

FALMOUTH & TRURO PORT HEALTH AUTHORITY

Minutes of the Annual General Meeting of the Authority held in the boardroom at the Port Health offices at 14:00 hrs on Friday 6th July 2007.

Present: Cllr L D Brokenshire (Chairman)
Cllr M J Cox
Cllr V J Rogers
Cllr M A Varney
Cllr M A Vella
Cllr Mrs M Davies
Cllr S D Eva
Cllr G F Evans
Cllr Mrs M Ryan
Cllr W N Sanger
Cllr L E T Jenkin
Cllr P T Martin
Cllr A J Wallis

In Attendance: A J Hopson, Chief Port Health & Executive Officer
Mrs K L White, Finance & Administration Officer

1. Appointment of Members

The Chief Port Health & Executive Officer advised that the membership of the Authority was constituted as follows:

Carrick District Council

Cllr M J Cox
Cllr V J Rogers
Cllr M A Varney
Cllr M A Vella
Cllr Mrs M Davies
Cllr S D Eva
Cllr G F Evans
Cllr Mrs M Ryan

Kerrier District Council

Cllr W N Sanger
Cllr L E T Jenkin
Cllr P T Martin
Cllr A J Wallis

2. Election of Chairman

The Chairman formally requested nominations for the office of Chairman of the Authority.

It was proposed by Cllr M A Varney and seconded by Cllr S D Eva that Cllr G F Evans be appointed as Chairman of the Authority for the ensuing year. There were no further nominations, and it was therefore agreed that nominations be closed.

RESOLVED unanimously that Cllr G F Evans be elected Chairman of the Authority for the ensuing year.

3. Appointment of Vice Chairman

The Chairman called for nominations to the office of Vice Chairman of the Authority.

It was proposed by Cllr L E T Jenkin and seconded by Cllr G F Evans that Cllr W N Sanger be appointed Vice Chairman of the Authority for the ensuing year.

RESOLVED unanimously that Cllr W N Sanger be appointed Vice-Chairman of the Authority for the ensuing year.

4. Any Other Business

There was no other business that the Chairman considered urgent.

There being no further business, the Chairman declared the Annual General Meeting closed.

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Chairman

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Date

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Present: Cllr G F Evans (Chairman)
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Cllr M A Varney
Cllr M A Vella
Cllr Mrs M Davies
Cllr S D Eva
Cllr Mrs M Ryan
Cllr W N Sanger
Cllr L E T Jenkin
Cllr P T Martin
Cllr A J Wallis

In Attendance: A J Hopson, Chief Port Health & Executive Officer
Mrs K L White, Finance & Administration Officer

5. Apologies

Apologies for absence were received from the Port Medical Officer.

6. Welcome to New Members

The Chairman welcomed both the newly appointed members, and those who had formerly served on the Authority and had now been re-appointed, and requested that members and officers introduce themselves.

7. Presentation by Captain Mark Sansom

Captain Mark Sansom, Chief Executive and Harbour Master of Falmouth Harbour Commissioners, gave a presentation to the Authority on the Falmouth Cruise Project and the Falmouth Harbour Commissioners Five Year Strategy document. He advised that the past 12 months had been a very busy time for the Harbour Commissioners with both the Environmental Impact Assessment prior to possible dredging works and the replacing of their existing pilot boat, the "L K Mitchell", with "Arrow" named after an old sailing cutter belonging to the Harbour Commissioners.

Captain Sansom reported that the results of the ongoing Environmental Impact Assessment, which had included simulation modelling, marine archaeology, air and water quality assessment and core sampling should be returned in the first quarter of 2008. The decline of the cruise industry in the area was also discussed, and Captain Sansom advised that cruise visits to the port during the 2007 season had dropped to 35 overall.

The Falmouth Harbour Commissioners Five Year Strategy document had been published in order to meet the requirements of the Guide to Good Governance published by the Department of the Environment, Transport and the Regions in January 2000. The strategy document included four streams under which its proposed strategies would be taken forward; Corporate Governance, Safety Management, Commercial and Sport & Leisure.

Following the presentation Captain Sansom invited questions from members. Cllr M J Cox posed a question regarding the relationship Falmouth Harbour Commissioners had with neighbouring authorities and Cllr W N Sanger asked about ship to ship transfers. Cllr M A Vella requested that Captain Andy Brigden, Truro Harbour Master, be invited to give a presentation at the next meeting of the Authority.

The Chairman thanked Captain Sansom for a most informative presentation.

8. Minutes

The minutes of the meeting of the Authority held on 2nd March 2007, having been previously circulated, were approved as a correct record and signed by the Chairman.

9. Chief Port Health Officer's Report

The Chief Port Health & Executive Officer presented his report, previously circulated, for the period 1st January to 30th April 2007. The report covered all normal operational matters, details of which are held in the Authority's records. Matters specifically referred to were:

- Shipping
- Fishing Vessels
- Cruise Calls
- Health Act Smoke Free Legislation
- Shellfish Matters
- Helford Village Sewage Treatment Plant
- Pollution Source Tracing Project (River Fal)
- International Health Regulations
- Truro Port
- Cornish Sea Salt Company
- Porthoustock Quarry
- Re-cycled Glass Exportation

Following a brief discussion on various matters referred to in the report, it was proposed by Cllr W N Sanger, seconded by Cllr M A Varney and

RESOVLED that the Chief Port Health Officer's report be adopted.

10. Port Medical Officer's Report

The Port Medical Officer had previously sent his apologies and had confirmed that there was nothing of significance to report at the meeting.

11. Port Health Tour for Members

The Chief Port Health & Executive Officer reported that, in previous years, a boat trip of the area had been organised in order that Members could be informed on certain aspects of the Authority's work. In light of the large number of new Members on the Authority's Board he believed that it would be particularly relevant to consider a similar tour in the near future. However, he advised Members that this could potentially be quite expensive if the Authority had to bear the whole cost of hiring a boat for the excursion but that it might be possible to co-ordinate with Captain Brigden, the Truro Harbour Master, and split the cost with their annual Harbour Tour.

It was proposed by Cllr M J Cox, seconded by Cllr M A Varney and

RESOLVED that the Chief Port Health & Executive Officer organise a Port Health Tour for Members and, if possible, co-ordinate it to coincide with the annual Harbour Tour in order to keep costs to a minimum.

12. Stair lift

The Chief Port Health & Executive Officer reported that the stairlift, which had been installed in the Port Health offices at the request of Cllr Mrs O M Richards in 2002, had never actually been used and was considered to be a hazard as several members of staff had tripped over it, narrowly escaping serious injury. He informed Members that he was not aware of any legislation that made it a legal requirement in the building and therefore recommended that, in the interest of staff safety, it be removed and sold.

A discussion ensued regarding the possible legal requirements that may now be in force and Cllr S D Eva requested that the Chief Port Health & Executive Officer contact the Access Officer at Cornwall County Council and arrange a site visit in order to clarify the legal position.

It was proposed by Cllr M A Varney, seconded by Cllr P Martin and

RESOLVED (a) that the Chief Port Health & Executive Officer contact the Access Officer at Cornwall County Council and arrange a site visit in order to clarify the legal position regarding any requirement for a stairlift, and

(b) that if no legal requirement was identified, the stairlift(s) be removed from the premises and sold by whichever means the Chief Port Health & Executive Officer deemed appropriate.

13. Association of Port Health Authorities

The Chief Port Health & Executive Officer expressed his regret that he had not been accompanied by any Members of the Authority at the Association of Port Health Authorities Conference, which took place in Southampton in June of this year. He gave a brief verbal report on the events that took place and advised Members that he had tabled some further notes from the Conference for them to read if they required more comprehensive information.

14. Budget Monitoring Statement

The Finance & Administration Officer referred Members to the Financial Report and Budget Monitoring Statement for the period 1st April to 30th June 2007 which had been circulated at the beginning of the meeting. The meeting was adjourned for a ten minute period to allow Members to read the report.

The Finance & Administration Officer had stated in the report that, as the Budget Monitoring Statement only covered the first quarter of the financial year, the figures should be treated as an informative guide only and that only budget heads that currently looked likely to be revised at the next meeting had been reported on.

The Financial Report contained items relating to the Authority's bad debt provision and Relocation Expenditure, and it was

RECOMMENDED a) that the Authority write off a debt of £177.00 relating to an unpaid invoice issued to Regency Projects in February 2006 against its Bad Debt Provision of £487.00, and

(b) that the Authority approve a revised level of expenditure for the relocation of the Deputy Port Health Officer of £12,156 in the Relocation Package and £1,826 in Other Costs, giving a total of £13,982 in general relocation costs.

It was proposed by Cllr M A Varney, seconded by Cllr G F Evans and

RESOLVED (a) that the Authority write off a debt of £177.00 relating to an unpaid invoice issued to Regency Projects in February 2006 against its Bad Debt Provision of £487.00, and

(b) that the Authority approve a revised level of expenditure for the relocation of the Deputy Port Health Officer of £12,156 in the Relocation Package and £1,826 in Other Costs, giving a total of £13,982 in general relocation costs.

15. Internal Audit Report

Members were referred to the Internal Audit Report 2006/2007, previously

circulated in which the Authority's Internal Auditor, Mr Brian White, had reported that various financial controls and procedures in place were adequate and appropriate for the Authority. He further reported that a high degree of compliance was evident during the year. All matters raised in the previous Audit Report had been addressed and major advances had been made in bringing Standing Orders & Financial Regulation, Risk Assessments and other policies up to date.

Matters specifically referred to for action were:

- Approval of revised levels of payments in excess of the Authority's relocation policy
- Payroll
- Income/Debtors
- Fund Balances

All matters raised had either already been addressed by the Finance & Administration Officer or dealt with by the Authority earlier in the meeting.

It was proposed by Cllr M J Cox, seconded by Cllr W N Sanger and

RESOLVED a) that the Internal Audit report for 2006 to 2007 be adopted

16. Adoption of Accounts for 2006/2007

The Finance & Administration Officer referred to the Annual governance statement, previously circulated, which formed part of the Annual Return under the lighter touch regime. All members were required to agree with each statement or provide an explanation to the external auditor for each "No" response that was given. The Review of Effectiveness of the System of Internal Control had also been circulated with the Annual Return.

Members were further referred to the Annual Report and Financial Statements to 31st March 2007, previously circulated, which had been prepared to support the Annual Return and to give Members a more detailed insight into the Authority's financial situation.

It was proposed by Cllr L E T Jenkin, seconded by Cllr G F Evans and

RESOLVED (a) that the each item on the Annual Governance Statement contained within the Annual Return for the financial year 2006 to 2007 be agreed and that the Statement be approved by the Board and recorded in its minutes.

(b) that the Review of Effectiveness of the System of Internal Audit was found to be satisfactory and no areas had been identified for development.

(c) that the Annual Report and Statement of Accounts for the financial year 2006 to 2007 be approved and adopted.

It was further proposed by Cllr M A Varney, seconded by Cllr M J Cox and

RESOLVED that the Chairman and Chief Port Health & Executive Officer, acting as Clerk, be given authority to sign the Annual Governance Statement on behalf of the Board.

17. Calendar of Meetings

Arising from a report by the Finance & Administration Officer it was

RESOLVED that for the ensuing year, Board Meetings of the Authority be held at 14:00 hrs on:

Friday 2nd November 2007. Ordinary Meeting & Budget Setting
Friday 7th March 2008. Internal Control Review Committee and Ordinary Meeting
Friday 4th July 2008. AGM & Ordinary Meeting.

18. Any Other Business

The Health Act 2006

The Chief Port Health Officer's previous reports had made reference to the new smoking legislation under the Health Act 2006. The regulations referred to all premises and vehicles where people were employed to work and was designed to protect the health of passive smokers. The Port Health Officer's required the authorisation of the Authority to enact the provisions of the Act.

It was proposed by Cllr V J Rogers, seconded by Cllr L E T Jenkin and

RESOLVED that the Port Health Officer's be authorised to enact the provisions of the Health Act 2006.

There being no further business the Chairman closed the meeting at 15.10 hrs.

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Chairman

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Date