

MISSION TO SEAFARERS
SOUTH TEES STATION - COMMITTEE MEETING

DRAFT MINUTES OF A MEETING
TO BE HELD IN THE CENTRE
on TUESDAY 12 SEPTEMBER 2023 at 1800 hrs

In Attendance

Captain J L Drewitt MBE, Chairman
Deacon Peter Barrigan, Stella Maris, Vice Chairman
Christina Cordell, Financial Manager
Ruth Dodds
Anne Lennon
Pauline Wilkes
Drew Chipp, observer
Andy French, observer
Alèxe Finlay, Secretary

Apologies - the Rt Rev Paul Ferguson, Bishop of Whitby, Vice Patron, Captain Luke Oldham,
Captain Colin Pratt, observer Dave MacDonald

Minutes of Meeting of 19 July 2023 (circulated)

On a proposal by Pauline Wilkes seconded by Andy French the Minutes were AGREED and signed by the Chairman.

1. Matters Arising – IHQ was sent the July Minutes and directed the Secretary to issue one additional point , which, although not part of the meeting, was circulated to all team members immediately.

2. Chairman

- Chairman has no news re the German Seaman's Mission.
- PD has measured the building for the negotiation of the new lease and this will now be between IHQ and PD.

- PD Civils has attended to measure up and scope the building alterations to accommodate Muslim members of PD staff. Christina has reservations particularly wrt security which we will need to resolve with PD.
- PD also came to review the lights and replace them.

- Chairman and Secretary are arranging the installation of the defibrillator to Chairman's specifications and under his authority.

- Chairman has been working with Cleveland Security regarding a recurring fault with the CCTV. Outside camera now working. The recorder will go back to the manufacturer and is under warranty.

3. Secretary

- Website – this is only being used by Dave, Liz, Andy and Secretary. The Secretary is keeping the website updated and is still using email, spreadsheet, text and telephone calls to disseminate information to volunteers and crew. It would be helpful if others could help.
- iPad – this is only used by Secretary and Dave to record use of the Centre. Christina needs all team members to complete the written sheets with name, signature, initials and date. The Secretary uses both methods for all work conducted in the Centre.
- Rota – this is done by two methods, as above.
- Long term absences; sickness etc Paul, Janet and Lisa are absent. Garry has returned.
- Recruitment - IHQ has informed the Secretary that recruitment is a local issue. Bishop Paul has used his Diocesan contacts and Father Edward his parish ones. Secretary will address THPUA . It is suggested to approach THPUA to see whether anyone can volunteer for morning, afternoon, or evening, and we will rework our opening hours to accommodate. We will contact all the team for any day time availability, an AGREED action.
- Health and safety - IOSH training: the Secretary was advised by IHQ to do the three day IOSH Managing Safely course but negotiated the online version which has been successfully completed and the certificate filed and uploaded to WorkNest.
- WorkNest unilaterally directed South Tees to undergo a second 2023 audit by Gary Stoker. This was challenged to IHQ, and had not been authorised and is therefore cancelled. The 2024 audit will occur in January 2024.
- All documentation is complete and uploaded to WorkNest/sent to team members.
- Secretary has undergone First Aid Refresher training, as a further Control Measure for South Tees' monthly risk assessment update. This was a Level 3 HSE approved course and means that South Tees complies with HSE legislation to have a qualified first aider. It was AGREED that if anyone else wants to do it, it will be paid for and there are many local courses near to where people live.
- All IHQ meetings have been attended and reports filed.
- South Tees was asked to facilitate an Environmental Performance Certificate audit by IHQ. PD Ports also wished to undertake this so have done the work for both South and North Tees. IHQ wishes the report in short order but it is on the timescale of PD and has saved IHQ much time and effort.
- IHQ has decided to conduct Environmental, Social and Governance audits in response to Charity Commission guidance. South Tees was asked to provide data to IHQ's newly appointed data analyst about – consumption of utilities; waste disposal; telephones; seafarer numbers; all miles driven in Renault for last two years; all journeys undertaken; all fuel used. Secretary and Christina have dealt with this, explaining our procedures, driving licences, drivers over 70, size of vehicles, vehicle replacement programme, fuel cards, speed limits on docks, short journeys, breach of RTA.
- Vehicle –u
- se of the Renault Trafic is recorded and the MOT booked for 6 October, thanks to Ian. The certificate will be sent to IHQ and uploaded to WorkNest. Secretary has found out that IHQ is still being supported by Baltic Exchange but Christina will liaise formally with Finance at IHQ.
- Secretary has contacted IHQ in advance of the fleet insurance policy renewal and correlated the names of drivers covered under the fleet policy.
- Secretary has taken responsibility for the driver sheets; scans to data analyst at IHQ, for ESG purposes and uses the figures in the monthly report. The handwritten sheets are stored.

- Secretary has drafted, issued, and sent to IHQ incident, occurrence and near miss reports, and an induction/training procedure.
 - Secretary ensured that South Tees had procedures in place for any emergency welfare for repatriation and crew change caused by Air Traffic Control issues over the August Bank Holiday weekend. There was no steer from IHQ.
 - Secretary and Dave MacDonald ensured communications block with TCT2 was resolved.
 - Secretary has re issued guidance and procedure on parcels delivered to the Centre.
 - Secretary has issued a procedure regarding any calls from the press on 23 November following the sentencing hearing at Teesside Crown Court (and has contacted IHQ and Navigator Terminals concerning the North Tees and Hartlepool Mission site).
 - IHQ Volunteer Manager has resigned – Secretary has asked for new arrangements to lodge information.
 - PD Ports is liaising re the multi faith room and use by Muslims (see above) and is also taking video footage for National Inclusivity Week – Secretary liaised with PD and Chaplain.
 - Secretary has re issued procedure for unexpected, unusual parcels.
4. Financial Manager – agreement of 2022 accounts to be adopted at the AGM
On a proposal by Ruth Dodds, seconded by Pauline Wilkes, the 2022 Accounts were AGREED by this Committee to be presented for adoption at the November AGM. The accounts were agreed by Captain Drewitt, Captain Oldham, Captain Pratt, Financial Manager Christina Cordell, Deacon Peter Barrigan, Secretary Alèxe Finlay, Ruth Dodds, Anne Lennon, Pauline Wilkes, observers Dave MacDonald, Drew Chipp and Captain Andy French, Bishop Paul of Whitby where people were unable to attend, agreement in writing has been obtained and recorded.
5. Deacon's Report – as reported to THPUA (13 September) and Tees PWC (2 July)
- Arrangements for Ampleforth pilgrimage will be issued to those who have expressed a wish to attend.
- Deacon Peter Barrigan gave a verbal report.
6. Any Other Business
The Secretary is away 16 to 29 September. No access to lap top 19 to 26 September.
7. Date of next meeting – 15 November 2023 to include the AGM for which papers have been issued and the auditor invited.