

**MINUTES OF THE BOARD MEETING HELD ON
THURSDAY 12 JUNE 2003 AT 1000 HOURS**

Present:	Mr. P.F. Bickford	Chairman
	Mr. A.M.B. Bell	
	Mr. J.P. Bottomley	
	Mr. P.J. Morgan	
	Mr. M.R. Orton	
	Captain M.J. Sansom	Chief Executive
In Attendance:	Captain M.B. Killingback	Deputy Harbour Master
	Mr. B.R. Buist	Administration Officer
	Mrs. B. Jenkins	Secretary

Apologies for absence were received from Mr. I.S. Pike.

The Minutes of the Board meeting held on Friday 9 May 2003 were approved and signed.

Matters Arising:

Modernising Trust Ports: A Guide to Good Governance:

Harbour Revision Order: Captain Sansom reported that there was still no further progress with the Order. Parliamentary Agents had forwarded an e-mail to the Department in the hope of prompting some action.

Port Marine Safety Code: Falmouth Bay Monitoring: Captain Sansom advised that the Board's application to the MCA regarding the site sharing had now been passed from the Technical department and is now receiving attention with the Estates section. The Board felt it would be in order to remind the MCA that they had been entrusted to look after port safety in the hope that this would bring a positive outcome.

Maerl Dredging: A meeting with English Nature had been held and Captain Sansom advised that he felt the Board's technical case was improving. The proposal for the study was now being finalised and would include dredged and undredged areas which will identify the nature of the habitats. A 'no take zone' may be a possibility to monitor the recovery of the seabed. Trevor Salmon of DEFRA is supportive of the Commissioners although there is pressure from Europe on our progress.

Mr. Bell suggested the BPA secretariat be approached to open doors with the Government Minister for discussion.

Review of Pilotage Directions – Amended Direction for Approval: A further draft of Pilotage Direction no. 5 was tabled for the Board’s consideration. Various amendments have now been made to the direction on the recommendation of the sub-committee.

After discussion the Board agreed that the amended direction be promulgated to interested parties. It is hoped to introduce the direction on 31 August next.

Port Handbook: A proof handbook had been received for checking and amending. Comments have been returned and a second draft should be available shortly.

Waterfront Development: Nothing further to report.

Falmouth Watersports Association – General Manager: Captain Sansom reported that the new manager, Ralph Gabittis has been in post since 19 May and that he is looking into the accounting procedures of the Association. A meeting of the Watersports Directors had been held recently and it is hoped that progress will be made in improving the financial and general status of the FWSA.

Mr. Orton, as Chairman of the FWSA, advised the Board that the General Manager will take over the accounts in the future and will produce monthly reports on the financial situation. Mr. Orton stressed that he felt very positive about the future.

It is also planned to have public internet access at the Watersports Centre in an attempt to boost business.

Infrastructure: Reported that a letter had been forwarded to several Architects regarding the tendering for the workshop development at Grove Place. However, all those approached had requested further detail and information. After discussion the Board agreed that Robert Toy Associates be asked to draw up the requirements of FHC for forwarding to the Architects concerned.

Fuel Barge – Captain Sansom reported that a surveyor had been appointed to check the barge and that it is hoped to have it delivered by the end of June.

Pilotage Agreement: Captain Sansom advised that he had been working with Brian Dilks, solicitor, on the agreement towards modernising the new document which will include the requirements of the Port Marine Safety Code and the European Working Hours Directive.

A draft should be available shortly which will then go for to FPP for consultation.

Chief Executive's Report:

The Chief Executive's Report for the period 2 May to 6 June 2003 was received and adopted.

Mr. Bottomley noted that the Yacht Haven appeared to be performing well.

Mr. Bell commented on the meeting of SWRDA Infrastructure Advisory Group attended by the Chief Executive and the lack of interest by SWRDA in sea transport.

Harbour Master's Journal:

The Harbour Master's Journal was noted and signed.

Finance

a. **Profit and Loss Account – April 2003:** Proposed by the Chairman, seconded by Mr. Morgan, the Profit and Loss Account for April 2003 was approved.

b. **Outsourcing of Payroll Service:** Captain Sansom informed the Board that the organisation was very vulnerable should the Administration Officer be away sick, there was no one to deal with the monthly payroll. It is also desirable to relieve Barry Buist of this task in order that he can have more time to concentrate on the general management for the small business role.

The Board agreed that Winter Rule should process the monthly payroll on their behalf.

c. **Replacement Telephone Exchange:** It is proposed to upgrade the current telephone exchange to make it more accessible for more staff to answer incoming calls. A voice mail facility will also be considered.

Full details to be obtained and reported to the next Board meeting.

Appointment of a new Consultative Committee Member:

Reported that a sift of applications had taken place with the Chairman of the Consultative Committee, Mr. Bottomley and

Captain Sansom and as a result they recommended that Walter Amos be offered the appointment to the Consultative Committee. Mr. Amos is a race officer and as various issues have been raised in the past over race incidents it was felt this would be an appropriate appointment.

Decoration of Shop Window:

A proposal for the decoration of the shop window from Gendall Design was tabled. After discussion the Board agreed that the profile of the Commissioners needed to be improved and that the quote in the sum of £5k as an upper limit be accepted.

Mr. Bottomley voted against this recommendation.

FHC will supply the message and Gendall Design will provide the expertise. Updating of information to be undertaken at no extra cost.

DfT Enforcement Strategy Seminar:

Captain Sansom reported that he had attended the seminar and gave a brief summary. The use of bye-laws was discussed but the Department feel that more powers of direction and including general directions should be introduced.

Working with other agencies such as the Police and Environment Agency was suggested as a means of having more powers to regulate marine activities. Captain Sansom felt the seminar was interesting but that nothing was likely to come out of it in the near future.

Correspondence:

Increase in Charges at Grove Place Boat Park:

Reported that two letters had been received expressing concern at the large increase in charges at Grove Place not only for this year but also for the following two years.

The Board requested that they should both have replies re-enforcing the reasons for the increases and that spread over the three years helps with future payments for our customers. Also stress that commercial shipping cannot continue to subsidise leisure activities to the degree that it has done in the past.

The meeting ended at 1215 hours.

The next Board meeting will be held on Friday 18 July 2003 at 1000 hours.