

**MINUTES OF THE BOARD MEETING HELD ON
18 MARCH 2011 AT 1000 HOURS**

Present: Mr D Ellis Chairman
Capt M Sansom Chief Executive and Harbour Master
Mr P Fish
Mr J Langan
Mr R Yates
Mr R Reed
Mr P Hamilton
Mr G Tomlinson
Mrs L Allan Finance and Administration Manager

Apologies: None.

The minutes of the February Board Meeting were approved, after three amendments.

Matters Arising:

CEO updated the Board on the Matters Arising. The Board were content that all Matters Arising had been captured, but requested a more user-friendly format.

Reports from Sub-Committees:

Audit and Risk Sub-Committee

PF presented the minutes stating that the accreditation process was progressing well. The Board also noted that in respect of the Port Monitoring System a road map had been produced and a draft declaration of the Local Port Services would be available for presentation at the next Board meeting for approval and submission to the Hydrographic Office. The Board accepted the report.

Remuneration Sub-Committee

JL reported that the RSC had been approached in respect of RNLI training for certain crew members with a request for additional paid leave. The RSC proposed to the Board that up to 5 days per annum be approved, subject to appropriateness and proof of qualification.

The RSC also proposed to the Board that the additional Bank Holiday for this year and next be given and the shift workers be paid an additional shift in this respect.

The Board approved both recommendations.

Marine Operations Report:

It was noted that February was down on movements and that the Master of SEATIZEN was applying for his Pilotage Exemption Certificate next week.

ARROW repairs were reported to be going well and a good relationship had

been established with the insurers. It was noted that it was hoped for an early April launch and that a party for all involved was proposed.

CEO reported that Luke Wills had finished his training ahead of schedule and that Tom Redgrave had completed his three-months' probationary period and had fitted in well.

Two containers had been purchased for storage and were located at the workshop.

It was noted that Coastline Surveys baseline survey had been completed with the receipt of provisional data. Finalised data was awaited.

No major works were planned on KILLIGREW.

In respect of PENDENNIS two hand injuries had been incurred. CEO reported that an investigation had been undertaken and that there were lessons to be learnt. The Board expressed their best wishes to both employees.

Enforcement decisions:

The report from Smith Leaning in respect of ADELA and SEASCAPE was presented. It was noted that the report states that there is not a strong case against ADELA. There is a stronger case against SEASCAPE and the Board was asked to consider prosecuting under either the By-Laws or Collision Regulations. The Board approved the recommendation to prosecute under the Bye-law considering that it was in the public interest to send out a strong message in this case.

Finance and Admin Report:

LA presented the management accounts for January which the Board accepted.

The draft audited accounts were also available and the Board stated their concern over the number of inaccuracies present. RY was thanked for his attention to detail in identifying these.

The Board agreed that as it was three years since the last tender exercise we should go out to tender this year.

With amendments the draft audited accounts were accepted.

Leisure Services Report:

The Board requested that a summary of website hits be included in future.

It was noted that visitor nights were low at the start of the year due to payments being received in advance at the end of 2010.

CEO reported that the ferry operations kiosks were in place and that work had been completed on the quay to install electrical cables. Also, that a more suitable supervisors hut had been installed at the Yacht Haven which enabled the improvement of IT systems for the seasonal staff.

In respect of the Finn Gold Cup in 2012 it was noted that Barry Buist was on the working party.

It was also noted that the court cases in respect of Mr Thomson and Mr Weller were ongoing.

Marine Sustainable Development Officer's Report:

CEO updated the Board on the consultation work underway in respect of the FAB Test project and the Environmental management systems.

It was noted that the University of Plymouth was still very pleased with the project and that the final LMC meeting had been completed yesterday. Also, that if the final report in this respect was graded at an A or B the project would be put forward for a national prize. It was agreed that there should be a press release when the project ended.

CEO presented the Recreational Boating Study proposal which had received funding from FHC in the past. The project is to assess the impact of recreational boating in the estuary. It was proposed that FHC take on a graduate to complete the project. UoP had stated their interest in being involved and were prepared to make contributions in kind. On top of the budget of around £30k for the project, £4k was requested for on-costs. It was agreed that it would be a positive step to act as employer for the project. The Board gave a unanimous decision to this proposal. A recruitment timetable is to be presented at the next Board meeting.

Public Relations Report:

The Board noted the report.

Falmouth Port Development Initiative:

CEO reported that in respect of the consent issue a letter had been sent to the MMO and a response expected by 18 March 2011. The MMO would be hosting a meeting on 4 April with FHC, NE and CEFAS plus FHC's advisors.

The PFDI Masterplan had been launched the previous evening with substantial media coverage this morning. The proposed dredging being identified as fundamental to the success of the project, which would incorporate £106.5 investment plus create 850 jobs between now and 2015.

It was noted that Sarah Newton MP had formally accepted the invitation to the BPA lunch on 5 April along with Paul Thompson and that the Ports Minister would be visiting the port on the 26 April, incorporating a meeting with FHC.

DE thanked those that attended the launch.

It was agreed that the Port Masterplan should not be sent to MMO until it was fully signed off, but the CEO was authorised to use it if necessary.

The Board approved the exploration of a further dredging option on condition that they gave it final approval before it was put forward. The Board also approved a figure of £3,548.23 which had been requested as a further contribution to the Masterplan.

Local Government Pension Scheme:

CEO informed the Board of the meeting between himself, LA, Jackie Shute and Calvin Matthews stating that contrary to previous assumptions, FHC had been treated as a long-term body and that a couple of options were being investigated by Cornwall Council, neither of which were likely to have a positive outcome.

The Board reluctantly agreed to the requested contributions and considered that all options had been explored.

Marine Conservation Zones:

It was agreed that CEO write to the BPA expressing FHC's concerns relating to the proposals in respect of the Marine Conservation Zones. The Board expressed their concern and asked that this topic be included on the Agenda for future Board meetings. It was noted that FHC are as involved as they can be with Harriet Knowles representing ports at a local working group level.

It was noted that IFCAS would take over from Cornwall Sea Fisheries on 1 April and that GT was the chair for Cornwall.

Emergency Towing Vessels:

CEO reported that he had attended the meeting in London and that it was apparent that the decision to decommission the ETVs was made without any investigation into the possible consequences. It was noted that the ETVs were going due to affordability and that the MCA were presenting the case that they were not needed.

The Board considered that the ETVs were needed and that there was no obvious replacement as there were no suitable resources around the UK coast.

The Board agreed that the CEO should make a response to the Transport Select Committee and give evidence in person if requested.

Maritime Business Model Proposal:

The proposal from Marico Marine was circulated. It proposed producing a business financial model which could be used to model certain scenarios. After due consideration, the Board declined the proposal for the following reasons:

- a. It seemed expensive.
- b. Relatively little time was proposed for evaluating the cost of VTS which was the key unknown area.
- c. FHC's existing financial models were better suited to answering the key questions if the cost of VTS was evaluated.

The CEO was instructed to research detailed costings for acquiring and operating VTS with a view to adapting the existing models to undertake the cost benefit analysis. The Board agreed that James Hannan who had previously evaluated the port control system could be employed to assist with establishing costs.

Approval of Quality Policies:

The Board delegated responsibility for developing the draft policy statements to the CEO.

Correspondence:

The Board considered an application from Andy Platt for sponsorship for his son but declined to support it.

The Board asked CEO to write and commend Sue, Mary and Sophie for their performance in Exercise Watermark following a letter of thanks from the Duty Director for Cornwall Council.

Urgent Business:

The Board instructed the CEO to respond to the consultation on extending the Freedom of Information Act pointing out that the DfT guidance required similar standards of openness and the statutory process had the potential to cause disproportionately serious administrative difficulties to small Organisations.

Meeting Ended: 1415 hours

Date of Next Meeting: 15 April 2011 at 1000 hours.

Signed, Chairman 15 April 2011