

**MINUTES OF THE BOARD MEETING HELD ON
THURSDAY 4 SEPTEMBER 2003 AT 1000 HOURS**

Present: Mr. P.F. Bickford Chairman
Mr. A.M.B. Bell
Mr. P.J. Morgan
Mr. N.J. Offord
Mr. M.R. Orton
Mr. M.D. Reynolds
Captain M.J. Sansom Chief Executive

In Attendance: Mr. B.R. Buist Administration Officer
Mrs. B. Jenkins Secretary

Apologies for absence were received from Mr. J.P. Bottomley.

The Minutes of the Board meeting held on Friday 18 July 2003 were approved and signed.

Statutory Declaration – Mr. M. Reynolds:

The Chairman welcomed Mr. Reynolds back to the Board and Mr. Reynolds made his Statutory Declaration.

Matters Arising:

Modernising Trust Ports: A Guide to Good Governance:

a. **Harbour Revision Order:** Captain Sansom reported that no progress had been made on the HRO. Parliamentary Agents had contacted the Department but no response had been received to date. The Chairman asked if the delays with the Order were affecting any issues in particular and Captain Sansom advised that thanks to the co-operation of the appointing bodies there were no immediate difficulties.

b. **Appointment of Harbour Commissioners:** Captain Sansom advised that the following Commissioners term of appointment expires on 31 December next –

Mr. P.F. Bickford
Mr. J.P. Bottomley

Under the new procedures for appointing Commissioners it was permissible that they could both be re-appointed by the Board for a second term of office.

Mr. Bell proposed and Mr. Morgan seconded both re-appointments and this was approved by the Board.

Port Marine Safety Code:Falmouth Bay Monitoring:

Captain Sansom reported that the architect was progressing work on the design of the aerial and mast in line with statutory requirements.

Captain Sansom agreed to check the quote for the supply of the radar equipment as some time has lapsed since this was received.

Maerl Dredging: Captain Sansom advised that it is hoped to receive a report shortly from Posford Haskoning showing the results obtained from the maerl samples dredged.

The report should be available for the next Board meeting

Docks Development and Dredging Proposals: Reported that Captain Sansom had received a request from A&P that FHC might take over the application for funding for the dredging proposals.

The Board agreed the funding application should proceed.

Waterfront Development: A letter from Carrick District Council requesting two harbour commissioners attend a meeting today at 2.30p.m. to discuss the proposed waterfront development had been circulated.

It was agreed that Mr. Bottomley would be asked if he could represent the Board at the meetings of the Steering Committee.

Falmouth Water Sports Association: Reported the there had been some problems on the operating side at the club particularly as a result of the resignation of the catering manager. Captain Sansom stressed that he was reluctant to get involved it was the Manager's responsibility to sort out the day to day running of the Association.

Mr. Orton informed the Board that he had received the July monthly account from the Manager and it is hoped that from August onwards the accounts will show a more positive picture.

The next meeting of the FWSA Directors is on Monday 15 September.

Infrastructure: Captain Sansom advised that the plans for a new workshop at the Boat Park were now available and were very similar in design to the present workshop and store. The Board agreed the go ahead for planning approval.

Shop Window – Gendall Design were progressing plans for the shop window.

The Board agreed that proposals to develop a new FHC logo should be considered.

Pilotage Agreement: Captain Sansom was very pleased to report that the pilots and agency agreements had now been signed. Captain Sansom also reported that good relationships had developed with the pilots during these negotiations and the Board expressed their thanks for all the work and effort that Captain Sansom had put in to achieve these very satisfactory result.

Re-organisation of Staff: Reported that the pilot boat crews were now working totally from the Harbour Office and were integrating well. The commercial cell of the organisation was now established in the office.

Chief Executive's Report:

The Chief Executive's Report for the period 11 July to 29 August 2003 was received and adopted.

Mr. Bickford enquired on the washup meeting for Falmouth Week and Captain Sansom reported that the marine side went well and that the information provided by the commercial clerk to Race Officers had been much appreciated.

Fuel Barge – Captain Sansom invited the Board on a tour of the new fuel barge following the next Board meeting.

Yacht Haven – reported that permanent and seasonal staff had integrated well and good positive feedback had been received from our Yacht Haven customers. Statistics to date are showing that this has been a good season for facility usage.

Maritime Trust – Captain Sansom advised that the Trust were looking for a further free mooring to support their cause and that he would be discussing this with them in due course.

Harbour Master's Journal:

The Harbour Master's Journal was noted and signed.

Finance:

Profit and Loss Accounts – June & July 2003: The high expenditure showing for KILLIGREW and TRELAWNEY was a result of re-fits being carried out on both vessels. The L.K.

MITCHELL would be slipped within the next few days for re-fit.

Proposed by Mr. Bell, seconded by Mr. Morgan, the Profit and Loss Accounts for June and July 2003 were approved.

Management Accounts to 30 June 2003: The management accounts to 30 June 2003, having been circulated to members, were accepted.

CCTV Proposal: Captain Sansom spoke on the issue of security on the Yacht Haven and the office area particularly now that the pilot boat crews have moved their operating base to the office building. Crews are having to walk between the two locations at all hours and it is felt that some form of cctv surveillance should be installed to record any incident that may occur.

Coverage of the harbour and new cameras at the Boat Park may be considered in the future.

After discussion the Board agreed the expenditure.

Correspondence:

Falmouth Oyster Festival: A letter had been received stating that the Events Square would be the site of the Oyster Festival this year. However a call from Wave Productions to Captain Sansom revealed they are still mindful to use CHQ in light of the costs incurred over Falmouth Week.

The Board, after discussion, agreed that CHQ would not be made available in the future for the Oyster Festival.

The meeting ended at 1145 hours.

The next Board meeting will be held on **Friday 10 October 2003.**