

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD USING ZOOM ON 16<sup>th</sup> SEPTEMBER 2021 AT 1800.**

**Members and Officers in attendance:**

Dominic Crawley – Chairman  
Rodney Carter – Vice Chairman  
John Endicott  
Martyn Oates  
Andrew Matthews  
Nicky Tewson  
Stephen Maltby  
Dermod Drought  
Mark Beighton – Harbour Master  
Helen Phillips – Office Manager

**Apologies for Absence**

Mark Steggles  
Peter Hinchliffe

**82/21 MINUTES**

The minutes from the meeting from the 15<sup>th</sup> July 2021 were proposed by Dermod Drought to be a true reflection of what was discussed, seconded by Rodney Carter, and agreed by those members that were present at the meeting.

**83/21 MATTERS ARISING**

- Popes' Quay – one quotation has been received to repaint the quay and Rodney Carter is to have a further discussion with the contractor to agree the requirements.
- Policy and Regulations – the updates are in hand and will be circulated to members shortly, and also posted on the website.

**84/21 CORRESPONDENCE**

An individual wrote in with an incident report for injuries received whilst negotiating waterlogged dinghies at Yealm steps. It was pointed out that regular offenders are contacted and asked to bale their dinghies.

A visitor wrote in to thank the staff at the Harbour Office for a warm and friendly greeting when they came into the Yealm, unlike the reception they had received from several other ports.

As there is a seafood business within the harbour a survey request was received from the Food Standard Agency assessing practice for waste disposal in the river. Martyn Oates kindly reported back on behalf of the Authority.

## **85/21 FINANCIAL REPORTS**

The OM ran through the figures for the month. Income from visiting yachts, as well as kayaks and paddleboards continues to be the most significant source. The largest variable expenditure was for Repair and Maintenance which included costs for swimming buoys, main pontoon maintenance and moving and removing redundant blocks from the river. The cash flow remains in a healthy position and should be more than enough to cover depreciation and provisioning. The reserving policy will be reviewed as part of the annual budget process.

Concerns were voiced that our increased turnover could impact on our accounting regime and our membership of the VAT flat rate scheme. It was agreed that the chairman should approach our accountants to clarify.

*Action: Dominic Crawley to approach Peter Franklin.*

A review of the current banking arrangements was considered. It was felt that it is important that all accounts are accessible online so that a monthly reconciliation with the cashflow can be carried out. It was agreed that John Endicott should be added as a signatory on all the bank accounts. The OM is to review accounts and report back at the next meeting.

## **86/21 APPRAISALS**

A sub-committee comprising of Nicky Tewson and John Endicott was set up to carry out appraisals for the HM and OM. This will enable a decision to be made on salary levels prior to the budget calculations.

## **87/21 HARBOUR MASTER'S REPORT**

- The season for charging kayaks and paddleboards ends at the end of September.
- The deputy HM has accumulated sufficient overtime to be paid for an extra month in addition to his original contract.
- PMSC : the audit is to be carried out on December 2<sup>nd</sup>.
- There were 6 manoeuvring incidents to report over the period and no aggressive behaviour incidents.
- Visitor boat nights have now exceeded our previous record year of 2009 with still a month and a half to go before the end of the season.

## **88/21 AREAS FOR REVIEW THIS AUTUMN/ WINTER (SEPARATE PAPER CIRCULATED BY CHAIRMAN)**

- Paddleboards and Kayaks : The question of paddleboards and kayak charging was revisited, and it was proposed by Dermot Drought that we continue to make a charge in 2022. This was seconded by Stephen Maltby and unanimously agreed. The exact charges will be discussed in the budget meeting.
- Deputy Harbour Master post: the new position of deputy HM for the summer season was discussed with a view to repeating it next year. It was agreed that if Jeremy Spring is available to offer it to him.

- Rubbish – the ongoing issue of rubbish and recycling was considered. It was agreed that Nicky Tewson should investigate the problem and see if she can find any possible solutions.
- 'A' mooring inspections : How we communicate and manage the phased implementation of the new requirements on mooring inspections is to be taken on by Andrew Matthews and Dominic Crawley and they will report back.
- Budget – a budget sub-committee was set up consisting of Stephen Maltby, Rodney Carter, Dominic Crawley, the HM and OM. The sub-committee will also consider replacement costs and remaining workable lives of the principal harbour assets.

#### **89/21 PARISH COUNCIL LIAISON**

- Newton and Noss Parish – the collapsed path to Cellars Beach is being bypassed by steps being organised by Devon County Council.
- The possibility of disabled access at Bridgend is to be investigated by Devon County Council but the person in charge has not been contactable, despite repeated efforts.

#### **90/21 YEALM COMMUNITY ENERGY – ELECTRIC FERRY**

Postponed to next meeting.

#### **91/21 CHAIRMAN'S COMMENTS**

Nothing to add

#### **92/21 MOORING ALLOCATIONS, PARTNERSHIP REQUESTS AND WAITING LIST APPLICATIONS**

None this month

#### **93/21 AOB**

John Endicott raised an issue regarding rounding on the Sage accounts, which is a known issue and cannot be altered. He also warned that insurers seem to be trying to pass liability for claims onto local harbour authorities rather than the individuals with insurance.

#### **94/21 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be on **Thursday 21<sup>st</sup> October 2021 at 1800** in the Revelstoke Rooms, Noss Mayo.

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**Chairman**