

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

**MINUTES OF A MEETING**  
**HELD IN THE CENTRE**  
**on WEDNESDAY 27 MARCH 2024 at 1800 hrs**

In Attendance

Captain J L Drewitt MBE, Chairman

Deacon Peter Barrigan, Stella Maris, Vice Chairman

Christina Cordell, Financial Manager

Captain Andy French

Dave MacDonald

Drew Chipp

Pauline Wilkes

Anne Lennon

Alèxe Finlay, Secretary

Apologies – Captain Colin Pratt, Captain Luke Oldham, Ruth Dodds

**IF YOU WOULD LIKE THE MEETING ON A DIFFERENT DAY OR TIME, PLEASE LET SECRETARY KNOW**

1. Minutes of Meeting of 17 January 2024 (circulated) - On a proposal by Pauline Wilkes seconded by The Financial Manager, the Minutes of 17 January 2024 were AGREED and signed by the Chairman
2. Matters Arising – nothing not covered in the agenda below
3. Specific discussion and report
4. Lease – nothing further has been heard from IHQ: Heads of Agreement and Schedule of Dilapidations still awaited
5. Recruitment
  - a. THPUA/NCVO – there should have been a report presented to the March IHQ Conference which Chairman was unable to attend so we await a copy of the NCVO report
6. Day time opening
  - a. Comments – Stella Maris Chaplain would welcome any further day time offers of opening by bar staff
7. Team –
  - a. Paul Hallas eager to return and liaised with Chairman and Financial Manager re Refresher training (completed 20 March with Liz and Ruth).
  - b. Accredited ISPS training is being delivered by Zoom on 10 April at 1400 hrs to IHQ, local and THPUA personnel delivered by HMS Ltd and Northumbria Police – Chairman was consulted and has been kept fully informed
8. Procedure for unannounced visitors *ie* PD, contractors -after unannounced entry by PD to carry out unplanned maintenance, a procedure has been issued to all the team so everyone knows what to do and how PD planned maintenance is delivered
9. Port Information leaflet – was revised and delivered within a month of Chairman directing this to be done
10. Awareness raising – Secretary devised and delivers an email awareness process as detailed below on direction of the Stella Maris Chaplain
  - a. Liaison with agents
  - b. Liaison with vessels
  - c. Dissemination of information
  - d. Liaison with drivers
  - e. Procedure
  - f. Other methods of vessel liaison

11. 2024 Audit/Health and Safety
  - a. PAT Testing -done
  - b. Legionella/hot water testing – IHQ request for monthly report – IHQ wishes to see this done monthly so Chairman and Financial Manager will action/delegate to IHQ and PD
  - c. No date has been set by WorkNest for the Review but Secretary attended the set up meeting on a virtual platform
12. Transfer of Justices’ Licence November 2024 – Secretary leaving and will give up being the named person on the premises licence (held by Mission to Seafarers but with the Secretary’s name attached)
13. Transfer of WEBNOS reporting from November 2024 – Secretary checks and reports weekly and will stop from November
14. Transfer of health and /WorkNest etc responsibility November 2024 – Secretary amends, issues, uploads all H and S documentation including monthly risk assessment revisions, all documents, all issues, all audit documents, prepares audit, deals with non compliances – this stops in November 2024 when Secretary leaves
15. Renault Trafic
  - a. Oil; maintenance, two punctures repaired
16. IHQ
  - a. North East Review – 21 March meeting and 20-26 April prep submitted to IHQ. The Review will cover Tyne (South Shields), Blyth, Sunderland, Seaham, Hartlepool, North Tees, South Tees. There are no Chaplains, there are some local clergy who are honorary Chaplains. The Review is taking place in April by the Port Development Manager, and will then take three months to process. The Secretary has submitted full information about this Centre, how it works, who the volunteers are, what is the skill set. The Secretary has also submitted a schedule of other people and organisations IHQ should consult.
17. Finances – Financial Manager – report to follow
18. Welfare – Deacon Barrigan unable to attend
  - a. Stella Maris CEO
  - b. Lone Working Device – procedure possibly needs to differentiate between “man down” and equipment failure
  - c. MNWB – Sharon Coveney – parachute jump for dementia charity – Secretary made personal donation but Chairman said NO welfare money to be spent.
  - d. Easter eggs for seafarers – added to welcome packs

19. Any Other Business – nothing not previously discussed

2024 AGM – Chairman wished to raise who has voting rights at this meeting. The next iteration of the Constitution and Branches Handbook should address this but it is the current understanding that only Committee members (minus the Financial Manager) have Voting Rights)

20. Date of next meeting 15 May 2024 subject to Chairman, Chaplain and Financial Manager approval

