

**MINUTES OF THE BOARD MEETING HELD ON 16TH JANUARY
2009 AT 1000 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	
Miss. S. Leverton	Administration Assistant

Apologies:

Dr. K. Sumser-Lupson

Rob Yates and Richard Reed signed the commissioner declarations and David Ellis welcomed them formally to the Board.

The minutes of the November and December meetings were approved and signed with one alteration.

The minutes of the Budget Meeting were approved and signed with one alteration.

Matters Arising Not On This Agenda:

Ongoing matters arising were reported to the Board. The following actions were outstanding:

The meeting with Chris Walters is to be arranged.

The meeting with Peter Collett regarding the Finn event in 2012 has been deferred as he is away on holiday.

Structure of Future Board Meetings:

It was asked if the yearly Strategy and Business Plan documents could be added to the PR report. This was agreed.

The Remuneration Sub-Committee were asked to draft terms of reference for the Board taking into account the latest guidance for Trust Ports.

The new structure for board meetings was approved by the Board.

Reports from Sub-Committees:

Audit and Risk- The report of the PMSC audit was included with the board papers. Peter Fish added that a report on the progress following this and the health and safety audit will be added to the agenda for the next Audit and Risk meeting.

It was reported that Lang Bennetts had been briefed at the start of their audit, which is currently ongoing.

Richard Reed was asked to join the Remuneration sub-committee.

Rob Yates was asked to join the Audit and Risk sub-committee.

Marine Operations Report:

Richard Reed asked if there was justification for predicting high levels of bunkers over the next 5 years. It was argued that there can be no accurate prediction, but that bunker levels have so far been higher during the recession.

It was asked how demands on the organisation have changed with the increase in bunker activities. It was reported that five more staff have been employed, but the crews are still under strain in terms of workload and operations particularly in finding time to update the movements programme when the boat is busy.

John Langan asked what the plan now was for the LK Mitchell. Mark Sansom said that it has been kept in regular use due to the high levels of operations. The issues surrounding the high level of use of the pilot boats were outlined for the benefit of the new commissioners.

Mark Sansom discussed the FEMSC annual meeting minutes and commented on a positive meeting. However, he felt that the group should be refreshed as new issues are not arising. Peter Fish commented that Heath Lamberts have suggested taking ownership of risk assessments with regard to Falmouth Week, and that this would be discussed under Audit and Risk.

The content and format of the report was agreed.

Finance and Administration Report:

It was stated that the debtor days were good and it was asked if certain agents were slow payers. Mark Sansom said there were certain agencies, although the regular agents were quite good at paying on time. He also added that collection of outstanding debts had greatly improved since the Finance and Administration Manager started working for FHC.

The content and format of the report was agreed.

Leisure Services Report:

It was asked what the situation was regarding South West Water. Mark Sansom explained that hoses will not be allowed in the yacht haven until a holding tank is fitted, which is anticipated for the new building. It was agreed that this would be an inconvenience to those visiting the yacht haven, and David Ellis asked if it was possible to look at options for action that would avoid such inconvenience during the coming season. He added that we should inform FHC's stakeholders of the situation so that they are at least kept informed. The Leisure Services Manager is to examine the options and report back to the board.

The content and format of the report was agreed.

KTP Associates Report:

A report outlining the progress of the KTP associate was presented to the board. David Ellis commented that the placement seems to be working well and that he was looking forward to future reports.

The content and format of the report was agreed.

Public Relations Report:

It was agreed that a summary of the next month of PR activity should be added to the report, along with the aforementioned sections on the Business Plan and Strategy Document.

The content was otherwise agreed.

Approval of Health and Safety Policy:

The safety officers listed in the report need to be updated, along with the relevant dates. Subject to these changes the report was formally approved.

Approval of Port Safety Management System:

The report was formally approved with two amendments:

- Fourth bullet point changed to 'monitoring and *maintaining*'
- Eighth bullet point changed to 'and to maintain an appropriate system for the monitoring of PECs'.

Approval of Annual Report:

The annual report was approved with some changes to the text.

Approval of Business Plan Statement:

The Business Plan Statement was approved with some alterations to the text.

Falmouth Port Development Initiative:

David Ellis outlined the content of the narrative report. Details surrounding the RFA use of the port are to be added, and some typos are still to be addressed.

It was reported that regular meetings were to be diarised with A & P shortly after the steering group meetings to discuss progress.

David Ellis said he was now optimistic that the project would go ahead. Mark Sansom was more cautious with his prediction, but felt that the likelihood of the project succeeding was greater now than it has been previously.

Briefings on the project will now be undertaken with all prospective parliamentary candidates.

Provision of Services to Falmouth Docks:

Mark Sansom reported that a draft agreement is now with the solicitors.

2012 Finn Championships:

This was deferred until the next meeting.

2009 Annual Stakeholders Meeting Change of Date:

The date set originally was the 31st March, however the BPA Annual Meeting coincides with this. The meeting was moved to 1st April 2009.

Correspondence:

A letter of thanks was received by John Hick for his FHC Award.

Karen Sumser-Lupsen sent an email asking if FHC would like the opportunity to become an interested party in a new yacht-race from the Canaries. There are no costs involved at present, and FHC can reserve the right to drop out later. This was approved, subject to these conditions.

There has been a request from the Town Centre Manager to use Custom House Quay for a winter festival. This was agreed in principle, subject to receiving the plans.

Urgent Business:

John Langan said that he was asked about Honda Powerboat Racing at the boat show, and was asked if Falmouth would be interested. He asked if FHC should ask for more information. Mark Sansom said they had hosted power boat events before. It was agreed that there would be no objections to hosting the races, subject to viewing the proposal. John Langan is to action.

Meeting Ended: 12:45pm

Date of Next Meeting: Friday 13th February 2009