

**MINUTES OF THE BOARD MEETING HELD ON
13 AUGUST 2010 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 Morgan	
Ms L Allan	Finance and Administration Manager

Apologies: None.

It was reported that the contract had been signed between FHC and DSI Holding B. V, in respect of the PORTONOVO project. It was agreed that a letter should be written to Karen Sumser-Lupson showing the appreciation of the Board for the years served as a Commissioner and accepting her verbal resignation at the Board Meeting of 16 July 2010.

Approval of Commissioners Job Descriptions:

The Remuneration Sub-Committee recommended to the Board that the following positions be advertised for appointment from 1 January 2010:-

- Maritime activities
- Leisure boating and associated interest and the management of boating events
- Environmental matters affecting harbours and ports

The Board unanimously accepted the recommendation.

PM presented the proposed Commissioner recruitment timetable which was agreed subject to individual availability.

The Board gave the CEO authority to produce the advertisement and placement, subject to email approval.

Receipt of Report into Pension Fund from Hewitt:

After discussion it was agreed that the Board awaits the outcome of the Government's Spending Review which is due in October 2010. It was also agreed that it would be useful to request that the author of the report present it to the Board, taking any new Government proposals into consideration, at the November meeting.

Receipt of Draft Report from Marico into Local Port Services:

MS presented the second draft of the report from Marico who were contracted to undertake a risk assessment on port activity specifically looking at whether a Vessel Traffic Service or Local Port Service was required.

The draft report had identified three options for further study. It was agreed that the report should be circulated for comments to the key participants and the comments should be sent back to Marico for incorporation into the final version of the report.

Initial Report into Fire on Board ARROW:

CEO presented a brief summary of the draft report which after editing and finalising will be sent to the MIAB.

It was reported that at present there was no time scale for the return of the ARROW as it had been difficult to obtain three tenders for a full scope of the work. It has been agreed that a tender exercise based on a sample scope of work will be undertaken in order to award the repair contract.

It was stated that the report would be in the public domain once the MAIB had received it.

The Board wished to express their appreciation to Will Davies in respect of the ongoing challenges overcome in order to provide a pilot boat service. It was suggested that the difficulties should be mentioned at the Commercial Operators meeting.

Approval of Arrangements for Public Meeting 23 September:

CEO advised the Board of the initial arrangements for the day of the Public Meeting on 23 September. An exhibition of all student projects was to be displayed together with a Sustainable Port Seminar at 1030 hours at the National Maritime Museum Cornwall.

The Public Meeting would commence at 1930. The Board wished to deliver their report in the Lecture Theatre and then retire to the Learning Centre for coffee.

It was agreed that the final program be emailed to the Commissioners prior to the date.

Approval of Proof Annual Report:

The Board were given a final draft report and agreed to advise Sophie Mitchell of any amendments they felt were necessary.

Urgent Business:

DE updated the Board on the current status of the Port of Falmouth Development Initiative, including reporting on attendance at a business breakfast at which Richard Bayly presented Government thinking on the advent of the Local Enterprise Partnerships (LEPS) and explained the opportunities for Cornwall. The clear message presented that these would be business led and that it would be useful for MS to be involved in the LEP if possible. It was reported that £1 billion has been set aside for a regional growth fund.

DE reported that he had been invited to meet with Colin Jarvis to discuss the funding issues.

It was reported that there was to be a meeting arranged between Cornwall Council, FHC and the Bailey group on 20 September to discuss PFDI.

Meeting Ended: 1200 hours

Date of Next Meeting: Friday 17 September at 1000 hours.

Signed, Chairman 17 September 2010