

**MINUTES OF THE BOARD MEETING HELD ON  
17 SEPTEMBER 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 P Morgan	
Ms L Allan	Finance and Administration Manager

**Apologies:** Richard Reed tendered his apologies,

**The minutes of the July and August Board Meetings were approved and signed.**

**Matters Arising Not On This Agenda:**

CEO reported that:-

- The apprentice recruitment was progressing and that interviews were to be held on 1 October 2010. Further consideration was being given to whether the level of training offered would be sufficient to justify the qualification. A full report would be available to the Board at the October meeting.
- A formula for apportioning costs for the additional environmental work undertaken by Royal Haskoning has been agreed with Mike Reynolds.
- The review of Contractor Working Arrangements had been presented to the Audit & Risk Sub-Committee in draft, to be approved at a meeting next week.

All other outstanding items were reported to be complete or on the agenda.

**Reports from Sub-Committees:**

**Audit and Risk Sub-Committee**

The Board noted that minutes of the meeting on 8 June 2010.

PF presented a synopsis of the last meeting held on 9 September 2010:-

- He advised that the action in respect of mapping strategic objectives to risks will be reviewed after the quality management visit.
- The Trinity House report on the suitability & availability of our navigational aids raised no issues and we were commended on our wreck marking buoy.
- Barry Buist is working to provide commissioner access to relevant documents via the internet, ensuring that they have access to the most up to date information.
- The tender for the Port Marine Safety Code audit was discussed, with a view to it including an Independent Designated Person. Various other options such as reciprocal arrangements were discussed. It

was agreed to invite consultants to quote and CEO was tasked with contacting other ports to investigate reciprocal arrangements.

- BB presented his draft of significant criteria for contractors which was to be captured in the new procedures.
- A new risk had been implemented being the change in legislation re bunkering and the requirement for ships to have low sulphur fuel on board before entering the area.
- Out of the first five strategic risks, only number four had been modified relating to the emergent factors in the dredging project.
- Further work as a result of the Marico report including costs benefit analysis in respect of a VTS system.

### **Pilotage Standards Sub-Committee**

PF reported that Ian Munday had advanced well with the training program and it was now necessary to formalise an agreement for completion of the work. PF requested that the Board approve a £10k ceiling for the completion of the work which was unanimously agreed. The decision to proceed will rest with the Pilotage Standards Committee.

### **Remuneration Sub-Committee**

PM reported on the meeting of the RSC held on 10 August 2010 and that the recruitment process for the new commissioners was well underway.

After some discussion in relation to the Harbour Revision Order and Modernising Trust Port (2) guidance, it was agreed that CEO would draft a proposal for a policy to be presented at the next Board meeting in accordance with the recommendations of the Remuneration Sub-Committee.

The Board stated their appreciation of the sensitivity of the RSC minutes and requested a confidential documents procedure to allow such papers to be safely distributed to Board members.

### **Craft Review Sub-Committee**

It was reported that a meeting was to be arranged in the near future.

## **Marine Operations Report:**

The Board requested that Year To Date figures be provided in respect of shipping operations.

In respect of the incident involving the Clipper Beaune and a yacht, the Board requested further clarification of the decision to take no further action.

The Board was advised that after return of the LK MITCHELL from refit the charter of AGILITY was terminated.

Sample tenders have been received from the nominated contractors and CEO is awaiting the insurance companies' comments before awarding the contract.

The TRELAWNEY returned to service this week having had a major engine problem repaired.

It was reported that four members of the Pilot Boat Crew would be completing their Yacht Masters qualifications and that the two Assistant Harbour Master's would be commencing the one year Harbour Masters Diploma this autumn. There was some discussion on the Board recognising staff's progress through qualifications and the possibility of presenting certificates and awards at the annual meeting with staff.

The Board was advised that there were a number of incidents under investigation and that in both incidents there would be interviews under caution. The Board would be updated as to the outcome in due course.

The Board noted that Operation Creek was a success and that good publicity had resulted.

The Board were advised that Trinity House had recently undertaken a physical review of aids to navigation.

CEO reported that the intern from Plymouth University, Matthew Le Maitre, was assisting in the review of FHC survey procedures and protocols and that it was progressing very successfully.

Coding in respect of the PENDENNIS and KILLIGREW was still being investigated.

In respect of the postponement of the oil pollution exercise which was planned for 6 September, CEO would update the Board on the contractual issues relating to the unavailability of the boom

CEO advised that FHC was through the insurance company defending the allegation of a trip on Custom House Quay, by a member of the public.

#### **Enforcement decisions:**

None reported at this time.

#### **Finance and Admin Report:**

LA presented the accounts to 31 July 2010 to the Board, which were received positively. The pricing and profitability on the Fuel Barge was presented, discussed and approved, as requested at an earlier meeting.

The Board noted that Captain Barnicoat had been signed off and expressed their concern and best wishes for a speedy recovery.

### **Leisure Services Report:**

CEO presented the report and advised on an extremely positive feedback from the Red Arrows and other events over the summer.

The Board expressed their appreciation to BB on the completion of the SWW backflow works. They also noted the cost recovery issues raised.

### **KTP Associate's Report:**

CEO reported that the project was continuing to be a success and that:-

- Results of the Anchor Survey were to be expected shortly
- Ninety attendees were expected at the Sustainable Ports Seminar on 23 September, to which Commissioners were welcome
- There was a dinner to be held at the St Michaels for the PORTONOVO conference on 22 September, to which John Langan volunteered to represent the Board.

It was agreed that the project was proceeding well and providing considerable benefits. Harriet was commended for her work.

### **Public Relations Report:**

The Board stated their satisfaction in relation to the recent work of DCA particularly around the Red Arrows coverage.

The Board noted the Marico report and it was agreed that CEO produce a substantive paper for consideration by the Board on the way forward. It was agreed that the report could now be distributed to the main contributing parties such as:-

- Truro Harbour Authority
- World Fuel Services
- Falmouth Pilots Partnership
- Falmouth Docks & Engineering

### **Falmouth Port Development Initiative:**

CEO reported that Natural England had written in respect of the Board's appropriate assessment decision asking whether their advice had been disregarded. A response had been sent. It was noted that the MMO had recently delayed issuing it's AA decision which was now expected during the week commencing 4<sup>th</sup> October.

DE reported that various meetings and discussions had been held with a view to financing the project.

Financial options were discussed and it was agreed by the Board that FHC was prepared to look at all the financial options and full Board agreement was required for any decision to be made.

### **Recommendations from report into ARROW fire:**

CEO reported that a thorough investigation and report had been completed of which the recommendations were clear. It was stated that there would be a very limited budget impact as most of the recommended changes were relatively inexpensive.

The Board approved the recommendations and commended those involved in the compilation of the report.

### **Custom House Quay arrangements:**

The Board had instructed at a previous meeting that the arrangements for the Boatman's huts on the end of CHQ should be reviewed at the end of the season. It was reported that the Consultative Committee, having been presented with various options, agreed that current arrangements should be continued, on which the Board agreed.

### **Board representation on Consultative Committee:**

The Board approved the proposal that and FHC Board member be limited to three year attendance on the CC, which would now be included in written policy.

### **Meeting with Commercial Stakeholders and Consultative Committee:**

The Board approved the Agenda, subject to one amendment, for the Commercial Stakeholders meeting which is to take place on 28 September at 0800 hours.

The Board approved the Agenda for the Consultative Committee meeting which is to take place on 28 September at 1030 hours.

### **Correspondence:**

The Board noted the letter from the MAIB in respect of the ARROW fire and agreed it showed FHC in a very positive light.

The Board noted the letter from Falmouth Town Council in respect of Henri-Lloyd Falmouth week and took the opportunity to express their appreciation to all the staff for a superb effort which had been recognised by the whole community. The ongoing commitment to the Red Arrows 2011 is to be considered at the Budget meeting.

The Board approved a donation of £500 to the Flying Angel Ride 2010.

The invitation to the Poppy Ball was noted and it was agreed to let FAM know of the responses.

**Urgent Business:**

CEO reported that a further consultation exercise on the proposed ship to ship transfer regulations is being undertaken and that FHC had responded.

CEO reported that the Renewable Energy UK campaign for the government to invest in ports is to be drawn to the attention of those writing the Masterplan.

It was noted that a demand to pay around £20k towards the MNOF deficit had been requested for settlement by end of September. Payment was approved.

**Meeting Ended: 1325 hours**

**Date of Next Meeting: Friday 15 October at 1000 hours.**

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Signed, Chairman 15 October 2010