

**MINUTES OF THE BOARD MEETING (URGENT BUSINESS ONLY)
HELD FRIDAY 14TH DECEMBER 2007 AT 1000 HOURS**

Present: Mr. A. Bell Chairman.
Capt M. Sansom Chief Executive
Capt. M. Killingback
Mr. M. Reynolds
Mr. P. Fish
Mr. P. Morgan
Mr. J. Langan
Mr. D. Ellis
Mrs. L. Allan Finance and Administration Manager
Miss. S. Leverton Administration Assistant

Apologies: Dr. K Sumser-Lupson

**Report from the Audit Sub-Committee-
Audit of Safety Management System.**

Peter Fish reported that the sub-committee endorsed the findings, and are content that the Safety Management System is functional. The Sub Committee recommended a 'risk register,' which would be stored in a binder arrangement and could be informative in the budget setting process. A risk scoring matrix would be used to accurately prioritise the risks involved. It was also suggested that an independent adviser be contracted in to carry out a risk assessment for bunkering operations. It was agreed by the board that Peter Fish should complete the relevant risk register, and that Mark Sansom should find a suitable agency to complete a review of the bunkering process.

Review of Pilotage Arrangements.

The board were in agreement that the meeting with Chris Fisher very worthwhile. John Langan understood from Mr. Fisher's comments that he didn't feel there was much to be changed. Mark Sansom commented that he had asked Chris Fisher for a draft report initially that could be circulated for comment before being finalised.

Mark Sansom also added that, since his meeting with the Board, Chris Fisher had altered his view on compulsory employment of the pilots, believing that this may now be possible using the Pilotage Act 1987. However, Chris had stressed that he was not qualified to give legal advice and was not recommending this as a course of action.

FHC Strategy Day Arrangements.

The Strategy Day was arranged for the 26th February, and Cornwall Marine Network was agreed as a location.

The agenda is to consist of presentations by the staff in the Morning to brief board members on the day to day roles and resources of the Organisation. This would be followed by a discussion by the Board on the future strategic direction.

It was suggested that key members of staff be invited to present and possibly Deborah Clark and Associates.

Draft Letter to Stakeholders.

Some amendments were made to the draft, but otherwise the letter was agreed by the committee for distribution. It this will be sent out around the first week in January.

Integration of Powers- update.

Mark Sansom informed the board that he had written to Peter Child at A & P who is happy to meet and discuss the integration of powers issue.

It was agreed that Mark Sansom and Andrew Bell should attend. It was noted that Mike Reynolds would be attending on behalf of A&P.

Fuel Surcharge for Pilot Boat Charges.

Mark Sansom and Lesley Alan put forward a suggestion that pilot boat charges for this year be raised by 10%, incorporating the 4.5% inflation rise, plus an extra surcharge for the rising cost of fuel.

Mike Reynolds objected to the rise, as he felt the increase should be in line with inflation only.

Lesley Alan is to produce more figures, based on the agreed budget for 2008, which will be distributed to the board via email.

It was agreed that an e-mailed vote would then decide the increase.

World Fuels Charging Proposals.

A meeting is to be organised for the end of January with World Fuels, following a letter in regards to the discounting of dues and fees.

Any Other Business.

A seminar for the commissioners is to be arranged with Michael Barrott for late February 2008.

The board added that they appreciated the hard work put in by FHC staff this year, and a letter will be sent out from the board to staff members thanking them for this effort.

Meeting Ended: 1130