

**MINUTES OF MEETING HELD ON 04 Dec 2019
COMMENCING AT 1830hrs**

Present: J Addison Chairman
J Thomas Harbour Master
D Nicholson
I Finch
N Taylor
F Brown
A Scott
A Thomas
P Hatswell

4093 Apologies

Nil

4094 Minutes of Meetings held on 6 Nov 2019

It was agreed these were a true record.

Proposed: A Scott Seconded: I Finch

4095 Matters arising from those minutes

N/A

4096 Financial Report

The financial report was opened for comment, all Commissioners wished to place on record thanks to the Finance Manager for a report that was easy to read, clear and comprehensive. The annual report for FY18/19 was signed and passed for publication.

4097 HM Report

Shipping

3 x Ships; 2 x Cement, 1 x Woodchip. Woodchip has now finished

Marketing

1842 likes Foot Ferry Facebook (2 since Nov), 1848 Likes Harbour Facebook (23 since Nov).

The Harbour Video: You Tube 756 views up 69 since Nov.

Visitors guide has gone to print, will be ready for the start of next year. P

Hatswell informed the commissioners on improvements particularly with advert quality which would be introduced next year.

Vessels

Vessels now in with exception of 1 x Ferry.

2 x New Outboards in Service, with improved security.

PMSC

Annual Report presented at annual meeting, well attended.

Security, meeting with CYC 05/12, CCTV is scheduled for replacement.

Dredging

Marina Dredge on going.

Dredging plan, started on Folly. Next, Entrance Channel.

Maintenance

Fuel Barge Refurbishment complete, some antifouling and anode replacement due in the Spring.

Pressure washing/ Planking replacement, ongoing.

Town Jetty pontoon continues its remediation.

Mooring Chains are being inspected and where required corrected.

Staff

Xmas Party excellent commitment of attendance.

Training

Training Day 2020;

Open evening 20th February UCSC, for interested parties, contractors and potential employees.

Followed by invitations to:

1st Training Day = Saturday 7th March 2020

2nd Training Day = Tuesday 10th March 2020

3rd Training Day = Thursday 19th March 2020

Finance Manager Finance update course 28/29 Nov

A member of the Front Office team Social Media Course 18/19 Nov

Two seasonable staff members completed Advanced Powerboat Training

Schools week

8th – 26th June 20 almost filled

Legal

Received Cheque and Apology for front door damage.

The HM reaffirmed that all criminal acts perpetrated against the harbour will be prosecuted.

BTC

The collaborative BTC/BHC Commissioners meeting will take place at the same time as Licence agreement signed. A date will be confirmed shortly.

Purelake

Showers are complete. We await the handover, I Finch expressed concern about precautions regarding legionella, HM responded that, as with all of our facilities, we will ensure that we satisfy all the regulatory requirements.

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USAR Update

The HM confirmed that the project will finish in March 2020.

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Byelaws/PMSC

There was a discussion regarding safety in the Harbour with the increased numbers of Harbour users. F Brown believed that many of the byelaws were exempted by the implicit 'Customs and Practice' contained within Byelaw 41. I Finch thought this was not satisfactory and should be subject to risk assessment. The Commissioners accepted that as duty holders they have a responsibility to ensure that the Byelaws are fit for purpose and upheld. It was decided that there should be a public consultation. The HM would publish a date and find a suitable neutral location to hold this event.

4100

January Meeting

It was agreed by Commissioners that there would be no January meeting on New Year's day, as it was likely there would be several potential Commissioners' gatherings scheduled for January 2020.

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Matters raised by Members

D Nicholson asked if the Harbour would agree to allow for a CCTV camera to be attached to the leading light post next to BSC, the HM invited him to come to the office to discuss.

F Brown informed Commissioners that BSC would be hosting an Optimist Championship in March 2020.

I Finch wished to pass on the fact that at an engagement with TDC, they were extremely complimentary about the Harbour. They specifically referred to the DHM as the member of staff who had been particularly helpful.

I Finch also reinforced a comment made at the last meeting that Countryfile had expressed a desire to doing something involving the Harbour in 2020, the HM suggested he invite them to a meeting which is happening on 12th December 2019 regarding the USAR project.

Wednesday, 5th February 2020 at 1830hrs.

Next Meeting
Meeting closed

2100hrs

