MINUTES OF THE BOARD MEETING HELD ON 24th April 2009 AT 0945 HOURS

Present:

Mr. D. Ellis	Chairman
Capt. M. Sansom	Chief Executive and Harbour Master
Mr. P. Fish	
Mr. J. Langan	
Mr. P. Morgan	
Mr. R. Yates	
Mr. R. Reed	
Dr. K. Sumser-Lupson	
Miss. S. Leverton	PA and Communications Officer

Guest: Harriet Knowles — Maritime Sustainable Dev. Officer

Apologies: **None**

The minutes of the March Board Meeting were approved and signed with no alterations.

Harriet Knowles KTP Presentation:

Harriet Knowles did a presentation on the PISCES software system for the Board, and explained how far FHC had developed their in-house training of the software.

The board thanked Harriet for the presentation, and for the time she had spent so far in integrating PISCES into FHC's operations.

Harriet Knowles left the meeting at 10am.

Matters Arising Not On This Agenda:

Assistant Harbour Master Will Davies is still to complete some of his training on PISCES. Sarah Leverton's training is now complete.

The signage for the slipway is underway and will be complete for the next board meeting.

Richard Reed has booked to go to the BWEA conference. As the conference was already fully booked he obtained a ticket via Seacore.

Reports from Sub-Committees:

None

Marine Operations Report:

MV ASSOS, who committed an oil pollution offence in Falmouth Bay in October 2008, has been fined £10,000 with an additional £8,676 in costs.

The docks have confirmed that a Panamax bulker will be transhipping animal feed across Queens Wharf in June.

Karen Sumser-Lupsen commented that Plymouth University are looking at other ways of utilising their ship simulator, which may prove useful for the training of pilots. They are also looking at installing and producing training for PISCES.

Finance and Admin Report:

It was confirmed that a company called 'Docking Solutions', who have done work for FHC in the past, have been asked to complete the fendering work for the pilot boat berth which is provided for within budget.

There is some shaft alignment work to be completed on ARROW, as there is a vibration issue that may have resulted in damage to the engine. R Pierce and Co has been asked to investigate the problem. The total quote for the required works is currently £11,000, but it may be close to £15,000 in total. The boat will be out of action for a total of two weeks, and it is essential to carry out the work prior to the re-engining of the LK MITCHELL. The board agreed to a non-budgeted approximate expense of £15,000.

It was asked that a set of quarterly accounts be presented at the next board meeting. This was agreed, and Lesley Allan is to attend in order to present the accounts.

Leisure Services Report:

John Langan stated a declaration of interest in regard to the lift-in at the boat park. Peter Morgan complimented Challenger Marine for a smooth lift-in.

It was asked if the seasonal staff received customer relations training. Mark Sansom commented that specific training isn't always possible, but that supervisors were selected on the basis of demonstrating those skills .

It was suggested that a customer questionnaire be completed this year for the leisure services. Mark Sansom is to investigate this and to liaise with the Consultative Committee.

The board expressed their appreciation to Barry Buist for his work on North Quay house. The town council have viewed the site and the plans and appear to be very positive.

KTP Associate's Report:

David Ellis asked if FHC / KTP would be owners of any intellectual property that resulted from the project being carried out by Harriet Knowles. Mark Sansom replied that this would probably be the case, but he would check with the agreement signed with the University.

It was asked if the anchoring survey could potentially have a negative impact on FHC's operations. Mark Sansom answered that more information would be beneficial in arguing against negative opinions, and it should be a positive exercise.

The Board briefly discussed the SANY project relating to the acquisition of data from the Estuary. Mark Sansom stated a declaration of interest as a director of Triskel Marine Ltd which has been selected to manufacture the data monitoring buoy.

Falmouth Port Development Initiative:

Mark Sansom reported a meeting at the docks with Kevin Lavery. He showed considerable interest in the project. The progress of the steering and working groups had slowed down due to the Easter break and the changes within the Council and Cornwall Enterprise.

Dave Ellis reported that there is a 30% budget cut for the RDA, which obviously has a significant impact on the funds available.

The next six weeks will have to take place without involvement from the politicians as they are now coming up to elections. The work is ongoing with the town council and Cornwall Council, and with the consents process. David Ellis and Mark Sansom are also due to see the Lib Dem candidate, Terry Teverson.

It was suggested that meetings should be arranged with the parliamentary candidates for all seats, as well as the Conservative shadow minister for the Region Mark Prisk.

Harbour Dues Charges in Falmouth Bay:

A draft letter, in response to the letter received from Tamlyns re: harbour dues charges, was agreed by the board.

Agency agreement with Falmouth Docks:

An appendix was added to the agreement showing the statutory harbour area. This was otherwise agreed and David Ellis was to sign it after the board meeting.

Independent Insurance Audit:

Richard Reed recommended Tony Dyer to complete the insurance audit. This was agreed by the board.

FHC Investment Strategy:

Rob Yates suggested approaching financial advisers to work through the various investments. This was referred to the July meeting of the Audit and Risk sub-committee.

Vessel Traffic Services Paper:

A paper was presented from the Deputy Harbour Master on Vessel Traffic Monitoring (VTS) systems.

It was recommended that Mark Killingback continues to explore standardising methods of giving port information and provide FHC staff with the appropriate training. FHC will continue to work to the recommended standards based on the output of their risk assessments. It was agreed that a budget provision is made for re-visiting the port operations risk assessment in 2010.

Correspondence re: ports policy from DfT to SWRA:

The board reviewed the response letter drafted by Mark Sansom and endorsed the arguments put forward.

Correspondence:

A letter had been received by the Falmouth Sea Scouts, asking for help with berthing and clothing costs. It was agreed that a one-off donation would be appropriate and that a letter needs to be submitted to FHC specifically asking for this.

The letter received by the RFA regarding the depth of water in the harbour has been replied to, and a copy of the letter received will go to the working group to be included in the narrative. It was agreed that a letter should be sent under cover to the Regional Naval Officer.

Urgent Business:

There is to be an MCA audit on the CERS reporting system in July.

Penryn council have sent an informal email asking for help towards their council celebrations, which includes a visit by Princess Anne. It was decided that it would be replied to requesting a proper application for funding.

The feedback from the public meeting is to be included on the next agenda.

Meeting Ended: 13:05 hours

Date of Next Meeting: Friday 15th May at 1000 hours.