

**MINUTES OF THE BOARD MEETING HELD ON
FRIDAY 20 APRIL 2007 AT 1000 HOURS**

Present:	Mr A.M.B Bell	Chairman
	Mr P. Fish	
	Mr J. Langan	
	Mr P.J. Morgan	
	Mr M.D. Reynolds	
	Dr K. Sumser-Lupson	
	Captain M.J. Sansom	Chief Executive
In Attendance:	Captain M.B. Killingback	Deputy Harbour Master
	Mr B.R. Buist	Leisure Services Manager
	Ms L. Allan	Finance & Administration Manager
	Mrs B. Jenkins	Secretary

Apologies were received from Mr D. Ellis.

Prior to the commencement of the business meeting, Dr Karen Sumser-Lupson gave a presentation covering her role with Plymouth University and explaining the European funding structure.

The Chairman, on behalf of the Board, thanked Dr Sumser-Lupson for the informative presentation.

The Minutes of the meeting held on 16 March 2007 were approved and signed.

Matters arising from the Minutes not on this Agenda:

None

Complaint to DfT from Dr M. Hoskin:

A reply from the Department for Transport regarding a complaint against Falmouth Harbour Commissioners, lodged with them by Dr Miles Hoskin, was tabled.

Mr Fish advised the Board that the new 5 year Strategy was evidence of the Commissioners intent to address the specific concerns raised by the Department.

Proposed Mussel Farm:

Captain Sansom reported that about 30 complaints had been received in respect of the proposed mussel farm site in the Carrick Roads. Captain Sansom felt that it was important to demonstrate that a fair process was followed to determine such requests. He advised that he had e-mailed Mr Kestin asking him to visit to review what if any application he wished to put forward but had not received a reply.

Mr Reynolds suggested that Mr Kestin be asked to confirm his proposal so that the Board could get on with determining it.

Mr Reynolds also requested that the Board fully support Port Health and those organisations involved in getting the water quality issue resolved in the Fal Estuary.

Wind Farm Monitoring - Captain Sansom tabled a letter from Matthews Palland requesting the siting of a buoy on North Bank or east of Vilt. The buoy would be fitted with equipment to test a turbine in support of research for supplying electricity from floating turbines.

After discussion the Board agreed to refer this to the Marine Safety Committee for their views.

Preliminary report re the grounding of ARROW:

Captain Killingback reported that both he and Captain Sansom had been involved with the investigation into this incident. Initial interviews had been held with the staff concerned and a survey of the site had been recorded. The area where the vessel went aground has been identified and the blade from the propeller located where it appears to have struck a Yacht Haven mooring anchor.

Some of the causes of the incident could be attributable to the extreme conditions in which the passage was being attempted coupled with factors relating to berth and channel design and operational practices.

Captain Sansom and Captain Killingback will be completing the report including recommendations aimed avoiding similar incidents occurring.

The total cost of the repair is expected to be around £6/7K and the excess on the insurance claim is £4500.

A new shaft and propeller to be ordered to replace those used in the repair.

A surveyor has checked ARROW and confirmed that all damage has been satisfactorily repaired.

It was reported that the vessel is now back in service.

Mr Reynolds requested that an Action Plan be prepared for the next meeting. Captain Sansom replied that the report recommendations would be the basis of such a plan.

Report from Sub-Committees:

Reports and Terms of Reference from each of the three sub-committees had been circulated for information.

Internal Sub-Committee:

Peter Fish acknowledged a comment on the draft in respect as to whether the sub-committee should include mitigation measures in their assessments. He proposed that the Sub-Committee consider this and revise the draft if necessary.

Business & Planning Sub-Committee:

Terms of Reference were considered.

Captain Sansom commented that they seemed rather high level and should perhaps include specific goals relating to the production of a business plan.

Under responsibilities – Dr Sumser-Lupson to attend the next meeting to give input on European funding possibilities.

Mr Reynolds queried whether the PR issue and the changes to Trust Port legislation should be included in these terms of reference.

It was agreed that Deborah Clarke Associates to be tasked to deal with the communications plan.

These issues to be reviewed and addressed and revised terms of reference brought forward to the next Board Meeting.

Remuneration Sub-Committee:

Terms of Reference were agreed and Mr Reynolds, Chairman, reported that the sub-committee had had two good meetings.

Management Accounts from 1st January to 31st March 2007:

Accounts for the quarter ending 31st March 2007 compared to previous year and compared to budget, were tabled.

The Board expressed their appreciation for the early presentation of these accounts.

Ms Allan gave a brief resume on the accounts and clarified one or two areas as requested.

Graphs would be prepared for the next quarter's accounts.

Mr Langan queried as to why the pilot boat and pilotage figures reflect such a negative result.

Renewal of Insurance:

A schedule of insurance renewals due together with premium Due. The schedule highlights that savings of £26k in premium had been made compared to the previous year.

Funchal 500 Agreement with Carrick District Council:

A draft agreement from Carrick District Council in respect of Funchal 500 was tabled.

The event would take place between 7th – 13th September 2008 and it is expected that 10 A class vessel would visit the port. The charge for pilotage for these craft is £781 per vessel.

The Board decided that in general the terms were acceptable and that Captain Sansom should sign the agreement when he was happy with the wording.

Captain Sansom confirmed that FHC would be involved with the start of the Regatta and have input on the parade of sail, patrols etc.

Consolidated European Reporting System (CERS):

A letter from the Maritime and Coastguard Agency in respect of a Consolidated European Reporting System (CERS) was tabled. This advised that legislation was being introduced to enable the production of a database of every ship going through Europe.

The MCA are requesting that every vessel visiting the port should be reported to them.

To address these requirements a suitable software system will need to be acquired. Milford Haven have a package in place and it is hoped that Captain Sansom and Ms Allan will visit and review the suitability. Other packages also to be researched, and noted that good support will be very important with the running of any software considered.

Safe Sea Net – Dr Sumser-Lupson to obtain information on the approach to this recording system in line with European requirements.

Chief Executive's Report:

The Chief Executive's Report for the period 9th March to 13th April 2007 was received and adopted.

EIA: Mr Reynolds gave an update on a recent meeting held with SWRDA and their interest in the future development of the Docks estate.

Captain Sansom reported that the EIA is going to plan. He advised that, following a meeting with FOS, the possibility of berthing deeper vessels alongside had been identified. The cost for including these parameters in the ship simulation model had been quoted at 14K.

Mr Reynolds felt that it would be prudent to hold on the reserve grant funding to await any problems that may arise through the EIA. He felt that if the studies were to be undertaken, a contribution should be made by Falmouth Oil Services.

Captain Sansom felt that the ship simulator studies were fundamental to firming up the final channel design and could not be postponed indefinitely as it would be undesirable to try to change the design when other studies had been commenced.

It was agreed that ways of reducing the cost would be considered and that the funding strategy would be further discussed at the next meeting.

Actions since last meeting: Captain Sansom drew the Board's attention to the action of the pilot boat crew who assisted at Prince of Wales Pier when someone had fallen in the water. A letter of commendation to be sent to the pilot boat crew involved.

Mr Morgan requested an update on the p/b TRELAWNEY. Captain Killingback advised that new stern tubes were being glassed into the hull at Mylor Yacht Harbour. It is anticipated that the vessel will be ready to launch in 2/3 weeks.

The LK Mitchell is still in service.

Mr Reynolds requested that more information on shipping movements would be appreciated. Comparison with previous years figures: reasons for visit: etc would be helpful. Agreed a revised chart/graph would be devised.

Harbour Master's Journal:

The Harbour Master's Journal was noted and signed.

Urgent Business not covered by Agenda:

Oil Spill Response & East Asia Response Ltd: A letter informing that further legislation in respect of response required for hazardous and noxious substances in addition to oil spill response has to be addressed.

It was noted that FHC's contractor (OSRL) has appointed Veolia Environmental Services UK (VES) to carry out this cover at no additional cost to FHC.

Poly Arts and Science Group: An invitation has been received from the Poly Group to attend a meeting called to discuss creating a common vision for Falmouth.

Captain Sansom agreed to attend this event.

SAC Advisory Group: Mr Morgan asked if FHC were represented on the Advisory Group. Captain Sansom replied that they were not as they were represented on the Management Forum.

Mr Langan reported that Tim Light had approached him regarding problems encountered with berthing operations at Custom House Quay. Captain Sansom replied that he had discussed the issues raised in detail with Mr Light.

The meeting ended at 1230 hours.

The next Board meeting will be held on Friday 18th May 2007.