

**MISSION TO SEAFARERS**  
**SOUTH TEES STATION - COMMITTEE MEETING**

**MINUTES OF A MEETING**  
**HELD IN THE CENTRE**

**on WEDNESDAY 15 NOVEMBER 2023 immediately following the AGM**

In Attendance

Captain J L Drewitt, MBE, Chairman  
Deacon Peter Barrigan, Chaplain, Stella Maris, Vice Chairman  
Christina Cordell, Financial Manager  
Captain Colin Pratt, Tees Bay Pilots  
Captain Luke Oldham, PD Ports  
Liz Love  
Alèxe Finlay, Secretary

Apologies : Vice Patron Rt Rev Paul Ferguson, Bishop of Whitby, Andy French, Anne Lennon, Pauline Wilkes,  
Father Edward Mathias Jones

Minutes of Meeting of 12 September 2023 (circulated) -on a proposal by the Vice Chairman seconded by the Financial Manager the Minutes of 12 September 2023 were AGREED and signed by the Chairman.

- Lease - IHQ is talking to PD Ports
- Taps – Chairman in touch with PD but hot tap now working fine.
- Defibrillator
  - Delivery - September 2023
  - Installation – October 2023
  - Training – YouTube videos distributed. Secretary has done formal training.
  - Maintenance – Secretary directed to perform monthly checks and keep system “live” through reporting.
- Recruitment
  - THPUA via Secretary
  - PD Ports looking to introduce volunteering into their employee community programme from Q2 of 2024 highlighting South Tees Mission
  - IHQ is conducting research through National Council for Voluntary Organisations and Secretary tasked with participating, beginning 7 December
- MNWB
  - PWC meeting hosted and Minutes will be issued
- Day time opening
  - Comments – Deacon Peter Barrigan reported that all opening helps but seafarers do not have a constant pattern
- Team
  - Lone Working – Stella Maris has device and MtS South Tees procedure reissued to team
  - Website and iPad – updated by Captain Colin Pratt, Dave MacDonald and Secretary. Colin reported including re North Tees and Hartlepool interface
- 2024 Audit
  - Revision of documents has been done and uploaded to WorkNest
- Renault Traffic
  - MOT passed and certificate filed, uploaded to WorkNest and sent to IHQ; steering issue being resolved via Denney’s with authority of Financial Manager

- IHQ
  - BWG meeting and reports – all fully compliant; Happy@Sea app will be discussed as to how ecumenical centres operate the app
  - Visit of Regional Operations Manager – Secretary to amend Handbook and Constitution to discuss with Chairman, Financial Manager and Chaplain and file with IHQ when asked, probably Q2 of 2024
  - Secretary General and Trustees to visit on 23 November to discuss with Chairman the agreed the Committee's to move forward with relocation and employment of a paid centre manager using locally available resources.
- Finances – report will be issued by Financial Manager
  - Statistics - ESG - Financial Manager submits these to IHQ
  - Port Levy – bonus has been received and acknowledged and a new TV bought
  - PRS licence extension for use of karaoke machine has been obtained and is displayed
  - Keys – PD Ports no longer has a key owing to a PD employee gaining access and setting off the alarm. It was captured on CCTV but PD has not commented.
- Ship Visiting/Chaplain's Report
  - Verbal
  - Karaoke machine will be installed as a gift from a volunteer
  - Christmas party – 8 December (privately funded)

6. Any Other Business

7. Date of next meeting – 2024 schedule to be discussed and agreed with Chairman and Bishop Paul. The following is a suggestion -

Officers' pre meeting

9 January

12 March unless Chairman is at MtS Conference in which case 5 March. Secretary NOT at conference.

14 May

9 July

10 September

12 November

1000 hrs, Mission

Committee

17 January

20 March

22 May

17 July

18 September

November 2023 Minutes

20 November and the AGM

1800 hrs, Mission