

MISSION TO SEAFARERS
SOUTH TEES STATION - COMMITTEE MEETING

MNUTES OF A MEETING
HELD IN THE CENTRE
on WEDNESDAY 17 May 2023 at 1800 hrs

In Attendance

Captain J L Drewitt, MBE, Chairman
 Christina Cordell, Financial Manager
 Captain Colin Pratt, Tees Bay Pilots
 Luke Oldham
 Ruth Dodds
 Dave MacDonald
 Andy French
 Pauline Wilkes
 Anne Lennon
 Anne-Marie Marsh via Zoom
 Alèxe Finlay, Secretary

Apologies

Deacon Peter Barrigan, Stella Maris, Vice Chairman
 Rt Rev Paul Ferguson, Bishop of Whitby, Vice President
 Liz Love
 Paul Hallas

1. Matters Arising – no Minutes from March Committee meeting which was only attended by officers and Captain Colin Pratt. Notes were issued.
2. Chairman
 - (a) Meeting with PD Ports - no news regarding the build and the funding for the new Centre as our current area is will be the site of a lithium battery factory so there is no concrete time scale. The new Centre will form part of the new dock lay out and that has not yet been confirmed. From a cost perspective, it is hoped that the lithium battery factory can fund the new Centre. It is difficult to keep the Centre open in the evening but the availability of the Centre, its cleanliness, the attention to health and safety, means that Stella Maris can carry out its ship visiting activities, can store clothes, give them an office and facilities for the ship visitors
 - (b) New taps for the kitchen area - ordered via PD Ports' plumber
3. Secretary (items all taken by Chairman)
 - (a) Health and Safety – MNWB is funding defibrillators for both South and North Tees and Jerry is working with the supplier re siting which will be outside for the benefit of the community, and training.
 - (b) Fire drills – up to date, logged, added to WorkNest on a regular basis
 - (c) Website training day – those who did not attend may need to be contacted. Ipad may not need volunteer information to be logged, has to be the written volunteer sheet as Christina needs to see all our handwriting, initials, and everything we have done, on the daily sheet

which must be put in Christina's tray with all the receipts and end of day report. We will stop signing in on the Ipad – still under discussion as we are in a transition phase

- (d) Muslim use of Chapel – going ahead for a PD employee, with some renovations to the gents' loo which PD will fund and build for ablutions
- (e) Meeting with PD HR Department – PD now assisting with information to PD personnel and we are having cards printed
- (g) Recruitment – PD and THPUA only
- (h) Rota –currently a dual system with email and rota circulation
- (i) Daily communications referencing website – being done to all river users, agents, berth operators by email and constant reference to the web site and the QR Code
- (j) Tall Ships – if anyone wishes to volunteer the link has been sent
- (k) North Tees and Hartlepool Mission to Seafarers – next committee meeting in July, try to work with them every week.
- (l) Risk Assessments – updated monthly and additional Control Measures for additional events
- (m) Zoom meeting with Secretary General – Andrew Wright gave an update mostly re developments overseas
- (n) IHQ reports – monthly reports including vehicle and seafarer statistics are uploaded monthly
- (o) THPUA and Port Levy – report to THPUA on a monthly report
- (p) Questions asked of IHQ
 - Recruitment – no assistance currently from IHQ
 - Health and Safety Audit – we are not authorised to see 2022 overall UK results
 - Procedures – IHQ is working on their internal procedures
 - Constitution – being updated by IHQ to submit to trustees
 - Branches Handbook – being updated by IHQ to submit to trustees
- (q) Tees Rowing Race – 21 May organised by Victoria Parkin - if anyone wishes to help, contact Victoria (Ruth can assist with this)
- (r) Documents will be issued via the website unless you cannot access the website
- (s) Hot water testing – proof required for Health and Safety Audit from PD
- (t) Employers Electrical Inspection Certificate – proof required for Health and Safety Audit from PD
- (u) CCTV – all up to date and is running constantly even if cameras turned off after shifts end
- (v) WorkNest training – 26 May for Secretary
- (x) Renault – please report any issue immediately
- (z) Environmental Performance Certificate audit – none owing to being a tenanted building
- (aa) Proposed visits of Regional Director and Humber Chaplain – details are being circulated to team members to attend
- (bb) QR Code and website links and “cards” to be issued to all seafarers, ship visitors, mess rooms etc

4. Financial Manager – report to follow

5. Deacon's Report - issued

6. Any Other Business – none notified but Anne-Marie asked if she wished to contribute as she attended via Zoom on behalf of Stella Maris.

7. Date of next meeting – 19 July 2023, 1800 hrs, as per issued schedule subject to Chairman's commitments