

**BRIGHTLINGSEA HARBOUR COMMISSION**

**COMMISSIONERS' MEETING**

**MINUTES OF MEETING HELD ON 04 Oct 2023**

**AT THE WRECK HOUSE COMMENCING AT 1830hrs**

Present:

Andrew Scott – Chairman

James Thomas – HM/CE

Colin Watkins – CW

Daniel Stoker - DS

ITEM	NOTES	ACTION
5312	<p><b>Apologies</b> Fiona Brown - FB Duncan Nicholson - DN Patric Foley Brickley - PB</p>	
5313	<p><b>Minutes of Meetings held on 6 Sep 2023</b> Proposed, DS      Seconded, CW <b>Agreed that the minutes will not be published until after a BTC / BHC meeting later in October.</b></p>	
5314	<p><b>Matters Arising from those minutes</b> Outstanding Actions log was reviewed.</p>	
5315	<p><b>Harbour master Report</b></p> <p><b>Shipping</b> 3 x Ships; 2 x Carrying Cement, 1 carrying Scrap.</p> <p><b>Marketing</b> Facebook</p> <ul style="list-style-type: none"> <li>• BH 4256 Followers (70 since Sep),</li> <li>• FF 4969 Followers (80 since Sep).</li> </ul> <p>Harbour App 1059 + downloads. TikTok 57 Harbour Entry 1974 views up 61 since Sep. Foot Ferry Video 6399 up 204 in Sep. Harbour Instagram 1247. Foot Ferry Instagram 1023. Twitter 656 followers.</p> <p>Electric Boat article was picked up by BBC, the Gazette, Brightlingsea Info, other marine publications, Local radio and BBC TV which included interviews.</p> <p><b>PMSC</b> Fly Tipping Ray Creek- A member of the public called the HM to report to that someone had dumped rubbish into Ray Creek. As Ray Creek is outside the Harbour Limits, the HM advised the called to contact TDC and Police. HM also contacted TDC, who responded and were taking action. No response has yet been received from Bourne Leisure following our letter about launching of PWCs from their land. Police have updated the HM about various PWCs issues. They also reported the regional thieving of small marine items had begun and we should be vigilant. Jetty maintenance handbook document is nearly complete. Electric Boat validation, a visit from Lynch motors (battery and motor suppliers) took place, they were impressed with the build.</p>	

	<p>Tide Gauge update, a failure in one component part has been investigated and a replacement sought, unfortunately the item is almost obsolete so a new communication system will also be investigated.</p> <p><b>Maintenance</b>  Buoy maintenance continues.  Tide Gauges clean Marina and pile.  Office refresh and repaint ongoing.  Small Dredger has been serviced.</p> <p><b>Operations</b>  Electric Boat Charter was successful, well received. We are looking to make it even more comfortable for next season.  Apprentice appointed, the successful candidate had previously been employed casually by the Harbour, she now starts her Level 3 Workboat apprenticeship.  Jobs Fair at TDC successful day, represented Brightlingsea, politicians from outside the area were impressed.  Frank Halls Servicing of the buoys took place with their newly recruited Brightlingsea former apprentice.</p> <p><b>CCC</b>  Hythe Boats, visit from CCC looking for advice.</p> <p><b>Visitors</b>  September visitor numbers 307 third highest on record.</p>	
5316	<p><b>BTC Update</b>  The Chair gave a summary of the situation regarding the notice period and what shall be done in the interim. A meeting had been scheduled for 20<sup>th</sup> Oct 23, where council members would explain the way forward and also be given a handbook for the management of the Town Jetty. This would ensure that the legally required safety protocol would follow in the future regardless of who is managing the Jetty.</p>	HM Chair
5317	<p><b>BHIG feedback</b>  A meeting was assembled with the Chair of BHIG, its secretary and one other to discuss in detail a number of issues put to them by people attending the last BHIC meeting. The issues ranged from members of the public having methods to communicate with the harbour anonymously, to opinions on schools week. The <b>Chairman</b> stated BHC would consider the issues that had been raised and decide if any action was required. The BHC Chair agreed, following a request from BHIC, that the Commissioners would review BHC's approach to funding schools week.</p> <p>The HM reminded those present that school week is organised by the Pioneer Trust, not BHC. Pioneer Trust handle all the bookings and communication with the schools, as well as being responsible for overall funding. BHC provide a grant to assist with funding, along with providing staff and vessels for use during the week.  This year the Schools week feedback was that in the schools' opinion this year was the best one ever.</p>	Chair
5318	<p><b>Commissioner Appointments</b>  Commissioner interviews would take place on 17<sup>th</sup> October. The selection panel will be the Chair and Adrian Gibbons. Adrian will be the independent panel member. The <b>Chairman</b> explained that the HM/CE will advise the panel and be able to answer any questions from either candidates or the selection panel. He will not, however, be part of the selection panel and will not be present while the panel chooses who to appoint. This follows the ports guide to good practice.</p>	FB

	It was also decided that <b>F Brown</b> would lead the remuneration committee, who would report at the next meeting, the Sep CPI publication date is not until 18 October 23.	
5319	<b>Matters Raised by Members</b> Nil	
<b>Next Meeting</b>	<b>Time</b> 1830hrs, Wed 1 <sup>st</sup> Nov 2023 <b>Venue</b> Wreck House	Next meeting biscuits; Andrew
<b>Time Ended</b>	20.00hrs	

Approved  
 Andrew  
 1/11/23