

**MINUTES OF THE BOARD MEETING HELD ON
20 MAY 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

1. Apologies: None.

The minutes of the April Board Meeting were approved and signed.

2. Matters Arising:

CEO updated the Board on the Matters Arising. The Board were content that all Matters Arising had been captured, and were happier with the new format as long as the minute items were numbered.

It was requested that:

- Consideration of a waterfront development, for which there is a steering group meeting on 7 June 2011 become a standing item on the agenda.
- A report into the berthing incident involving the Seatizen be submitted to the next meeting.

CEO updated the Board on the progress made in respect of the cost benefit analysis of a VTS system with a draft report received from J Hannon detailing possible sites and other options. He reported that it had proved to be a very useful exercise which justified the approach taken.

4. Reports from Sub-Committees:

Strategy Document Sub-Committee

PF advised the Board that a format had been created for the Annual Report. The Board expressed their appreciation of the amount of work involved in this respect.

Remuneration Sub-Committee

JL reported that the outcome of the latest RSC was that there were various recommendations to be made to the Board, being:

- The change of working to some of the salary spine points. The Board:
 - Approved Spine point 3 be amended to 'on completion of training with competency in post'.
 - Approved Spine point 4 be amended to 'consistently performing over and above the organisation's norm'.
 - Asked that the RSC revisit the wording in respect of Spine point 5 for future approval.
- The Cycle to Work Scheme for Employees be introduced with a maximum

amount of £800 to include accessories to be salary sacrificed over 12 months. This was approved by the Board

- The start of working lunches be moved from 1230 to 1300, with no changes in respect of remuneration. The Board approved this recommendation.

5. Marine Operations Report:

The Board requested that the comparatives be year to date and not for the year as a whole.

The Board raised its concerns over the SEATIZEN incident and requested that these should be raised with World Fuels Services at the next opportunity.

CEO reported that ARROW was back in service and that he was delighted with the standard of work carried out. Will Davies was commended for his management of a complex and difficult project. It was also noted that WD has extended his instructor qualifications to power boats.

It was noted that the prosecution against SEASCAPE was in the hands of solicitors. Also that in respect of a potential mooring claim, FHC was defending its position.

The Board noted that the Trinity House inspections had been programmed and that the background Hydrographic Survey undertaken by Coastline Surveys was now complete.

The recent MMO meeting in respect of Fabtest was noted.

The Board were concerned in respect of reports of shipping incidents that have allegedly occurred outside of the harbour area and CEO was asked to seek further information.

6. Enforcement decisions:

No cases were put forward for decision.

7. Finance and Admin Report:

LA presented the management accounts for March which the Board accepted, expressing their appreciation.

8. Leisure Services Report:

CEO reported that the works on CHQ had been completed including the repair to the barrier which was covered by the insurance of the vehicle involved.

It was noted that the annual lift in went extremely well, that the wireless link anomalies were being followed up, that fuel sales were up and that the Court Order in respect of the sale of FREE SPIRIT was progressing.

The Board were happy to agree permission to the RNLI for the 2011 events listed in their letter of 10 March 2011.

The Board approved a revised charging policy for the fuel barge agreeing a fixed margin to achieve the budgeted return. This replaced a percentage increase, previously used. FAM was thanked for the detailed report produced.

9. Marine Sustainable Development Officer Report:

It was noted that the Seal Cam project was progressing and had a positive response from stakeholders. That the advert had been placed for the Recreational Boating Study employee and interviews would be held in early June.

The Board expressed their ongoing concerns in respect of the Marine Conservation Zone status in Falmouth, noting that FHC were attending every meeting possible and strongly opposing proposals for sites within the harbour area. It was noted that there was a formal consultation process due in the summer where their concerns could be further represented.

10. Public Relations Report:

The Board noted the report with satisfaction at the high level of media coverage achieved. Peter Hamilton noted that the Advertising Equivalent Value measure of performance was being replaced by other organisations. It was agreed to discuss this with DCA at the next opportunity.

11. Falmouth Port Development Initiative:

CEO updated the Board on the status of FPDI. In that a meeting was held on 6 May 2011 to amend the Masterplan as a result of the consultation. It was noted that a petition had been delivered to 10 Downing Street on 10 May 2011 in support of the dredging.

A letter from the MMO had finally been received on 11 May and a conference call had been held between FHC and its advisors.

It was noted that the MMO had not determined the application and the way was still open to proceed using an IROPI case. A letter had been sent to Natural England by the MMO asking for comment on the various compensation possibilities.

The strong sense of disappointment with the process to date was noted and concerns expressed that there was no incentive for NE to be constructive in discussing compensation measures. There were also concerns expressed about the independence of CEFAS' advice which the MMO had relied on to produce their appropriate assessment.

It was noted that Baroness Dean was meeting the Interim Chair of the MMO and FHC would be providing a brief (to be drafted by CEO and circulated to the Board for approval). Sarah Newton MP was attending an office meeting on 10 June 2011 at 1600 hours. SN MP was seeking out Roger Covey to request an update from him. It was agreed that feedback from the two meetings be considered before a decision on the way forward was taken.

It was agreed that DE should seek to have an informal meeting with James Cross, interim CEO of MMO.

PH suggested that it was important to reiterate the long term future and prosperity of Falmouth is at stake and that an information campaign be launched to include ministers and their advisors.

DE summarised that the Board had agreed that a political option to progress the project was essential and that it would await the outcome of the two meetings.

Agreed actions:

- CEO to create a succinct briefing document to be reviewed by PT & SJ.
- DE to approach JC of MMO on an informal one-to-one basis.
- PH to scope the set up and running of the information campaign.
- An area meeting be arranged between FHC, CC, Chris Bell, MR and Peter Childs to co-ordinate way forward. PH would sit in on the meetings.

12. Marine Conservation Zones:

Included in MSDO report.

13. Proposed Harbour Revision Order:

It was agreed that a Task & Finish group be compiled in this respect. The Strategy document T&F would take this on plus JL.

14. BPA Conference:

It was noted that the BPA conference was to be hold in the Orkneys on 21 + 22 September 2011. Historically the new commissioner(s) had attended and it was felt that the Board be represented. Volunteers were requested.

15. European Oil Spill Protection Project SPRES:

CEO requested that as the Board had previously agreed participation in principle a final decision be made having received the financial date. The approval was unanimous and it was noted that participation would have tangible benefits for the organisation's oil spill preparedness.

16. KTP Final Report:

The report was noted by the Board, with a couple of queries in respect of the valuation of outputs.

17. Confidential Item

18. Correspondence:

The letter of appreciation from Penryn Junior School was noted.

The letter from UK Borders Agency was noted.

The request from the Royal Naval Association was noted and it was agreed that FHC would not be represented in the marching but would hope to attend the service.

Urgent Business:

The Board noted the invitation to present at the Port Pendennis Village annual meeting on Saturday 11 June 2011 and regretted that FHC was unable to attend.

The request for a speed limit in the Carrick Roads was put forward by RR and it was agreed to be discussed as part of the HRO working group business.

The Board approved a working lunch on Friday 17 June at which the IT NVQ certificates would be presented.

The Falmouth 350 event was discussed and PF proposed that FHC sponsor information boards to be displayed around the town. It was agreed that costs be investigated and a worked up idea be presented at the next Board meeting.

Meeting Ended: 1255 hours

Date of Next Meeting: 17 June 2011 at 1000 hours.

Signed, Chairman 20 May 2011