



HUMBER FREEPORT COMPANY LIMITED
(CRN:13470809)

Minutes of a Meeting of Directors held
At ABP Offices, Northern Gateway, Hull HU9 5NS
On Monday 24th June 2024 at 2pm.

ATTENDANCE

PRESENT:

NAME	POSITION
Simon Bird	Director Representative of Associated British Ports & Chairman
Carolina Borgstrom	Director Representative of North East Lincolnshire Council (NELC) – (VL)
Alex Codd	Director Representative of Hull City Council (HCC)
Joanne Barnes	Director Representative of Yorkshire Energy Park (YEP)
Marcus Walker	Director Representative, ABLE Humber Ports Ltd – from 2.16pm
Neal Juster	Director Representative of Greater Lincolnshire Enterprise Partnership (GLEP)
Patrick Pogue	Director Representative of PX Group (PX)
Suzie Wood	Director, Representing St John’s College (VL) – from 2.15pm

IN ATTENDANCE

Simon Green	Chief Executive, HFCL
Halina Davies	Observer as Chair of Freeport Innovation Liaison Group
Greg Lacey	Associated British Ports
Nick Allen	Observer Representative for The Department of Levelling Up and Communities and Housing (DLUCH) (VL)
Dominic Gibbons	Observer Director, Representing Wykelands (VL)
Guy Lonsdale	Accountable Body Representative
Stella Smith	Albany Infrastructure Management, Finance Manager (VL)
Katie Hedges	CATCH
Kate Robinson	North Lincolnshire Council (representing Lesley Potts)
Guy Lonsdale	North East Lincolnshire Council (Representing Sharon Wroot)
Philip Ashworth	Andrew Jackson Solicitors (VL)
Steven Leeming	Company Secretary
Amelia Frith	Albany Infrastructure Management, Minutes

APOLOGIES:	Alan Menzies	Director Representative East Riding of Yorkshire Council (ERYC)
	Sharon Wroot	Accountable Body & North East Lincolnshire Council
	Stephen Parnaby	Director Representative of Hull and East Yorkshire LEP (HEYLEP)
	Lesley Potts	North Lincolnshire Council, Director of Communities

(VL) denotes joined meeting by video link.

Mr Bird was the Director in the Chair, the meeting was quorate.

It was noted that Suzie Wood was appointed as Director of Humber Freeport Company Limited on 15th May 2024.

1. MINUTES & MATTERS ARISING

The Minutes of the meeting of 25th April 2024 were approved as a true and accurate record of the meeting.

It was noted that Mr Green will circulate a regular report in respect of the Seed Capital Funding, moving forwards.

Mr Bird undertook to sign the Minutes as Chair of that meeting. Matters Arising were reviewed.

- 2.1 (Minute 3.7) A copy of the Marketing brief has been provided to Ms Barnes.
- 2.2 (Minute 6.1) The draft tax site management plan was amended as agreed.
- 2.3 (Minute 8.2.6) It was noted this item was to be brought forward during the meeting during the Finance update.

There were no new declarations of interest.

2. CHIEF EXECUTIVE'S REPORT

The report was presented by Simon Green, the Board Pack papers were taken as read.

- 3.1 Following approval of the HFCL Full Business Case in March 2023, all conditions have now been completed, with the exception of the Custom Site.
- 3.2 HFCL recruitment requirements have been identified and will be taken to the Appointments and Remuneration Committee.
- 3.3 It was noted that the provision of Company Secretariat services and Financial Services provided by Albany SPC Services Ltd, will cease as of 31st July 2024 and that HFCL is out to market to identify a suitable alternative.
- 3.4 HFCL is currently out to market for a marketing and communications contract for the place-based marketing and related communications.
- 3.5 Information regarding the proposed Custom Site has been submitted to HMRC who continue to raise queries. It was noted that due to the General Election, there will be a

delay in sign-off and the HFCL Chair, Mr Bird has written to the Prime Minister outlining HFCL's concerns.

- 3.6 Change request forms have been submitted for the 7 Seed Capital Projects and moving forwards, the progress of the Seed Capital Projects will be a standard agenda item for the HFCL Board meeting. Mr Green undertook to draft a methodology to review projects that do not progress, including any potential funding underspend, to be tabled at the next Board meeting.

SG

- 3.7.1 It was noted that the revised date to 2031 for the Tax Site Extension has become law.

- 3.8 Mr Green reported that one bid has been submitted to the Investment Opportunities Fund in respect of the Goole Tax Site. Work on a bid for the Hull East sites is underway.

3. CHIEF EXECUTIVE'S REPORT (Cont'd)

- 3.9 The 3 main strategies; Humber Economic Strategy, Humber Energy Strategy and the Investment Plan are progressing. Mr Codd agreed to forward a draft copy of the Humber Energy Strategy to Ms Barnes.

AC

- 3.10 Several marketing and promotional events to raise awareness have taken place during the reporting period and an upturn in the number of enquiries through the Freeport has been noted. Unfortunately, the scheduled meeting with the Minister Jacob Young was cancelled by the Minister's office, at short notice.

4 LANDOWNERS / DEVELOPERS UPDATES

Mr Bird stated that in future, this item will become a standard agenda item with written progress reports for each of the tax sites to be included in the Board Pack.

Verbal updates were delivered, and discussions followed in relation to the below:

Hull East – Patrick Pogue
ABP, HIEP Hull East – Greg Lacey
Yorkshire Energy Park – Jo Barnes
ABLE Humber Port – Marcus Walker
Goole – Suzie Wood & Dominic Gibbons

Dominic Gibbons left the meeting.

Mr Green undertook to summarise the discussions and circulate to all Board Members. **SG**

5 THEME UPDATES

Each update was verbal.

5.1 Skills. Simon Green: Skills workshops were held during the reporting period, defining the availability of bespoke skills packages. Internal discussions considering the placing of investment and influence opportunities.

5.2 Innovation. Halina Davies requested feedback on the previously circulated Innovation Strategy and undertook to circulate copies of the Innovation Liaison Plan on a Page and the Innovation Strategy slide presentation following the Board meeting.

HD

Good feedback has been received on the Freeport events held during the period.

5.3 Decarbonisation/Net Zero. Katie Hedges: Workshops for the 3 sub-group workshops were held during the period. The HFCL website has been updated to include a webpage for decarbonisation. A Plan on a Page has been drafted and will be issued following the meeting.

KH

6 MARKETING

The report was presented by Simon Green. The Board Pack papers were taken as read. It was noted 3 main events had been held during the period. Attendance and support levels were discussed for 2025.

6. MARKETING (Cont'd)

6.1 It was agreed that HFCL should attend the Innovation Zero Congress again in 2025 within the Humber Pavilion as a top tier sponsor.

6.2 It was agreed that HFCL should again be a silver sponsor the Offshore Wind Connections in 2025.

6.3 Attendance at UKREiiF discussed at length and it was agreed in principle that HFCL should attend, and that feedback should be provided to Simon Green in respect of the best option for HFCL presence at the event.

6.4 It was noted that the Great Northern Conference takes place on 3rd December 2024 and will be held in Hull. It was agreed that HFCL should be involved in this event.

7 FRAC

A verbal update was given by Simon Green. It was noted that the Risk Register was included in the Board Pack and that this document is subject to quarterly updates.

It was noted that the Risk Register has been split down by Tax Site as requested and it was agreed that the Seed Capital should be removed from the main Risk Register, other than to note the performance of Seed Capital Programme.

In addition, the following updates were noted:

- 7.1 The Seed Capital has been re-assessed.
- 7.2 The Custom Site has been re-assessed.
- 7.3 The General Election has been included as an amber risk. Mr Bird stated HFCL should plan to write to the new Secretary of State, putting forward the HFCL position.
- SG**
- 7.4 It was noted that the Assurance Framework and Occupational Health & Safety documents have been drafted. These will be available on the Central Repository.
- 7.5 An audit of the HFCL policies and procedures will take place in October 2024.

8 FINANCE UPDATE

The Finance update for the period ended 31st May 2024, was delivered by Stella Smith. The Papers included in the Board Pack were taken as read.

- 8.1 Marketing, despite recent activity, is expected to remain within budget for the full year.
- 8.2 It was noted that Membership contributions include payments relating to support services, to assist Simon Green as the only member of staff.
- 8.3 Losses for the full year are currently forecast at £132k compared to the budgeted £202k, which reflects staff joining HFCL in September rather than May 2024.
- 8.4 The external audit process is underway and will conclude within a few weeks.

8. FINANCE UPDATE (Cont'd)

- 8.5 The 13-week rolling cashflow reflects the SSA income to be invoiced in September. Ms Smith stated it was essential that the SSA invoices are settled promptly.

9. ANY OTHER BUSINESS

- 9.1 Mr Walker asked what the protocol was for distribution of DBT Enquiries: Mr Green stated he was not aware of any DBT enquiries received in the last 12 months via the DBT route only. Mr Green is to make enquiries at the next DBT meeting.

SG

The HFCL Website remains the main enquiry route.

- 9.2 It was acknowledged that a healthy debate took place at the previous Board Meeting in respect of the location of the HFCL headquarters.
- 9.3 Mr Pogue reported that his company is going through the terms of the SSA with client lawyers in relation to a potential new project on Freeport land, to make other Members aware this may be necessary for other new projects as they arise.
- 9.4 The date of the next meeting was agreed as Wednesday 25th September 2024 at 2pm, venue to be confirmed.

There being no further business, the meeting closed at 4pm.



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Simon Bird, Chairman