the purpose of the exercise was to confirm committee memberships, address the issue of terms of reference and to consider the issue of delegation of responsibilities to committees, together with budgets.</p> <p>RT stated that it was important for the terms of reference of each of the committees to be confirmed as a matter of urgency so that each committee was clear as to the level of its responsibility. In respect of the Audit Committee, a meeting had been cancelled with the Head of Internal Audit, Cornwall Council in December which was in the process of being reconvened. However, initial thoughts were that an audit function rather than an Audit Committee was required.</p> <p>It was <u>AGREED</u> that draft terms of reference would be forwarded to GMcC, RT, EB and the chairs of committees for comments with a view to proposed terms of reference for each committee being brought to the next Board meeting on 2 February for discussion, followed by formal ratification in March when it was anticipated that the final Operational / Finance Plan would be presented for approval.</p> <p>Following the last meeting of the Harbour Management & operations Committee, AM confirmed that he had contacted neighbouring Harbour Commissioners at Padstow and Fowey regarding terms of reference but they did not have committees. Contact was still to be made with Falmouth Harbour Commissioners and it was <u>AGREED</u> that the Dart River Navigation Authority would also be contacted.</p> <p>KB commented that it was important that committees were given small delegated budgets to enable them to become more effective and to take on responsibility for basic harbour housekeeping matters with strategic investment expenditure being considered by the full Board of Commissioners. GMcC said that it was intended that all committees would have budgets from 1 March 2011 but that in the present financial year £135,000 had already been</p>	<p>GC</p> <p>AM</p>

<p>NPHC 145 cont.</p>	<p>approved for maintenance repairs, including £15,000 for dredging. £40,000 had also been set aside for fender replacement, £20,000 in 2010 / 2011 and £20,000 in 2011 / 2012. The Chairman confirmed that the Finance Committee would advise the Harbour Management & Operations Committee as to how much was remaining in this year's budget for maintenance.</p>	<p>GMcC / AM / KB</p>
<p>NPHC 146</p>	<p><u>Exclusion of the Press and Public</u></p> <p>The meeting <u>RESOLVED</u> 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 12 JANUARY 2011

1. Minutes (Part 2) of the Meeting held on 8 December 2010 and Minutes of the Informal Meeting of the Board held on 5 January 2011

The minutes were approved, subject to two minor amendments, by the Board as an accurate record and signed by the Chairman.

The minutes of the Informal Meeting were deferred for consideration until the next meeting of the Board on 2 February 2011.

2. Matters Arising

Progress on the issuing of a letter to Fish Merchants in respect of the implementation of the levy was raised and the possible extension to the Net Sheds which the Harbour Management & Operations Committee requested be looked at as a matter of urgency.

3. Business / Operational Plan

The Board received the first draft of the new Operational Plan for the Financial Year 2011 / 2012 for comment and amendment.

4. Executive Report

There were no additional confidential items to report.

5. Update from Committees

Asset Committee

The Board received an update report from the Chairman of the Committee and discussed potential future grant funding opportunities for the fish market and other potential strategic investment opportunities.

Human Resources Committee

The Board received a progress report from the Chairman of the Committee on staffing and organisational issues.

6. Any other Business

The Board authorised the continuation of discussions with the British Tourist Board about the possibility of hosting a Quay Day activity in the Old Harbour on 12 March 2011.

7. Date of Next Meeting

It was noted that the next meeting of the Board would be held at 9.00 a.m. on Wednesday 2 February 2011.

The meeting closed at 12.00 p.m.

Chairman

