

Meeting Minutes – 08/03/2024 – Part 1



1. Welcome & Apologies

Chair opened the meeting at 9am

Meeting attendees – RW JP AH PD NDX GA NH SW NB RG JR

Apologies sent – PP PCH AS

2. Declarations of interest

No declarations made.

3. Minutes of the last meeting – Part 1

No matters arising. An adjustment was made to the previous minutes, it was concluded lighting is not sufficient but improvements have been made.

4. Accounts review (F&C)

A representative attended and presented an account summary. A conversation took place over understated revenue and adjustments; an estimated tax return was paid on time.

Areas of the balance sheet were discussed - the fixed asset value has increased due to additions to both tangible and non-tangible assets throughout the year.

A formal property valuation took place last year. Formal valuations are recommended every 3 years. Commissioner's valuations will be used in the interim years. A formal valuation of the Market was recommended.

Income streams were shared; a significant increase to Pay and Display was noted.

Expenses have seen an increase to staff wages and legal fees. A request was made to investigate the increase to wages.

A significant conversation took place over grants and tax relief.

The Audit Completion Report was shared. Areas of risk were highlighted and materiality was set at £55,000. Relevant testing has taken place and MMO data has been reviewed. Auditors adjustments were explained.

Queries were raised over the use of accounting software. It was confirmed that Xero is adequate for NPHC business needs.

5. Harbour update/risk report (JP)

A subgroup has compiled an operational report highlighting issues. Aspects of the report were discussed including bollards, lighting and water supplies. Health and safety concerns relating to the supply of hoses were shared.

It was resolved that the report will be made public and updated by NPHC to communicate progress.

The risk report was shared, no major concerns raised. Bollards are due to be delivered in April. Impact damage to the market will be assessed soon. Lighting is an ongoing issue. Waste on the Quay is constantly monitored by NPHC staff.

WSP have commented on the South Pier following reports of a hole, there is a need for repair but no immediate structural concerns. Repairs to the pier may coincide with the Sandy Cove project.

A harbour reporting system will be made active soon.

6. Operational Group report

JP and NDX will liaise to make the report available to harbour users.

7. Strategic Group report

A meeting will be held with Cornwall Council next week. An economist was employed to produce data for the meeting. Cornwall Council have an interest due to the CFPO report and the Sandy Cove development. The treasury have requested costings for the project. A conversation took place over project phases, ownership of land and use of materials. NH will give a presentation to the council next week. Feedback will be given at the next commissioners meeting.

8. Guide to Good Governance

A significant conversation took place over the guide of Good Governance and roles of the operational team/commissioners. An action point was made to look at the code and carry out a gap analysis. All commissioners agree to adopt the guide of good governance and make the necessary adjustments to practice the code effectively.

Concerns raised by stakeholders and staff were shared with the commissioners. The introduction of a HM report was requested.

It was reiterated that communication platforms will be introduced and harbour maintenance will be more visible once harbour staff have been released from market duties.

9. AB brief & update

The role of the AB was discussed - harbour users have been advised of the Operational Strategic group. The AB is not the first call for operational issues.

The AB remain supportive of strategic planning.

It was confirmed the deputy chair will take the chair as of May 2024.

Part 1 closed



Chairman