

**Minutes of the meeting of Commissioners held on Monday 21<sup>st</sup> September 2020 at 2.00pm**

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

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

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

**In Attendance:** Rupert Wagstaff (RWag) (LHAG)

**1. APOLOGIES FOR ABSENCE**

1.1 No apologies received.

**2. DECLARATION OF INTERESTS**

2.1 There were no declarations of interests.

**3. MINUTES OF LAST MEETING (13<sup>th</sup> July 2020)**

3.1 The minutes of the meeting were agreed.

**4. MATTERS ARISING FROM MINUTES OF 13<sup>th</sup> JULY (NOT COVERED ELSEWHERE)**

4.1 There were no matters arising.

**5. COMMISSIONERS**

5.1 New Commissioners – On behalf of the board, TH welcomed JM and MB to their first meeting as Commissioners.

5.2 Retiring Commissioners – On behalf of the board, TH thanked RJ and PM for their valued service as Commissioners as this was their last meeting before retiring on the 31<sup>st</sup> October. RJ has served for nine years (three terms), including 3 years as Chairman. PM has served for 6 years (two terms). Earlier TH & RW presented both with a leaving gift.

5.3 Reappointment of Commissioner – RW indicated that AT will come to the end of her first three-year term as a Commissioner on the 31<sup>st</sup> October 2020. Under the terms of LHC's constitution and in line with Ports Good Governance Guidance, AT was eligible to serve a second term and has indicated her desire to do so, subject to the support of the Commissioners. It was proposed that AT should be reappointed. **Proposed: PM      Seconded: JC      Vote: All in Favour**

5.4 Recruitment – TH noted that on the 10<sup>th</sup> January 2021, Bill Peach will have served two terms (6 years) as a Commissioner and in line with Ports Guide to Good Governance, Bill will retire. TH indicated that he had met with AT and RW to review the board makeup and recruitment process and indicated that this would be the subject of further discussion in the 'In Committee' section of the meeting.

5.5 Committees – TH indicated that he, AT and RW had reviewed the working committees and that following discussion with MB and JM, he proposed that MB will join the mooring committee with immediate effect

and will take over the chair from TH at the end of the year. TH will then leave this committee. JM will join the finance and personnel committees. The Commissioners noted the new appointments.

## 6. LYMINGTON HARBOUR ADVISORY GROUP

6.1 Meeting - LHAG will meet on the 22<sup>nd</sup> September (online), having cancelled their March meeting due to Covid-19. TH and RW will attend at RWag's invitation.

6.2 Membership – RW referred to his report in relation to the appointment of new representatives to LHAG. From the 7<sup>th</sup> September, Roy Froud will take over from Peter Upcher as the new leisure users representative for the Royal Lyminster Yacht Club, Lyminster Town Sailing Club and Lyminster Sailability. The Commissioners thanked Peter Upcher for his past service.

From the same date, Alastair Mackay will take up a new position on LHAG to represent the interests of Lyminster RNLI.

## 7. OFFICERS REPORT

7.1 Operations Manager – The Operations Manager's report commented on visitor numbers for July and August. RW highlighted the key points, including the reduction in overnight visitor berth capacity arising from the decisions made to mitigate both the financial risk to the business from Covid-19, and also to reduce the risk to customers and staff. Notwithstanding the overall fall of visitor numbers of 42.3% (July) and 23.7% (August), RW highlighted that the available berths were running at almost 100% capacity in both months which was a good sign for next season. Questions were invited. No questions arose.

7.2 Treasurers Report – The Treasurer's report was circulated with the meeting papers. RW drew attention to the positive effect of the higher yields generated by the new Town Quay berths. Questions were invited. No questions arose.

## 8. SAFETY & PMSC

8.1 Safety Review – RW reported that the next safety review covering the 4 months May to August will be held on the 24<sup>th</sup> September. The Safety Committee had been forwarded the safety report and incident review for review.

8.2 Management Training – RW reported that AT, JC and JM had recently participated in a PMSC Duty Holder webinar organised by the British Ports Association. MB will attend during the next round scheduled for late November/early February. RW and the Operations Manager will attend a Level 4p (Command & Control) Oil Spill Response refresher course on the 22<sup>nd</sup> and 23<sup>rd</sup> September.

8.3 Oil Spill Response Exercise – RW reported that a Tier 2 Desk Top exercise incorporating mobilisation of the professional Tier two responder has been scheduled for the 30<sup>th</sup> September 2020. This year it will be a Wightlink led exercise (LHC & Wightlink have a joint Oil Spill Response Plan). Relevant agencies and key operational stakeholders have been invited to participate.

## 9. MARKETING & COMMUNICATIONS REPORT

9.1 A delayed (due to Covid-19) Marketing and Communications Activity Report has been circulated covering Q1 to Q3 inclusive. Questions were invited. TH observed that for 2021, LHC will need to consider how and where to focus our communications effort, reflecting on our experience with Covid - 19 thus far. **Action: Business Development Group**

## 10. AOB

10.1 There was no AOB.

**11. DATE OF NEXT MEETING**

11.1 The next meeting of the Commissioners will be held on Monday 23<sup>rd</sup> November 2020.