

MISSION TO SEAFARERS
SOUTH TEES STATION - COMMITTEE MEETING

MINUTES OF A MEETING
HELD IN THE CENTRE
on Thursday 24 April 2025 at 1800 hrs

Item		Action
1	Attendees Committee Captain Luke Oldham, Chairman (LO) Deacon Peter Barrigan, Vice Chairman, Stella Maris Chaplain (PB) Christina Cordell, Financial Manager (CC) Anne Lennon (AnL) Captain Jerry Drewitt MBE (JD) Captain Colin Pratt (CP) Pauline Wilkes (PW) Attendees Advisory Members Allison Liddle, Centre Manager (AL)	
2	Apologises Committee Father Edward Mathias-Jones (EMJ) Apologises Other N/A	
3	Minutes from Last Meeting Minutes of Meeting of 30 JANUARY 2025 (circulated to those present), proposer Anne Lennon and seconder Deacon Peter Barrigan, AGREED.	
4	Actions from Last Meeting An update on actions is provided below. Any items in bold are still in progress: Secretary role still outstanding	LO
5	Matters Arising From Centre Managers Report - Glass washer – purchase and investigation into location - Hospitality budget consideration	AL Chairman
6	Conflicts of Interest None declared	
7	Mission to Seafarer IHQ Updates <u>Constitution</u> Regional Operational Manager has provided an update that this has now been approved by the MtS Trustees, we will be receiving this in the coming months. It is the Chairmans intention on providing a copy to the committee to read and provide comment prior to signing. If required, we can ask the Regional Operational Manager to visit and discuss the document and to answer any questions prior to signing.	

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<u>Branch Handbook</u>	This has been updated by IHQ now and received by the Chairman and Centre Manager. CC asked if volunteer enrolment and training is within this document, LO was not sure and would check ACTION: Chairman to commence completing this document. Calling on assistance from AL for input when required ACTION: Chairman to check regarding CC comment	LO/AL
<u>Strategic Plan 2027 -31 Consultation</u>	The Chairman sent an email to MtS volunteers about taking part in a survey that will shape the future of the mission. Thank you to those who have taken the time to complete this.	LO
<u>New Appointments</u>	• Port chaplain Piraeus, Greece • Port chaplain Poti and Batum, Georgia • Port chaplain Rotterdam	
<u>Known Resignations/Movements</u>	• Chaplaincy Team Lead, Southampton	
<u>Vacancies Advertised</u>	The following 3 jobs are being advertised, with a closing date, 12 noon on Wednesday 7th May 2025 for all jobs • North East of England Chaplain • Chaplain/Chaplaincy Worker, Milford Haven • Chaplain Team Lead, Southampton and South Coast	
The job of interest to us (South Tees), is the North East of England Chaplain job role, that has come about from the North East review. This appointed person will become responsible for our centre manager. The advert states: First round interviews: Thursday 22 or Friday 23 May 2025 (in-person/online) Second round interviews: Monday 9 June 2025 (in-person) probably in South Shields		
<u>European Regional Conference - 10th - 13th March 2025</u>	The Chairman and Centre Manager attended the conference with other members from the UK and Europe region. A number of topics were discussed, we were brought up to date on the global operations of the mission as well as work taking place in the UK with volunteer engagement for example.	
<u>Visits by IHQ Staff</u>	• 3 March 2025 Regional Operational Manager visited the North East Region centres, which included our centre and met with the Centre Manager to undertake training and update on IHQ constitution and branch handbook. • 1 July 2025 - PLANNED Peter Rouch (Secretary General) and Steve Morgan (Regional Director) are visiting UK ports and have planned a visit to South Tees. The chairman has offered to host lunch at the centre and arrange a launch to take them on to the river.	
		All

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	ACTION: ALL – If you interested in meeting the Secretary General & Regional Director please let me know ASAP so we can take into account numbers for the buffet ACTION: Financial Manager - To investigate ordering a buffet for lunch ACTION: Centre Manager - Inductions details to be sent to visitors in advance ACTION: Chairman - Arrange Harbour Launch with PD Ports <u>'The Sea' Magazine</u> The latest issue of <i>the Sea</i> is out and can be downloaded here; www.missiontoseafarers.org/wp-content/uploads/theSea-issue-1-2025-online-1.pdf You can sign up to have the latest issues sent direct to your inbox by visiting www.missiontoseafarers.org/the-sea	CC AL LO
8	Chairman Update LO give an update, extract from his notes; Firstly, lets remind ourselves what IHQs Mission is from their website; 'Our mission is to care for the shipping industry's most important asset: its people. We are here for Seafarers.' It's important to have objectives so we have something we can come back and gauge our self against something, these are the current objectives that I see we should be tackling and we should review these regularly to ensure they are achievable and realistic. • Immediate objectives; 1. Increased opening 2. Open on a weekend at least once a month 3. To increase our volunteer base • Medium term objectives; 1. New vehicle 2. Observer on the committee at North Tees Mission and South Tees Mission, this is to facilitate exchange of ideas. • Long term objectives; 1. Relocate the mission to a more suitable location 2. Co-ordinated opening/closed times with the North Tees Mission to ensure at least one centre was open to accommodate the need of Seafarers on both sides of the river	
9	Finances <u>Financial Manager's Report</u> An update was provided on our current bank balances. It was agreed to move £5,000 from the current account into the 95-day account. It was mentioned that Barclays had sent a generic letter regarding card machines/readers and that these should not be left unattended with people who are not authorised to use them. <u>Stock and Branch Assets</u>	

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	If we as a committee wish to dispose of any stock or branch we must ensure these are all accounted for within the branch accounts. - It was agreed that any stock that that was expired would be brought to the attention of the committee by the Centre Manager at each committee meeting going forward and a decision will be made then regarding, reducing item cost or of disposal. - The disposal of Mission assets must be accounted for also in our asset register and these needs communicating to CC prior to disposal. <u>Credit Card</u> - Committee to approve the authorisation of a credit card to be used by the Centre Manager. - Credit Card limit to be set £500. ACTION: Financial Manager to follow up with the issuing of a credit card <u>Limit on Single Item Expenditure</u> Limit on any individual purchase by Centre Manager or Committee Member before Exec approval is also set at £500. <u>Seafarers Shopping</u> Clarity was sort from IHQ (Eileen Reilly) regarding if this should be entered into the Missions till. The advice from IHQ was such that we should not be reporting to HMRC seafarers shopping through the till. This has now stopped with immediate effect of this guidance. It was agreed that CC would provide a float for these transactions and a separate record would be kept. A discussion took place around if this service should be provided and if this was the best use of the Centre Managers time. CP could not see the need for this service as there were other methods of receiving similar goods. It was agreed by the committee that if shopping is bought then we should not be buying, alcohol or tobacco products as part of this service. Chairman would like to revisit this at the next meeting to see what the uptake on this service is. NOTE: Centre Manager had left to collect seafarers from a visiting ship when this was discussed.	CC
10	Health and Safety IHQ have issued a new Health and Safety Policy 2025 ACTION: Chairman to email to all with these minutes Our external H&S assessment has also been organised by IHQ ACTION: Centre Manager to confirm date this is planned for <u>Worknest</u> Accounts - Two new accounts have been created for the Centre Manager and Chairman - Past Chairmans account has now been removed Training - Regional Operational Manager has undertaken some local training with the Centre Manager on the use of the system Risk Assessments - Centre manager to provide update on which ones have been reviewed in	LO AL

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	the previous quarter prior to each committee meeting and we will list in the minutes ACTION: Centre Manager to provide update prior to next meeting <u>Defibrillator (WebNos)</u> Accounts • A new account has been created for the Centre Manager • The Financial Managers account will now be deactivated • The Chairman's account will remain active Testing • The weekly testing and the logging with WebNos is now undertaken by the Centre Manager Equipment • No Issues to report ACTION: CC to contact WebNos regarding deactivating her account <u>CCTV</u> • New power supply required. This work has been organised for Monday 28th April. ACTION: Visit to be facilitated • GSM dialler – Decision to be made on doing this work see Item 12 <u>Fire Safety</u> • Weekly alarm testing and checks are currently carried out by JD, this is to be taken over by the Centre Manager ACTION: Centre Manager and JD to arrange for this to take place <u>Electrics</u> • PAT testing took place 6 February 2025 • Electrical Installation Condition Report (EICR) was undertaken and issues rectified. We are awaiting certification from our Land Lord (PD Ports). ACTION: Chairman to contact our Land Lord and request certificate. <u>Lone Worker</u> • Equipment – Only Stella Maris have a device, none available at South Tees MtS. Centre Manager has investigated the purchase of an appropriate device and will prepare a submission for the PWC to fund this purchase. • Procedures – Centre Manager to investigate what procedures and/or policies are in place regarding lone working. ACTION: Centre Manager to prepare submission for PWC and look into lone working procedures. <u>Building Issues</u> • Centre sign came down in high winds early this year, this has now been put back up. • Some bricks had come loose from the corner of the building on 26 March 2025, Chairman reported this to PD Engineering for rectification. This work is now complete. <u>Water Cooler</u> • AquAid have serviced and sanitised the water cooler, it has now been reinstated as of 14 March 2025.	AL CC AL/JD/CC AL/JD LO AL
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11	Building Lease <u>Duration</u> The signed lease is dated 1 October 2024 with a termination date of 19th February 2032, subject to usual Notices and a break clause. <u>Leased Area</u> Diagram provided at the end of these minutes; this is a reminder of what area is leased from PD Ports for our use. <u>Professional Fees Recharge Invoice</u> An outstanding £3,000 legal fee is still to be paid for by IHQ. JD and LO are seeing if PD Ports would waive this bill or potentially reduce this. ACTION: Chairman to follow up	LO
12	Telephone & Internet <u>Fibre Line</u> Broadband renewal due October – CC will start looking in June regarding replacement. The Centre Manager confirmed Star Link was in use over at North Tees for internet access, this could be also a possible solution for ourselves come renewal. BT have provided a quote for a fibre line into Kinkerdale House. BT would utilise 01642 460244 and take it over from One Com. This will ensure we are safe when the digital switchover occurs. <u>GSM Dialler and SIM Card</u> BT agree that the GSM auto dialler (quoted by prosafe security) would be a good idea and is something which a lot of companies are doing. The current landline 01642 467374 will then be scrapped. Closer to the time we would then need to arrange for a sim card to go with the auto dialler.	CC CC
13	MNWB Vehicle <u>Renault Traffic</u> MNWB monthly statistics are now being submitted by Centre Manager to MtS IHQ, to CC; Regional Operational Manager, Chairman and Financial Manager <u>Vehicle Log Sheet</u> - Reminder that those completing the log sheet, the writing has to be readable and include more detail. If the vehicle is going into Tees Dock, please state what berth you have picked up from or gone to for ships visit. - Discussion took place over electronic recording of the vehicle mileage sheets on an iPad. CP said this is possible and it is something he could look into investigating. This would need input from the drivers as well as the committee. ACTION: Centre Manager, CP and PB to discuss ways forward	AL/CP/PB

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	<u>New Vehicle</u> The current Vehicle is up for renewal this year. Chairman and Centre Manager is working with IHQ regarding progressing this. <u>Drivers</u> The chairman is wanting to check we have all details for drivers to ensure that they are covered on the insurance. An email has been sent regarding what is required from drivers. He is still waiting response from a number of drivers. ACTION: Chairman to chase drivers.	LO
14	<u>Volunteers</u> <u>Rota</u> - Chairman is currently producing the Centre Manager will be taking this over going forward - Updating website and online rota – CP will run through this with the Centre Manager Our current volunteers are made up as follows; Evening Drivers - Currently Dave MacDonald drives on Wednesday – currently stepped back Father Edward Mathias-Jones drives on Thursdays Evening Bar – Currently Sandra and Gerard do first and third Thursdays Drew does the other Wednesdays and Thursdays AnL and PW are available to work the bar 28th April, 12th May and 19th May, but will need a driver for this to be viable ACTION: Centre Manager to include AnL and PW on the rota <u>Volunteer Details</u> - We need forms and paperwork in place for new volunteers - I hold little information on existing volunteers, we may need to collect details from existing people - Drivers details – Chairman sent email for this, will pass to Centre Manager to keep centrally once collected. ACTION: Centre Manager to have forms in place and decide best way to collect current volunteers' details. <u>Recruitment</u> - Centre Manager has advertised for drivers and bar staff on Middlesbrough Voluntary Development Agency's website - The two volunteers that PB has taken on with Stella Maris, are still keen on working the bar/driving for MtS and the Centre Manager is currently completing the paper work - The mother of a serving seafarer has visited the centre one evening with the possibility to start volunteering - Advertise the roles on our own website. <u>Training</u> - IOSH Webinars – information sent to all 25 March 2025 - Introduction to maritime law and regulations webinar 11 June 2025 - Safer Waves CEO, Sexual violence in the maritime	AL AL AL/CP

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	industry • Critical Incident Stress Management (CISM) – undertaken by LO • Ship Visitors Course ○ Enrolled ▪ LO - Needs to undertake visits ▪ Liz Love – Needs to do online training and visits	
15	Reciprocal Mission Representative at South Tees and North Tees Mission The Chairman of the North Tees Mission Kevin Shakesheff MBE has asked if it would be possible for a representative of the North Tees committee to come to the South Tees committee meetings. JD sits on the committee on the North Side in addition to his role on our committee. By having someone on either committee it allows the opportunity to be aware of their issues (could be the same as our) it also serves as a learning opportunity for either mission.	
16	Miscellaneous <u>Update South Tees Centre Contact details</u> Contact details for our Mission to be checked that the point of contact and telephone numbers reflect the new Centre Managers details, name, numbers, email, etc., • MNWB leaflet • Mission to Seafarer Website • ISWAN • ICMA Website • Tees Mission Website • Anywhere else? Action: Centre Manager to provide update at the next meeting <u>Magazine Subscriptions</u> To compare what is available at North Tees Mission and see if we are missing any magazines of interest to seafarers, i.e. The Telegraph etc., Action: Centre Manager	AL AL
17	Centre Manager Report See attached report	
18	Stella Maris - Deacon's Report PB provided an update on what SM have been engaged/assisted in. PB assisted with facilitating the Port Health inspection.	
19	Battle of Atlantic Convoy In February this year, the Wellington Trust launched <i>Robin's Campaign</i> to trace all surviving Battle of the Atlantic Veterans as part of their VE Day 80th celebration events that will take place onboard HMS WELLINGTON. The trust was contacted by the daughter of an Atlantic convoy survivor in	

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	Darlington. The trust contacted the chairman to see if we could facilitate/assist in recording this gentlemen's testimony for them. Of course, the Chairman jumped at the chance to undertake this and offered his assistance to the trust. A number of emails later, the survivor's daughter managed to find herself in a position to undertake the required task for the trust. The Chairmans assistance was not required on this occasion, but it goes to show how flexible we are to assist not just Seafarers on the High Seas today, but those who have long retired and have given so much to our Island Nation.	
20	International Ship and Port Security (ISPS) <u>PD Ports Sites</u> If you have a visitor pass for Teesport and/or Hartlepool there is this extra layer of security that comes into effect 1st April 2025, this is a requirement that has come from the Department for Transport (DfT). Chairman has sent an email to all regarding this.	
21	River Tees Port Health Authority <u>Centre Inspection</u> An inspection took place today 24th April 2025 with Port Health Officer Adam Chissell. We retain our 5 star rating, however we do have some points to address ACTION: Centre Manager to send report to the committee once received and investigate corrective action	AL
22	Tees Port Welfare Committee (PWC) In December 2024 Alex Houghton was recruited by MNWB as a PWC Manager, he has now taken over as PWC Manager for Tees. Meeting - 13 March 2025 – General Meeting The chairman sent a written update to the PWC Manager regarding what has been happening at the Mission since the previous meeting. Unfortunately the Chairman and Centre Manager were unable to attend the PWC meeting due to attending the annual MtS Conference. Draft minutes received. Our Chairman has been actioned by the PWC Chair to assist in reviewing the Emergency Welfare Policy. ACTION: Chairman Next planned PWC meetings: - Thursday, 3 July 2025 – General Meeting, at Queens Square, Middlesbrough (PD Ports) - Thursday, 6 November 2025 – AGM, at Queens Square, Middlesbrough (PD Ports) <u>National Port Welfare Forum</u> Starting this year, MNWB had introduced a new initiative: the National Port Welfare Forum. This forum consists of PWC representatives (Chairs or Vice Chairs) alongside PWC Managers and will meet online at the end of each PWC term. The purpose is to foster idea-sharing, address key issues, and exchange best practice related to port welfare across the different regions.	LO

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23	Tees & Hartlepool Port Users Association (THPUA) When attended by ourselves updates on the current state of our mission have provided to the Port Community. Minutes forwarded to Regional Director and Nick Crago Meetings since last committee meeting: - February's meeting (Teams) attended by Committee Member Colin Pratt - March's meeting (Onboard Teesside Princess) not attended - April's meeting (Teams) attended by Chairman and Centre Manager	
24	Any Other Business None	
25	Date of next meeting TBC	

Committee Members Attendance For 2025

Name	Jan	Apr	May	Jul	Sept	Nov AGM	Total	Notes
Captain Luke Oldham	Yes	Yes	-	-	-	-	2/2	Chairman
Christina Cordell	No	Yes	-	-	-	-	1/2	Financial Manager
Captain Jerry Drewitt	No	Yes	-	-	-	-	1/2	
Deacon Peter Barrigan	Yes	Yes	-	-	-	-	2/2	Vice Chairman
Captain Colin Pratt	No	Yes	-	-	-	-	1/2	
Father Edward Mathias-Jones	Yes	No	-	-	-	-	1/2	Vice Patron
Pauline Wilkes	No	Yes	-	-	-	-	1/2	
Anne Lennon	Yes	Yes	-	-	-	-	2/2	
Ruth Dodds	No	N/A	N/A	N/A	N/A	N/A	0/1	Resigned prior to the Jan Meeting

Advisory Members Attendance For 2025

Allison Liddle	N/A	Yes	-	-	-	-	1/1	Centre Manager appointed 3 March 2025
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Item 11 - Leased Area

