

NEWLYN PIER AND HARBOUR COMMISSIONERS (NPHC)

**MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. ON WEDNESDAY 16 MARCH 2016
IN NEWLYN CENTRE, NEWLYN**

In attendance: Gilbert McCabe (Chairman) (GMcC)
Rob Wing (Vice-Chairman) (RW)

Mike Collier MBE (MC)
Jim McKenna (JMck)
Rob Parsons (RP)
Lucy Parsons (LP)
David Stevens (DS)

Also in attendance: Bernard Pooley, Kelsall Steele (BP)
Elaine Baker, Commission Administrator (EB)
Hazel Murray, The Cornishman

Other Attendees: None.

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	None.	
	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 120	<u>Apologies for Absence</u> Apologies for absence were received from Kevin Bennetts and Paul Corin.	
NPHC 121	<u>Declarations of Interest</u> MC declared a personal interest in any items on the agenda as a pontoon user. RP 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. RW declared a personal interest in any items on the agenda in connection with the harbour as a fish merchant operating on the market.	EB

<p>NPHC 122</p>	<p><u>Minutes</u></p> <p>RESOLVED: That the public (Part 1) minutes of the meeting held on 6 January 2016, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	<p>EB</p>
<p>NPHC 123</p>	<p><u>Matters Arising</u></p> <p>There were no matters arising from the minutes.</p>	
<p>NPHC 124</p>	<p><u>Re-appointment of Commissioner</u></p> <p>RESOLVED:-That in accordance with Article 7, of the Newlyn Pier & Harbour Revision Order 2010, Robert Clifford-Wing be re-appointed for a further three-year term of office with effect from 31 May 2016.</p>	<p>RP /EB</p>
<p>NPHC 125</p>	<p><u>Appointment of Chairman - Elect</u></p> <p>RESOLVED: - That in accordance with Article 2(1) of Schedule 2 of the Harbour Revision Order 2010 Robert Clifford-Wing be appointed as Chairman-Elect with effect from 31 May 2016 when the current Chairman’s term of office is due to expire and will not be seeking re-appointment.</p>	<p>RP / EB</p>
<p>NPHC 126</p>	<p><u>Harbour Master’s (Part 1 Report)</u></p> <p>The Board received the Harbour Master’s Part 1 report (copy appended to the signed minutes).</p> <p>Port Marine Safety Code (PMSC) – The Harbour Master reported that the new code was due to be published later in the year and that it provided an opportunity to review the harbour’s Health & Safety Policy as there were overlapping areas in each of the documents and it was important that the H&S Policy dovetailed with the PMSC to ensure each documents effectiveness. The new documents would be brought to a future Board meeting.</p> <p>Safety Management System (SMS) Vol 1 to 3 – The documents had been reviewed in light of recent personnel changes on the Board. Commissioners were individually and collectively responsible for delivery of the system and it was important that all Commissioners were aware of the duty placed on them under the SMS. The Board was advised that the Harbour Master was the competent person who ran the harbour on the Board’s behalf as the “duty holder”.</p> <p>Landings – The Harbour Master reported that landings were significantly down at the end of February on the previous year’s figures. However, this was in some way being offset by an increased number of Belgian vessels now using the port as a landing platform which had had a positive knock-on effect with other foreign vessels now using Newlyn. With effective “point of contact” landing dues were increasingly being</p>	<p>RP</p>

	<p>paid within 15 days which was a significant improvement. The Vice-Chairman acknowledged that the improvement was a direct result of the new working and berthing practices being brought in by the Harbour Master.</p> <p>Property – JMCK thanked the Harbour Master for the support and assistance he had given Cllr Harding, the local Cornwall Councillor and Penzance Town Council who had been assisting Mr Sedgwick during the relocation of the Newlyn Post Office.</p>	
<p>NPHC 127</p>	<p><u>Exclusion of the Press and Public</u></p> <p>The meeting RESOLVED 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 13 MARCH 2016

1. Minutes (Part 2) of the Meeting held on 6 January 2016

The minutes were approved by the Board.

2. Matters Arising

There were no matters arising from the minutes.

3. Chairman's Business

The Chairman provided the Board with an update on the current composition of the Board following the resignation of one of the Commissioners.

4. Accounts Year End 31 March 2015

The Board approved the accounts for the year ended 31 March 2015 after a formal presentation by Bernard Pooley, Kelsall Steele Accountants.

5. Operational Budget 2016 / 17

The Board approved the operational budget for 2016 / 17, together with a revised schedule of charges effective from 1 April 2016.

6. Harbour Master's Part 2 Report

The Board received the monthly report on confidential executive matters since the last meeting, which included financial, personnel, projects, property and general operational matters.

7. Any Other Business

Discussed issues relating Sandy Cove and the Excellent.

The meeting closed at 12.05 p.m.

Chairman