

**MINUTES OF THE BOARD MEETING HELD ON 13th March 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	
Dr. K. Sumser-Lupson	
Miss. S. Leverton	PA and Communications Officer

Guest: Shelley Fletcher Deborah Clark Associates

Apologies: None

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

Public Meeting:

Shelley Fletcher attended from Deborah Clark Associates to detail a new format for the Annual Meeting.

The new format was agreed, and a list of questions and answers is to be drawn up prior to the meeting to distribute to all commissioners attending, so that a consistent message is adhered to during the meeting. Invites are to be sent to key stakeholders and to people FHC have supported or sponsored over the previous year.

Shelley Fletcher left the meeting, 10.25am.

Matters Arising Not On This Agenda:

The accounts are now complete. PISCES training is partly complete, with Sarah Leverton having received training but with Will still to complete his.

The architect for North Quay house has been formally appointed.

Rob Yates and Richard Reed are to present the cheque to the Restronguet sailing team.

Reports from Sub-Committees:

It was agreed that the minutes of all sub-committee meetings including remuneration will now be distributed to all board members.

Remuneration:

Peter Morgan (chair) reported that the sub-committee had met at the request of the Board to consider draft terms of reference. The amended Terms of Reference had been circulated for consideration by the Board. Meeting dates will now be scheduled in advance at the beginning of each year.

Audit and Risk:

The PMSC audit recommendations have been reviewed and the outstanding actions noted. The completion of the Port Operations Manual as a controlled document is the only action considered to be essential prior to declaring compliance with the PMSC to the MCA. Mark Sansom is working on this. Peter Fish said it is therefore the committee's recommendation subject to completion of this action to reply to the MCA stating that FHC is compliant with the PMSC.

The Board accepted this recommendation.

The Health and Safety recommendations were also reviewed and progress noted against all items raised. Barry Buist has been tasked with completing the safety signage, and he has been asked to do this before the start of the season.

It was recommended by the committee that FHC complete an annual IT audit. This was agreed by the board.

The committee was directed by the board to review three new risks. The first was income from bunkering collapsing. It was decided that this was captured in strategic risk 2. There is no new mitigating action, as there is already an action to ensure sufficient cash reserves.

The second risk looked at was increased debtors. It was decided that this is not a material risk as such, and that debtors should be managed on an ongoing basis.

Third was the risk of the Cross Roads Buoy dragging. This will be formalised as a strategic risk with mitigation being that terms and conditions for use of the buoy include a compulsory anchor watch.

The committee was also asked to look at insurance cover. The committee was unable to do this as yet due to the scale of the task. However, it was recommended to the board that the committee undertake an annual audit

of insurances using a broker. Richard Reed suggested that that an independent expert is used instead, and Richard Reed agreed to advise the committee on this.

The committee suggested adding an additional data set to the risk matrix under 'insurance'. This will cross reference the particular risk and the cover required.

The committee looked at taking ownership of the POFSA and sailing club risk assessments for Falmouth Week, as recommended in the PMSC audit. However, the committee did not recommend doing this as it will imply liability and increase exposure. Instead, it was recommended that FHC continue to 'run the ruler' over processes and procedures involved in Falmouth Week safety.

Marine Operations Report:

There was an un-attributed oil spill in early March. The Silver Constellation has had samples taken for testing, but there have been no results as yet.

John Langan reported that he has received familiarisation training on Pisces, and asked why it does not cover an area larger than Falmouth Bay. Mark Sansom said that a suitable area around Falmouth is covered and the MCA is responsible for monitoring on a wider basis. However, widening the area covered may be something FHC looks into when developing the software.

There seems to be a slight downturn in shipping for February, however, it can not be seen as a general trend as yet.

The report was accepted by the board.

Finance and Admin Report:

The new format for the accounts was accepted by the board. It was suggested that a threshold for variations where further explanation was required should be agreed. The Board decided that they would leave the FAM to decide on what was material and required further explanation.

The report was accepted by the board.
David Ellis offered his thanks to Lesley Allan, Richard Reed and Rob Yates for their work on the accounts.

Leisure Services Report:

It was agreed that the progress on North Quay is to be included on a monthly basis in the Leisure Services report. Plans are currently being prepared, and a timeline is to be distributed in due course.

KTP Associate's Report:

It was agreed that the proposed anchoring survey would be a worthwhile and interesting project. The board expressed their satisfaction at the progress made by Harriet Knowles so far.

Public Relations Report:

The report was agreed by the board, although a breakdown of units for Deborah Clark associates is still required.

Falmouth Port Development Initiative:

Mark Sansom outlined the work packages currently agreed and those underway. There are some issues regarding the consenting routes that require further explanation.

The RDA have not shared their draft report about the renewable infrastructure requirements. It is believed that the report indicates that there is no need to dredge Falmouth for servicing the anticipated renewable infrastructure although requirements are still vague.

The effects of the recession on the cost of dredging are unknown. It was noted that, despite the current downturn, there is still a strong demand for dredging world-wide.

Board Terms of Reference:

The proposed Terms of Reference were agreed by the board.

Modernising Trust Ports- Consultation:

Mark Sansom outlined that, although the letter covered most of his concerns regarding the legislation, it did not cover three of the points FHC have raised. He therefore suggested drafting a separate letter after consulting Bircham Dyson Bell. This was agreed by the board.

Sponsorship, Fal River Festival:

There has been a request for FHC to sponsor 1 day of the festival at a cost of £1,000.

This was agreed, and Mark Sansom is to liaise with the organisers to agree which day will be most beneficial.

Harbour Dues Charges in Falmouth Bay:

Tamlyns have written to FHC, asking for discounted rates on harbour dues for small vessels delivering stores etc., so that they can extend the 24 hour charges to 48 hours.

It was agreed that Mark Sansom would draft possible amendments to the published charges for the board to consider.

Strategy Day Format:

The outline for the combined AGM / Strategy day was distributed to the board. It was proposed that the executive join for the morning, and the afternoon session be reserved for the Board members only. Rob Yates stated that he will be away for the meeting.

The format was agreed.

Correspondence:

A letter requesting sponsorship was received from for two walkers raising money for cancer. The Board decided not to sponsor.

Urgent Business:

John Langan stated that there is a BWEA conference for renewable energy coming up. It was agreed that David Ellis and Richard Reed would attend.

Karen Sumser-Lupsen asked if it was possible to put forward the PFDI project as a presentation at the European Maritime Day, to which all of the European Commissioners would be present. It was agreed that it would be very useful in raising the profile of the project, however there was concern that this may alienate partners and therefore not help the project in the long-term. It was eventually agreed by vote that FHC should not take part.

Meeting Ended: 12:55 hours

Date of Next Meeting: Friday 13th March 2009