

APPENDIX A

FALMOUTH & TRURO PORT HEALTH AUTHORITY

Minutes of the meeting of the Authority held in the boardroom at the Port Health offices at 14:00 hrs on Friday 2nd March 2007.

Present: Cllr L D Brokenshire (Chairman)
Cllr C Banks
Cllr V J Rogers
Cllr G Roberts
Cllr Mrs C A Rule
Cllr W N Sanger

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

26. Apologies

Apologies for absence were received from Cllr M A Vella, Cllr M J Cox and Dr B Guttridige, Port Medical Officer.

27. Minutes

The minutes of the meeting of the Authority held on 17th November 2006, having been previously circulated, were approved as a correct record and signed by the Chairman.

28. Chief Port Health Officer's Report

The Chief Port Health & Executive Officer presented his report, previously circulated, for the period 1st September to 31st December 2006. The report covered all normal operations matters, arrivals and shipping movements, details of which are held on the Authority's records. Matters referred to were:

- Shipping
- Fishing Vessels
- Cruise Calls
- Health Act, Smoke Free Legislation
- Shellfish Matters

Following a brief discussion on funding of training for the implementation of the new Smoke Free legislation it was proposed by Cllr C Banks, seconded by Cllr V J Rogers and

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

29. 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.

30. Local Authority Mutual Aid

The Chief Port Health & Executive Officer reminded members that, at their meeting of 11th March 2005, a mutual agreement was reached with Fowey Port Health Authority to assist each other in the event of an emergency. Members had requested at that meeting that budgetary impact of the agreement be monitored and reported back to the Authority at a later date. The Chief Port Health & Executive Officer confirmed that there had, in fact, been no additional expenditure as a result of the agreement.

The Chief Port Health & Executive Officer further reported that the Civil Contingencies Act had supplied a driver to review partnership working in the event of an emergency. To this end, the Emergency Planning unit at Cornwall County Council had established a similar mutual aid arrangement, previously circulated, between all local authorities, including the Port Health Authorities, within Cornwall.

It was proposed by Cllr V J Rogers, seconded by Cllr Mrs C A Rule and

RESOLVED that the “Protocol and Partnership Working Agreement for the Provision of Mutual Aid Arrangements during an Emergency in Cornwall” be adopted.

31. “Troubled Waters”

The Chief Port Health & Executive Officer played a video recording of a television programme made in December 1998 entitled “Troubled Waters” The footage examined the deterioration in water quality in the Fal Estuary and the reasons for the Port Health Authority issuing an abatement notice to South West Water in an attempt to prevent them from pumping untreated sewage from their temporary discharge at Black Rock. Members considered the video to be very informative in view of the recent deterioration in water quality in the Fal Estuary.

32. Anti Fraud & Corruption Policy

The Chief Port Health & Executive Officer referred members to the Anti-Fraud and Corruption Policy, previously circulated, which had been drafted to address a recommendation made in the Internal Audit Report for 2005/2006.

It was proposed by Cllr Mrs C A Rule, seconded by Cllr C Banks and

RESOLVED that the Anti-Fraud & Corruption Policy be adopted.

33. Officer’s & Member’s Code of Conduct

The Chief Port Health & Executive Officer referred members to the Officer’s & Member’s Code of Conduct, previously circulated.

It was proposed by Cllr L Brokenshire, seconded by Cllr G Roberts and

RESOLVED that the Officer’s & Member’s Code of Conduct be adopted.

34. **Budget Monitoring Report**

The Finance & Administration Officer presented the Budget Monitoring Report, previously circulated, up to and including 23rd February 2007. The report included a budget monitoring statement projecting a net saving at the end of the financial year of £3,099, explanatory notes to the statement and a statement of monetary reserves.

Cllr Mrs C A Rule thanked the Finance & Administration Officer for a clear and easy-to-understand report and requested that her comments be noted in the minutes.

It was proposed by Cllr C Banks, seconded by Cllr Mrs C A Rule and

RESOLVED that the Budget Monitoring Statement up to February 23rd 2007 be adopted.

35. **Annual Review of Internal Control System**

The Finance & Administration Officer referred members to several documents, previously circulated, which needed to be reviewed as part of the System of Internal Control. The documents were:

- (a) Standing Orders & Financial Regulations
- (b) Risk Assessment Policy
- (c) IT Policy
- (d) Internal Control Policy
- (e) Business Continuity Policy

Following some discussion it was proposed by Cllr Mrs C A Rule, seconded by Cllr W Sanger and

RESOLVED (a) that the Standing Orders & Financial Regulations be re-adopted with no amendments.

(b) that the Risk Assessment Policy be re-adopted with no Amendments.

(c) that the IT Policy be re-adopted with no amendments.

(d) that the Internal Control Policy be re-adopted with the following amendments:

Section 5, Significant Internal Control Issues. The current control issues be removed and replaced with the control issues identified in the Internal Audit Report for the year 2005/2006:

- Petty Cash – Petty Cash account to be put onto electronic accounting system.
- Income/Debtors – overdue debts to be chased on a regular basis.
- Budgets – Future budgets to make allowance for adequate levels of reserves.
- Asset Register – to be developed to show date of acquisition, actual cost, latest insured value and date of disposal.

- Insurance – 2006/2007 policy to be reviewed against latest asset register to ensure all assets are adequately covered.
- Risk Management – Authority should establish an Anti-Fraud Policy.

(e) that the Business Continuity Plan be re-adopted and that it be amended to reflect the new membership of the Authority following the May 2007 elections.

36. Any Other Business

The Chairman had requested at the beginning of the meeting that the following item, details of which had been circulated, be considered.

(a) Association of Port Health Authority Conference

The Chief Port Health & Executive Officer advised that the AGM and Conference of the Association, of which the Authority is a full member, was due to be held in Southampton from 19th to 21st June 2007 and hosted by Southampton Port Health Authority. The Authority was entitled to send members and officers to the AGM and conference and to submit names for nomination to the Association for positions on its Board and Overview & Scrutiny Committee. It was

RECOMMENDED (a) that one or two elected members plus the Chief Port Health & Executive Officer be appointed to represent the Authority at the AGM and Conference of the Association of Port Health Authorities.

(b) that one or two elected members plus the Chief Port Health & Executive Officer be nominated on behalf of the Authority to serve on the Association's Board and Committee.

(c) that, in the event of the nominated persons being unable to attend, the Chief Port Health & Executive Officer, together with the Chairman, seek substitutes.

It was proposed by Cllr L Brokenshire, seconded by Cllr W Sanger and

RESOLVED (a) that Cllr C Banks and the Chief Port Health & Executive Officer be appointed to represent the Authority at the AGM and Conference of the Association of Port Health Authorities.

(b) that Cllr C Banks and the Chief Port Health & Executive Officer be nominated on behalf of the Authority to serve on the Association's Board and Committee.

(c) that, in the event of the nominated persons being unable to attend, the Chief Port Health & Executive Officer, together with the Chairman, seek substitutes.

In drawing the meeting to a close, the Chairman thanked members for their support and assistance during his chairmanship and, in return, Cllr Mrs C A Rule, on behalf of the board, thanked the Chairman and the Vice Chairman for their leadership of the Authority during their time in the Chair. She also wished them well in their retirement from local council.

Cllr C Banks, on behalf of the board, requested that their thanks to Cllr M J Cox, who would soon be retiring from local council, be recorded and they wished him a speedy recovery from his current ill health.

There being no further business the Chairman closed the meeting at 3.20pm.

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Chairman

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Date