

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD USING ZOOM ON 18<sup>th</sup> March 2021 AT 1800.**

**Members and Officers in attendance:**

Mr D Crawley – Chairman  
Mr M Beighton – Harbour Master  
Mr R Carter – Vice Chairman  
Mrs Helen Phillips – Office Manager  
Mr D Drought  
Mr J Endicott  
Mr M Oates  
Mr M Steggles  
Mr P Hinchliffe

**Apologies for Absence**

There were none.

Dominic Crawley, the acting Chairman opened the meeting by welcoming the two new committee members from Newton and Noss Parish Council, Peter Hinchliffe and Mark Steggles. He then passed over to Peter Franklin from Franklins Ltd our accountants to summarise the accounts for 2020. Despite a very difficult year as a result of the Covid 19 pandemic the Authority ended the year £13k down on the previous year. This was helped by the government grant of £10,000. Despite the fact that the river was shut for just over three months of the season a very busy summer resulted in income only slightly down on a normal year. The Authority made a loss of £19,774 for the year after depreciation.

A question was raised over the new walkway mechanism and how it had been treated for VAT. Peter agreed to look into this. The chairman thanked Peter and he left the meeting.

Keith Hart was then welcomed to the meeting. Keith is our Designated Person who audits our safety management system against the Port Marine Safety code. He agreed to carry on this role for another three years. Keith began by giving a brief history of why the code came into being and that the current edition was published in 2016. He then went onto highlight the role of committee members as duty holders. He has now finished the audit and confirmed that we are compliant. Our return will be submitted to the MCA. A Health check needs to be carried out which he proposed doing in the summer once the season is under way.

The chairman pointed out that a declaration will need to be completed by each committee member.

The final action from the audit was a revision of the policy and regulation governing the inspection of moorings. Dermod Drought proposed that we accept the following to be introduced for the licensing of moorings from 2022:

1. **Amend River Yealm Harbour Authority Policy by adding to existing Policy 8.1**  
(This currently reads: “8.1 The issue and renewal of a licence is conditional on the

applicant certifying to the Harbour Master in writing that the gear has been inspected during the current year and was found to be in good condition and suitable for the specified vessel.”):

***“In the case of a licence for an “A” mooring, the applicant’s certification shall be accompanied by evidence that the mooring has been inspected during the current year by a mooring maintenance provider with appropriate insurance cover and is fit for purpose.”***

2. **Amend River Yealm Harbour Authority Regulations by adding to existing Regulation 4.1** (This currently reads: “4.1 Moorings must be laid down as directed by the Harbour Master. They are to be of the concrete clump type and marked with a buoy showing the number of the mooring (policy 8.2). Outhauls are to be marked on their landward side with their number (policy 8.2). Mooring Tackle must be checked annually by a competent person and by the due date. A declaration form, issued at the beginning of each year to each mooring holder, must be signed by the mooring holder and returned to the Harbour Office by the due date described on the form.”):

***“In the case of a licence for an “A” mooring, the declaration form shall be accompanied by evidence that the mooring has been inspected during the current year by a mooring maintenance provider with appropriate insurance cover and is fit for purpose. Ordinarily, a copy of the mooring maintenance provider’s invoice confirming the position will be sufficient.”***

This was seconded by Rodney Carter and unanimously agreed.

### **33/21 MINUTES**

The minutes from the meeting from the 18<sup>th</sup> of February 2021 were proposed by David Southwood to be a true reflection of what was discussed, seconded by Dominic Crawley and unanimously agreed. These were placed on the website at the beginning of March and circulated to all interested parties at that time. After a discussion it was agreed that in future, we will revert to the old system that minutes aren’t put on the website and circulated till after they have been approved at the following months meeting.

### **34/21 MATTERS ARISING**

Covered in the meeting.

### **35/21 CORRESPONDENCE**

1. Two emails have been received on the subject of the new charging structure for kayaks and paddleboards. The chairman felt that these were not complaints and therefore were not logged as such. The HM has responded to both of them.
2. An individual wrote in about an outhaul that they had for a number of years but not paid for in 2020 despite several reminders. The outhaul has been allocated to the next person on the waiting list. The individual wrote in asking if they could have it reinstated. It was unanimously agreed that it could not be

reinstated and a letter to that effect sent to the individual with the option to put the boat at the Brook.

### **36/21 FINANCIAL REPORTS**

The OM ran through the figures for the month. A detailed list of the expenditure was made available to the committee members prior to the meeting. The figures were presented in a spreadsheet format including a breakdown of the flat rate scheme and a comparison of the accumulated figures against the budget figures. We are currently slightly down on budget but there are still a number of invoices that remain unpaid.

### **37/21 HARBOUR MASTER'S REPORT**

1. The government road map to come out of lockdown is now available. The harbour will open up for visitors to stay overnight from April 12<sup>th</sup>, although there will be no shower facilities or RNLI lockers available until 17<sup>th</sup> May.
2. The HM ran through the cost of his preferred man-down system for lone workers. There would be a charge of £1000 for the first year with a charge of £250 plus VAT thereafter. A number of alternative options were considered but it was agreed that we should trial this system for two years as this is the minimum contract.
3. The Harbour Guide is being prepared inhouse this year with considerable help from a local person. It was agreed that he should receive a case of wine as a thank you for his help.
4. A zoom meeting was held with the MCA regarding our oil pollution category, and the MCA confirmed that there would be no change and we will continue to be in the lowest category and therefore undesignated. The MCA will confirm this in writing.
5. A zoom meeting held with the Office for national statistics to review our port designation also resulted in no change.
6. Aggressive Behaviour policy there have been two reports this month. The first one was a telephone conversation to the Office manager. She then reported it to the HM who rang the person back and received a similar response.
7. The phone and broadband package has now been changed to XLN.

### **38/21 RECRUITMENT FEEDBACK**

A new deputy Harbour Master, Jeremy Spring, has been appointed and will start work on the 1<sup>st</sup> of April 2021.

### **39/21 MOORING WAITING LIST VERIFICATION**

Nothing to report.

### **40/21 POLICY REVIEW**

One policy was amended as above. Any other changes have been deferred to the May meeting.

#### **41/21 MOORING HOLDER REPRESENTATIVES' ELECTIONS 13<sup>TH</sup> APRIL 2021.**

Confirmation has been received from the five original individuals and their nominees that they wish to continue to stand in the forthcoming election. So far we have received an additional nomination taking the current total to six. The closing date for nominations is midnight on the 31<sup>st</sup> of March. A resume of up to 250 words for each person will then be circulated to all mooring holders by email or post with the elections taking place at the WI hall, Newton Ferrers on the 13<sup>th</sup> of April between 1800 – 2000. Strict covid 19 procedures will be in place.

#### **42/21 PARISH COUNCIL LIAISON**

Wembury PC - nothing to report.

Yealmpton PC - nothing to report.

Newton and Noss PC – a mooring holder asked when the water would be reconnected on the hammerhead at Yealm steps. The HM reported that it would be connected before the start of the season.

Brixton PC – nothing to report.

#### **43/21 ANNUAL MEETING**

The annual meeting will take place by zoom this year. Individuals will need to be notified how they can join the meeting.

#### **44/21 CHAIRMAN'S COMMENTS**

Nothing to add.

#### **45/21 AOB**

Martyn Oates asked if the work to be carried out at Mossgara to shore up the land slip would need MMO approval. It was agreed that it would but it would be up to the contractors carrying out the work to obtain this permission. SWW will also have an interest because of the gravity main that runs along the foreshore there.

John Endicott drew attention to an area on the website that needed to be updated. The HM confirmed he would carry that out as soon as possible.

The training for the defibrillator has not been able to be carried out as a result of the pandemic so an online version has been made available which will be circulated to all the committee members.

The new charging structure for vessels being launched on the river has raised a number of questions. One was whether a charge would be made for Peanuts. It was agreed that we would not charge.

The OM has asked for extra help to try and clear the backlog of work. It was agreed that the persons timesheet should be authorised by the chairman or vice-chairman.

**46/21 DATE OF NEXT MEETING**

The next meeting will be the annual meeting of the Harbour Authority will be on **Thursday 22<sup>nd</sup> April 2021 at 1800** employing Zoom.

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**Chairman**