

BRIGHTLINGSEA HARBOUR COMMISSIONERS

COMMISSIONERS' MEETING

MINUTES OF MEETING HELD ON 02 Oct 2024

AT THE WRECK HOUSE COMMENCING AT 1830hrs

Present:

Andrew Scott – Chairman
 James Thomas – HM/CE
 Karl Lumbers – KL
 Colin Watkins– CW
 Daniel Stoker – DS
 Patric Foley Brickley – PB

ITEM	NOTES	ACTION
5411	<p>Apologies Ali Johns – AJ</p>	
5412	<p>Minutes of Meetings held on 4 Sep 2024 were approved. Proposed, DS Seconded, CW</p>	
5413	<p>Matters Arising from those minutes HM listed outstanding actions.</p>	
5414	<p>Year End 24 Commissioners were presented with the accounts FY23-24. There were a number of questions from members regarding performance which were answered by the HM. Some members thought the annual accounts would enable them to understand how profitable the various activities carried out by the harbour were, the HM stated that audited annual accounts are not designed to do this. The Chairman noted that this information had been provided to Commissioners last autumn. He asked the HM to provide a presentation of the revenue generating activities at the November meeting to update Commissioners on the surplus and loss from various harbour activities.</p> <p>The Commissioners agreed to approve the accounts, for publication in November. Proposed: PB Seconded CW</p>	<p align="center">HM</p>
5415	<p>Harbour Master Report Shipping 2 x Ships; 1 x Cement, 1 x Scrap. 2 x more ships in the next week.</p> <p>Marketing Brightlingsea Harbour 4,639 followers (17 since Sep), Foot Ferry 5,509 Followers (16 since Sep). Harbour App 1689 +. TikTok 85 Harbour Entry 2941 views up 52 since Sep. Foot Ferry Video 8558 up 168 since Sep. Harbour Instagram 1370 Foot Ferry Instagram 1052. Twitter 671 followers.</p>	

Jobs Fair Tending a successful event where we advertised for some winter workers and the new Business apprentice role.

Port Marine Safety Code (PMSC)

PMSC online briefing, aimed at new board members across the industry. Monday 9 December 2024 10:30 - 12:30 which is hosted on Microsoft Teams.

Gold Anchor – Inspection will be conducted 03/10/2024.

PWC meeting St Osyth, access control agreed for ramp at Point Clear, terms and conditions to be agreed in the next few months.

Project partnership with academics from Essex University to investigate the impact of antifouling within the harbour will be discussed at a meeting with the academics next week. **DS** asked if he may take part. **HM** said he would come back to him.

HM

Maintenance

Colne Innovation visit by electric motor supplier and repaired.

Wi-Fi replaced in Wreck house.

Frank Halls Buoy inspection and remediation.

Cabinets in workshop have been kitted with tooling and labelled for easy and quick access to tooling.

Wet room reorganised.

Community Reach; new propellers fitted for better fuel economy and performance.

Bin storage area completed with new access mechanisms; security cameras adjusted to cover full area.

All marina electric stands and taps repaired and refixed securely including repairs to leaks.

Workshop gates, striped back reinforced straightened and repainted.

Colne Cooke launch brought out for winter.

Waste oil storage pumped out ready for move to yard

Protruding metal on town jetty removed and painted after complaints from smaller vessels getting caught. Signage stating moored at own risk, fenders must be used.

HM2 launch brought out for pre-winter service (engine serviced, new buoys fitted and woodwork repairs, cleaned and relaunched. Also had major repairs done to towing frame.

Pontoon inspection on heritage pontoon to be carried out; floats, pile apertures, pile protectors.

Yellow speed buoy refurbishment.

Workshop loft cleared out most items scrapped or sold.

Maintenance desk area set up for Maint team to start Trialling new maintenance plan on PC.

Operations

Last of Charters taking place for this season.

Rowhedge Pontoon will be refurbished by BHC this winter, on behalf of East Donnyland Council.

Fuel berth. Triscan unit repaired.

Staff

Business apprentice now qualified. She has secured a full-time role elsewhere and leaves mid-October. The Commissioners wish her well in her future career.

Visitors

234 in September. Down on previous couple of years; this probably reflects the poor weather during September.

5417	<p>Strategic Developmental Update DS gave an update on the Strategic development document, whilst reading out the document members made suggested textual and grammatical amendments which were then included. The next steps were discussed and it was decided that a reviewed version was created, passed to the office for layout ready for publication at the stakeholders meeting in November. DS stated he would be happy to present it then but was unsure of work commitments, PB stated he would step in if required.</p>	DS PB
5418	<p>Remuneration Committee The Chairman discussed with members whether a remuneration committee was required this year as the Sept CPI was likely to be lower as in the previous years. This would be the figure that was used to increase tariffs and staff salaries. Commissioners agreed that the September CPI figure be used for that purpose when known on 15th October 2024. Proposed PB Seconded DS</p>	
5419	<p>Matters Raised by Members KL raised the subject of grounding on the oyster bed in the creek, wondering if the harbour needs to do more to prevent it. KL noted that while pilot books, charts and our own harbour website provide clear information about entering and leaving the harbour, some visitors do not appear to have seen this information. In recent incidents, groundings occurred well outside the buoyed channel. KL asked the HM to consider if additional navigation aids (buoys, posts) suitable for small boats, could help clarify the safe navigation channel. HM noted that the current buoys were placed at the spots required by the Pilots when bringing large ships in and out of the harbour. The HM stated that he will investigate the groundings using evidence and data which will lead to a conclusion. He will report back to the Commissioners.</p>	HM
Next Meeting	Time 1830hrs, Wed 6 th Nov 2024 Venue Wreck House	Next meeting biscuits; PB
Time Ended	2045hrs	

*Approved
Andrew Scott
6/Nov/24*