



# Newlyn Pier & Harbour Commissioners

## Minutes Part 1

**Meeting Title:** Commissioners Ordinary meeting

**Date:** 09 June 2021

**Time:** 0900

**Location:** Microsoft Teams

**Chaired by:** Robert Clifford-Wing

**Attendees:** Robert Clifford-Wing (RW), Kevin Bennetts (KB), Robert George (RG), Anthony Hoskin (AH), Abbie Smith (AS), Paul Corin (PC), Cllr Peter Channon, (JM), James Roberts (JR), Gus Lewis (GL), Robert Parsons (RP, HM)

**Apologies:** Sam Winters (SW)

## Minutes

- **Welcome and Apologies**
  - Apologies received as noted above
- **Declaration of Interest**
  - AH declared an interest in any item on the agenda as an active sea going fisherman and boat owner operating within Newlyn Harbour.
  - RP Declared an interest in any item on the agenda relating to staffing matters as an employee and as a leisure boat owner moored in Newlyn Harbour
  - RW declared an interest in any items on the agenda in connection with fish buying as a Fish Merchant and as a trustee of the national Lobster Hatchery
  - PCh declared an interest in being a member of Cornwall Council Harbour Board
- **Minutes of the last Meeting**
  - **Resolved** the part 1 minutes of the of the meeting held on the 21<sup>st</sup> April 2021 were agreed as a true and accurate record.
- **Matters Arising not covered on the Agenda**
  - The Chairman welcomed Cllr Peter Channon to the board



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- RP moved to the reappointment of Commissioners RG and AH under Article 7 of the HRO 2010.
  - GL Proposed the reappointment of RG and AH, Seconded by KB. Votes were passed and it was **resolved that RG and AH be reappointed under Article 7 for 3-year terms.**
  - RP informed the board that the advert for Commissioners was on the website and will remain live until such time as suitable numbers had been achieved. RP indicated that a prompt will be placed on social media.
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- **PMSC Duty Holder Update**
    - RP reminded all Commissioners that they are all individually and collectively responsible under the code.
    - RP raised the continual need for training in accordance with the PMSC and that BPA training, when published, will be utilised for new members and present board members if required to refresh.
    - RP updated the board on G7 matters and incidents.
    - RP informed the board on the recent incident in relation to the visiting Scottish Vessel and a landing davit.
    - RP updated the board as to the situation regarding the fuelling terminal and the designated berths. It was noted that some of the present vessels on the pontoon were too large and would be moved to MWP.
  - **Operations**
    - RP updated the board on the water network and the testing post installation of a new filtration system and improved chlorination plant.
    - RP raised the need for improved insulated doors in the areas of high traffic prior to handing over full control to the resident auctioneers.
    - Manpower increase was raised by RW and the opportunity to secure funds by adding capacity to the HM. RW continued that the need for an additional DHM was needed and that we should be looking to recruit. **Resolved** delegated authority to Chair, Vice and HM to sort Job spec and recruit DHM
  - **Financial Update**
    - RP updated the board on the accountant services review and was intending to have further discussions with the shortlisted companies in the following weeks. Chair and Vice were requested to attend.
    - RP continued the first quarter P & L of 2020 in comparison to 2021 was that of an improvement from £78k to £96k



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- Draft Accounts were ready for the commissioners and would be shared appropriately. Auditors meeting yet to be organised but hopefully with lockdown easing this can be completed face to face.
- **Projects**
  - RP informed the board on the position relating to Town Deal and the announcement on the award of £21.5 Million to PZ TD. Newlyn will be being informed very soon as to the specifics of the training school and will be brought to the next meeting.
  - RP questioned the board over the AB, s request to hold a stakeholder presentation on the concept plans of which was supported by all Commissioners. KB stated that the AB is working well and the best it ever has by way of support and work output. JR stated that he feels that the AB should hold the presentation in order to collect all comments. RP informed the board that he will be meeting with the Chair and AB Vice and will report the boards position.
  - RP reported that the installation of the water filtration had been complete and is now finalised.
  - RP introduced the board to the potential project of recycling mono nets into rubbing pylons. RP continued that this project needs clarity on the achievable outputs and is embryonic at this stage. More clarity and understanding on costs, potential JVs, and deliverables before a full business case and or application is submitted to the MMO.
  - RP updated the board in relation to the security and safety project and that the BC and application was being drafted.
- **Part 1 Closure**
  - Resolved to close part 1 of the meeting as further matters of a confidential nature were to be discussed.





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## SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA IN RELATION TO THE MEETING HELD BY THE COMMISSIONERS HELD ON 09<sup>th</sup> JUNE 2021

### 1. Minutes

The minutes (Part 2) of the Ordinary Meeting held on the 21<sup>st</sup> April 2021 were approved as a correct record and signed by the Chairman.

### 2. Matters Arising

There were no matters arising from the minutes.

### 3. Confidential Operational Update

The Board were briefed on all operations of a confidential nature in relation to manning, contract negotiations and personnel issues not for publication on the public domain

### 4. Chairman's Business

The Chair raised points in relation to a Charges review, deferred until September meeting, the Strategic planning meeting, (single agenda item) and the pricing of works to tidy Barron's Square.

### 5. AOB

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Chairman



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## Minutes Part 2

### 1. Minutes of Last meeting Part 2

- **Resolved** the part 2 minutes of the of the meeting held on the 21<sup>st</sup> April 2021 were agreed as a true and accurate record.

### 2. Matters Arising

- There were no matters arising

### 3. Personnel and Staffing report

- The board were briefed in relation to the settlement, in particular the ex-gratia figure for Mrs Elaine Baker. The board passed a maximum figure of £10,000.
- KB reminded the history of EBs working history and that her service at the creation of the board post the HRO was invaluable and that a £10k was sensible.
- GL supported this cost rather than protracted debates and legal fees; this was supported generally by the board.
- Resolved that the HM was approved to a level of £10k

### 4. Chairman's Business

- RW raised that due to the fact that fishing was recovering that the charges review should be revisited. KB offered another 3 months before review, RP followed up that due to the changes planned financially that he would prefer to see these points finalised before any review was implemented. RW instructed for an agenda item to be on the September Board meeting on the subject of charges review.
- RW informed the board on the need for a single agenda item meeting in relation to the strategic direction of the Commission. RP added that an informal meeting with the AB will called asap so as to glean any concerns from stakeholders prior to this meeting.
- RW reminded the board over the desperate need to resurface Barron's Square and the tidying up of the entrance. The board were supportive and wanted to see this happen asap. The Commission instructed the HM to commence the works to tidy up the approach to the harbour, Admiralty Boat House



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## 5. AOB

- PCh offered to look into any assistance that Cornwall Council may offer to the HM and he will be in touch.
- JR raised the concerns gain over the car park and delayed fuelling issue.
- RG updated the board on the health of Andrew Munson.

## 6. Date of Next Meeting

- 7<sup>th</sup> July 2021

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Chairman