



**COWES HARBOUR
COMMISSION**

**PUBLIC REPORT
COWES HARBOUR COMMISSION
9 JUNE 2023**

Present: Phil Hagen – Chairman (PH)
James Evans – Deputy Chairman (JE)
Vanessa Clifford (VC)
Fiona Fitzherbert-Brockholes (FF-B)
Clive Blount (CB)
Jason Losty (JL)
Steve Sheridan (SS)
Richard White (RW)
Gary Hall (GH) – Chief Executive

In Attendance: Shane Wood (SW) - Harbour Master
Theresa Dunford (TD) - Finance Officer

1. DECLARATIONS OF INTEREST

Declarations of Interest and Declarations of Related Party Transactions for Cowes Harbour Commissioners are documented on the CHC website.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on Friday, 28 April 2023 having been sent out it was resolved that they be signed as a true and complete record of business transacted.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

- (a) Trinity Landing Chargers – GH reported that Trinity Landing is now live. The Marketing and PR Team are working with Aqua Superpower to generate a publicity plan.

5. HARBOUR MASTER'S SAFETY REPORT

The HM report and safety analysis was circulated with the papers for the meeting and was fully considered by the Board. SW highlighted the following from the Incident Report:

- (b) Close quarter situations – SW raised concerns that some of these are going unreported although they are numerous whistles on five short signals. He has already had one discussion with Red Funnel and will be meeting them again in the next week. It was agreed that a single toot from both the ferry and the Red Jet does remind people that they are there and can be helpful. CB said it might be useful to raise awareness again now the racing season has started.
- (c) A successful outside contract was the delivery of 30+ tonnes of fresh water to the Needles Lighthouse for Trinity House staff currently working and living there undertaking three months of maintenance.
- (d) SW confirmed that he has made changes to the Marine Safety Management Plan (MSMP) and Marine Safety Management System (MSMS). All commissioners have received the MSMP and

all approved the changes. As commissioners and duty holders, the MSMP should be read in conjunction with the recent Audit.

- (e) This week a successful Security Audit was conducted, and a Security Plan is now in place. This will be approved by the Department of Transport and a Letter of Approval will be received confirming that CHC complies with the Port Safety and Security Code.

6. CEO REPORT

The CEO report was circulated with the papers for the meeting and was fully considered by the Board. GH highlighted the following:

- (a) The new website is being finalised and commissioners have had an early sight of this before its official launch. GH asked for feedback and there was a lengthy discussion on this.
- (b) Ra Hennessy continues to work with the cruise lines directly, concentrating on activities and experiences that can be enjoyed on the Island. She has specifically engaged two people to welcome, meet and greet cruise passengers. They will be wearing a Cowes Harbour uniform and will hand out maps and information.
- (c) The position of Finance Manager has now been readvertised as the person appointed withdrew.

7. FINANCE REPORT FOR APRIL 2023

Copies of the Financial Management Report for April 2023 were circulated with the papers for the meeting and fully considered by the Board.

8. ENVIRONMENT & SUSTAINABILITY REPORT

A report was not available for this meeting due to annual leave. FF-B updated that oysters have now been ordered and are awaiting delivery. SW and his team will be supporting a group coming in to check the seagrass and in July they will be supporting Plymouth University in counting fish by putting sensors on the buoys going across to Portsmouth and to Seaview.

9. CHAC MEETING

CB advised that the next CHAC meeting is in September and asked commissioners to consider what items for discussion could be put forward as agenda items for that meeting.

10. ANY OTHER BUSINESS

- (a) AGM meeting – PH reported that whilst previously the AGM meetings had been very well attended, only seven members of the general public attended the AGM this year, a decrease in numbers from last year. In light of this, CHC will review how future meetings are conducted.
- (b) GH reported that the spectacular 110m motor yacht, KAOS, came into the harbour this morning, which is close in size to some of the cruise ships that will be visiting later in the year.
- (c) GH asked the Board to approve the April 2023 Public Report so that it can go on to the website.
Unanimously approved.

Date of next meeting: Friday 21 July 2023 at 1000, Harbour Office, Cowes, Isle of Wight