

## MINUTES OF MEETING HELD ON 02 Nov 2022

### COMMENCING AT 1830hrs

**Present:** A Scott Chairman  
J Thomas Harbour Master  
P Hatswell  
C Watkins  
D Stoker  
F Brown  
D Nicholson  
P Foley-Brickley

**5233 Apologies**

N/A

**5234 Minutes of Meetings held on 5<sup>th</sup> October 2022.**

Proposed; PH, Seconded; CW

**5235 Matters arising from those minutes**

N/A

**5237 Year End 22**

Commissioners were presented with previously tabled questions relating to the Accounts FY21-22, there were some other questions asked that were answered. PH asked if she might receive a comprehensive answer regarding accruals from the accountant, at which point she would be happy to approve accounts. The Chairman summarised that following answers to PH accruals question the accounts can be passed as approved. This was agreed by all Commissioners.

**5238 HM Report**

**Shipping**

4 x Ships; 2 x Cement, 2 x Scrap. Scrap to Lithuania

**Marketing**

3386 likes Harbour FB (6 since Oct),

3738 Likes Foot Ferry FB (6 since Oct).

3849 followers (7 since Oct),

4140 Followers (7 since Oct).

Harbour App 794 downloads (150-200 android interactions a day, Apple not published).

TikTok 40

Harbour Entry 1279 views up 50 since Oct.

Foot Ferry Video 4343 up 84 in Oct.

Harbour Instagram 1157.

Foot Ferry Instagram 896.

Twitter 635 followers.

**PMSC**

Advisory group, Steve Heppell and a small team met with HM 14 Oct 22. HM is awaiting minutes from that group

Club invites have been sent out for meeting to review the 2022 season, what worked well and were our concerns.

Designated Person Visit date not yet confirmed.

Commissioner Induction for one Commissioner date TBC.

Stakeholders 22 Nov 1830hrs RBL, HM has visited to ensure sufficient capacity.

**Maintenance**

Buoys repaired.

Launch refurbishment.

Showers and Toilets repairs.

Lockers added to.

One Ferry out of water and starting annual maintenance programme.

**Operations**

Essex Uni -Sampling with students on ferries carried out.

-Anti foul results being analysed from tiles suspended from Visitor pontoon.

Windfarm survey boat in harbour.

Winter Marina is filling up with mooring holders.

Winter Pontoons also increased numbers of mooring holders.

Visitors Guide is shaping up, PH volunteered to proof read final.

#### **CBC**

Recovery of larger boat, completed by NCM.

Another boat set adrift from Hythe.

Algae weed at Hythe.

Taskforce Hythe, HM gave update.

#### **Staffing**

Head of Maintenance position, some responses closing 13 Nov.

Tending Jobs Fair update.

#### **Visitors**

HM compared visitor numbers to that of 2021 and considered that they were of a similar level.

Pilot Boat Colne Leader is now complete, all signed off by Friday 4<sup>th</sup> Nov. A two day weather window will be sought to bring her back to Brightlingsea.

#### **5239 BTC**

The **Chairman** gave an update on the meeting that occurred on Tues 1<sup>st</sup> Nov, where he and the **HM** met with councillors representing Brightlingsea Town Council..

Unfortunately, the Mayor was unavailable for the meeting and may need separate briefing. The BTC finance committee will meet next week, and we await their response

#### **5240 Matters Raised by Members**

PH advised Fireworks on Sunday at CYC. **DN** asked what information would be forthcoming at the Stakeholders meeting, **HM** answered that the Drone bathymetry would be presented. **FB** asked when prices would be discussed as she believed it would normally be on Novembers agenda, **HM** answered that it would be next month as it was not possible to do without the outcome of the remuneration committee and those results had only been made available two hours ago.

Next Meeting; **18.30 Wednesday, 7 Dec 2022**

**Venue: Wreck House**

Meeting closed **2100hrs**

*Andrew W*  
*7 Dec 2022*