

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 November 2007.

Present: Cllr G F Evans (Chairman)
Cllr V J Rogers
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

In Attendance: Mr A J Hopson, Chief Port Health & Executive Officer
Mrs K L White, Finance & Administration Officer
Dr Brian Guttridge, Port Medical Officer

19. Apologies

No apologies for absence were received.

20. Minutes

The minutes of the Annual General Meeting, and the minutes of the meeting of the Authority, both held on 6th July 2007, were approved as a correct record and signed by the Chairman.

21. Matters Arising

Stairlift

The Chief Port Health & Executive Officer advised members that the stair lift, as resolved at the Authority's last meeting, had been removed and sold to the original supplier for £200.00.

Port Health Tour for Members

The Chief Port Health & Executive Officer gave a brief verbal report on the Port Health Tour which took place at the end of August in conjunction with Carrick Maritime's annual Harbour Tour. Members commented on the low attendance rate which was due to the fact that the tour clashed with several other events and requested that, in future years,

members could be given a choice of dates before the tour was booked. However, the Chief Port Health & Executive Officer informed members that the Authority were entirely in the hands of Carrick Maritime who had organised and paid for the boat for the evening and that if in future years members wished to coincide the Authority's tour with Carrick Maritime, a choice of dates was unlikely to be forthcoming.

22. Presentation by Captain Andy Brigden

Captain Andy Brigden, Harbour Master & Head of Maritime Services for Carrick Maritime, gave a presentation to the Authority on the maritime functions within Carrick District Council.

Captain Brigden gave a brief history of the Carrick Harbours Board and how it had come about due to local government reorganisation in 1974. He then went on to inform members about the administration of the harbours, the financial background and the activities within the port, which included laid up moorings, cargo handling, leisure and commercial moorings, leisure activities, marinas and aquaculture.

Following the presentation questions were invited from members and the Chairman thanked Captain Brigden for a most informative presentation.

23. Chief Port Health Officer's Report

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

- Cornish Sea Salt
- Diffuse Pollution Source Study of the River Fal
- Fishing Vessel Inspections
- Importation of Animal Feed, Falmouth Docks
- Ship Sanitary Control/Exemption Certificates
- New Food Premises in Events Square
- Dean Quarry
- Smoke Free Legislation

Cllr W Sanger requested that the Authority attempt to organise a tour for members of the Cornish Sea Salt production plant at Porthkerris.

Cllr M A Varney commented on the report regarding the monitoring of diffuse pollution sources in the Fal Estuary and asked whether the Authority had been informed of the results of the data collected during the 3 month study period. The Chief Port Health & Executive Officer advised members that he had attended a meeting on 30th October where a report had been presented by Environmental Tracing Systems on the results of the data gathered which, although inconclusive, pointed to possible sewage discharge into some areas of the Fal. Cllr M A Varney proposed that the Authority contact the Environment Agency and request that they send a representative to meet with himself (in his capacity of

Mayor of Falmouth), the Mayor of Truro, the Chairman of the Authority and the Chief Port Health & Executive Officer in an attempt to address the issue of water quality in the River Fal.

It was proposed by Cllr M A Varney, seconded by Cllr W A Sanger and

RESOLVED that the Authority write to the Environment Agency requesting that they send a representative to meet with the Chairman of the Authority, the Chief Port Health & Executive Officer, the Mayors of Falmouth & Truro and any other members of the Authority who wished to attend, in order to attempt to address the issue of water quality in the River Fal.

It was further proposed by Cllr W N Sanger, seconded by Cllr L E T Jenkin and

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

24. Port Medical Officer's Report

The Port Medical Officer informed members that he had no written report to submit to the Authority. However, he verbally advised that the Health Protection Agency, in conjunction with the Association of Port Health Authorities, needed to draw up more robust plans linked to each port in response to the new International Health Regulations. He advised that over the course of the next few months, each port would be consulted regarding the links that would need to be forged.

25. Budget Report by the Finance & Administration Officer

The Finance & Administration Officer referred to the Budget Report, previously circulated, and advised members that she would be happy to answer any questions resulting from the information contained therein.

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

RESOLVED a) that the Authority approve a Revised Budget for 2007/2008 of £246,790, including an estimated contribution to the Revenue Fund of £8,150, and

b) that the Authority approve an Estimated Budget for 2008/2009 of £256,220, including an estimated contribution to the Revenue Fund of £4,000.

It was further proposed by Cllr M A Varney, seconded by Cllr S D Eva and

RESOLVED that the Budget Monitoring Statement, including the explanatory notes, up to 30th September 2007 be adopted.

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

RESOLVED that the Budget and Estimates Report for 2007/2008 and 2008/2009 be adopted.

It was further proposed by Cllr S D Eva, seconded by Cllr W N Sanger and

RESOLVED that, for the financial year commencing 1st April 2008, the Authority approve levies, in accordance with the Levying Bodies (General) Regulations 1992, upon its constituent districts in the sum of £233,195, Apportioned in accordance with the Statutory Order as follows:

To Carrick District Council	£155,283
To Kerrier District Council	£ 77,912

It was further proposed by Cllr L E T Jenkin, seconded by Cllr Mrs M Davies and

RESOLVED that the Authority write to Mark Jones at the Chief Executive Department of Cornwall County Council advising that, when the Unitary Council comes into being in 2009, the Authority will require a ring fenced budget for the port health function.

26. External Auditor's Certificate

The Finance & Administration Officer advised members that the Authority was now in receipt of the External Auditor's Certificate and Opinion on Accounts for the financial year 2005/2006 which had been previously circulated. The Certificate noted that the annual return had been in accordance with the Audit Commission's requirements and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Auditors drew the Authority's attention to the fact that the accounts for 2005/2006 were approved on 17th November 2006 although the Accounts and Audit Regulations 2003 required that the accounts be approved by 30th September 2006. However, the Finance & Administration Officer advised members that the accounts could not have been submitted any earlier due to the fact that the Authority was awaiting confirmation from the Audit Commission that it would be filling in its Annual Return under the Lighter Touch Regime.

It was proposed by Cllr V J Rogers, seconded by Cllr Mrs M Davies and

RESOLVED that the External Auditor's Certificate be adopted.

27. Exclusion of the Public from the Meeting

RESOLVED that the public may be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Governments Act 1972.

28. Stand by Allowance Back Pay

The Chief Port Health & Executive Officer referred to his report, previously circulated, which requested that the Authority approve back payments of stand by allowance to himself from 2002 to 2006 and to the Deputy Port Health Officer from 2005 to 2006. The report advised members that Carrick's Management section had advised the Authority since 2002 that there had been no change in the rate of stand by allowance but this information was not, in fact, correct. Therefore, the Authority had been underpaying Stand by Allowance to its officer's since April 2002.

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

RESOLVED a) that the Authority approve back payment to the two post holders in respect of the last financial year 2005/2006 at a total cost of £612.48, to be taken from the Revenue Fund.

b) that the Authority approve a further back payment to one post holder for the year 2002/2003 at a cost of £100.07, for the year 2003/2004 at a cost of £158.93 and for the year 2004/2005 at a cost of £227.34, The total cost of this back payment of £486.34 to be taken from the Revenue Fund.

c) that, in future, the Stand by rate be calculated 'in house' from the formulae published by South West Provincial Council.

There being no further business the Chairman closed the meeting at 15:40 hrs.

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Chairman

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Date