

## Minutes of the meeting of Commissioners held on Monday 15<sup>th</sup> March 2021 at 2.00pm

### Note: Virtual Meeting due to COVID-19

**Present:** Tim Harford (Chairman) (TH), Alison Towler (AT), Jane Challener (JC), Bob Mitchell (BM), Chris Lisher (CL), Bill Peach (BP), Andrew Richards (AR), John Morrow (JM), Mike Bowles (MB)

**Officers present:** Ryan Willegers (RW) (Harbour Master & Chief Executive)

**In Attendance:** Not Applicable

#### 1. APOLOGIES FOR ABSENCE

1.1 RWag & member of the press.

#### 2. DECLARATION OF INTERESTS

2.1 There were no declarations of interests. TH, JC, BP, AR, AT, RW & JM declared an interest in Agenda Item 19 on the grounds that they, or members of their family, had a mooring licence or were on the waiting list for a mooring. RW confirmed the declarations would be recorded, but highlighted that the conflict of interest provisions in LHC's Constitution (The Lymington Harbour Revision (Constitution) Order 2002) were expressly ruled out in respect of the payment of harbour dues or the provision of harbour services or facilities affecting the trading community in general. There was therefore no conflict in relation to Agenda Item 19.

#### 3. MINUTES OF LAST MEETING (18<sup>th</sup> January 2021)

3.1 The minutes were agreed.

#### 4. MATTERS ARISING FROM MINUTES OF 18<sup>th</sup> JANUARY 2021

4.1 There were no matters arising that are not covered elsewhere.

#### 5. COMMISSIONERS

5.1 Recruitment – Due to Covid restrictions, Commissioner interviews were postponed until the 19<sup>th</sup> April as the interview panel preferred to conduct them face to face. As Harbour Authorities are classed as providers of essential services and are expected to remain open to facilitate the safe passage of trade & goods and maintenance of the harbour, recruitment can take place on the proposed date, subject to social distancing measures and other controls being observed.

#### 6. LYMINGTON HARBOUR ADVISORY GROUP

6.1 RW confirmed he had not been asked to bring any matters forward on behalf of LHAG.

#### 7. OFFICERS REPORT

7.1 Operations Manager – The Commissioners noted the Operations Manager's report. JC asked if there were any female applications for the two seasonal harbour officer posts. RW did not know but indicated that he would follow up with the Operations Manager and let Commissioners know. **Action: RW**

- 7.2 Treasurers Report – The Commissioners noted the Treasurer’s casual income report. It was noted that there was an error in the right hand heading which should state ‘April to February 2020’. RW agreed to correct and recirculate. **Action: RW**

## **8. SAFETY & PMSC**

- 8.1 Safety Review – Commissioners were invited to consider the January Safety Review report including an analysis of incidents since the September meeting, and for the 2020 calendar year. Overall incident numbers were comparable with the two previous years.

AR welcomed the proposed introduction of body worn cameras (BWC’s) and hoped that they would be introduced in time for the 2021 season. RW confirmed that LHC had taken delivery and that draft safe operating procedures had been produced for his review. A comprehensive online training course covering all the legislative requirements of using BWC’s had also been identified and all operators will be required to complete and obtain certification. As the training modules will take of the order of 10 hours to complete, it was likely to be late April before BWC’s will be introduced.

- 8.2 Management Training – Since the January meeting, TH, AR, AR, CL and BM have attended Duty Holder (Port Marine Safety Code) training provided through the British Ports Association.

- 8.3 Audit of Port Waste Management Plan (PWMP) – RW confirmed that an MCA inspector conducted a compliance audit of LHC’s PWMP in February. This involved an inspection of LHC, Berthon and Lymington Yacht Haven facilities. The report provided a clean bill of health and apart from the plan making reference to a Marine Guidance Note which had since been superseded, the conclusion was that *“all sites were found to be well maintained and it is clear there is oversight by the plan holder.”*

- 8.4 Inspection of Aids to Navigation (AtoN) – RW reported that on the 3rd February an Officer of Trinity House conducted an inspection of AtoN in the harbour. His report concluded that apart from a bent top mark on one of the fishermen’s keep pot piles (now addressed), all AtoN were found to be *“in good and efficient order”*.

## **9. AOB**

- 9.1 There was no other business in the public session.

## **10. DATE OF NEXT MEETING**

- 10.1 The next meeting will be on Monday 10<sup>th</sup> May 2021.