

**MINUTES OF MEETING HELD ON 5 May 2021  
COMMENCING AT 1830hrs**

<b>Present:</b>	J Addison	Chairman
	J Thomas	Harbour Master
	D Nicholson	
	P Hatswell	
	F Brown	
	A Scott	
	N Taylor	
	A Thomas	

**5086 Apologies**

A Thomas has relocated to another part of the UK and has resigned. It was agreed that the number of Board members will therefore revert to eight.

**5087 Minutes of Meetings held on 4 Mar 2021.**

**Proposed;** P Hatswell, **Seconded;** F Brown.

**5088 Matters arising from those minutes**

Nil

**5089 Financial Report**

A number of questions were raised by members, to which the **HM** responded. It was agreed that the Financial Manager had produced a clear and comprehensive report..

**5090 Harbour Master Report**

**Shipping**

3 x Ships, all carrying cement; it is likely a scrap ship will arrive in the very near future.

**Commercial**

Two windfarm boats booked for June to November..

**Marketing**

**2699** likes Harbour FB (78 since Apr), **2660** Likes Foot Ferry FB (106 since Apr).

The Harbour Video: You Tube **2968** views up 143 since Apr.

Instagram **926** 112 since Apr.

Twitter **467** followers up 15 since Apr.

Duty HM presentation to Parker Seal Sailing Association, well received for a cruise planned later in season.

**Vessels**

Launch refurbished Colne Cooke.

Serviced 2<sup>nd</sup> Ferry

Serviced Colne Guardian

**PMSC**

P2 Oil spill response course completed by two staff via zoom. Table-top exercise also completed.

6 Monthly Safety, Health & Environment meeting complete, with minutes published.

Annual Safety Management System update has been produced, with members asked to review and sign at their convenience..

**Staff**

Kickstart 2<sup>nd</sup> employee (Social Media), interviewing three applicants soon..

2<sup>nd</sup> Apprentice started May 4<sup>th</sup>.

**Pilot boat**

The **HM** gave an update on the Pilot boat procurement.

**Training**

Apprentices visited on 5/5/21 by Paragon training provider; they were happy with the progress being made.

Duty **HM** successfully passed British Marine Electrical Course (BMET).

Three staff members completed sea survival course at Levington..

One Staff member completed RYA L2 Powerboat and VHF courses.

**Maintenance**

Decking, Flag, Workshop cladding, Viewing booth complete.

Building remediations continuing.

Painting of Buoys on shore.

Wreck house doors painting continues.

All fences now painted, in a dark charcoal colour.

Office building painting will happen shortly.

**Operations**

Harbour Tours have started.

Black Buoy charters have started.

**CBC**

The **HM** explained to the members that the Harbour had conducted a Bathymetry multi beam survey of the River Colne. He then showed some imagery and a video.

**Visitors**

222 visitors in April 21.

**5091 Commissioners**

Allocated Commissioner lead roles:

N Taylor – Environment

P Hatswell – Town Liaison

F Brown – Public Relations

D Nicholson – Engineering

A Scott – Business Process

I Finch – Health and Safety + Navigational Safety.

**5092 Staffing Structure**

The **HM** updated the members on the proposed future staffing of the Harbour.

**5093 Matters raised by Members**

**FB** stated that the Regatta would be on a smaller scale this year, without fireworks.

Dates were 10-11 July 21.

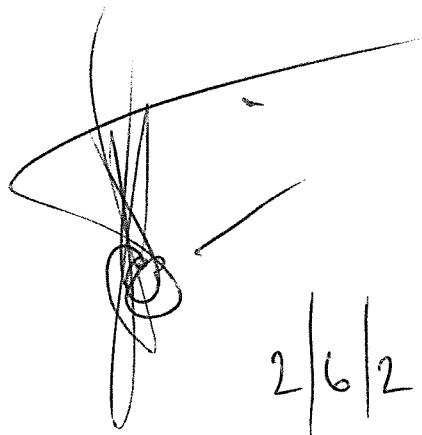
**PH** stated that the Food and Drink festival was on 28<sup>th</sup>-29<sup>th</sup> August.

Next Meeting;

**18.30 Wednesday, 2 Jun 2021. Venue: TBC**

Meeting closed

**21.05**



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right. Below the signature, the date '2/6/21' is written in a simple, hand-drawn style.