

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD USING ZOOM ON 18th FEBRUARY 2021 AT 1800.**

Members and Officers in attendance:

Mr D Southwood – Chairman
Mr D Crawley – Vice Chairman
Mr M Beighton – Harbour Master
Mr R Carter
Mr D Drought
Mr J Endicott
Mr A Matthews
Mr M Mears
Mr M Oates
Mr P Parry-Smith
Mrs H Phillips – Office Manager
Mr A Tubb

Apologies for Absence

There were none.

17/21 MINUTES

The minutes from the meeting from the 21st January 2021 were proposed by David Southwood to be a true reflection of what was discussed, seconded by Dominic Crawley and unanimously agreed.

18/21 MATTERS ARISING

The Chairman, HM and our brokers Marsh Commercial have been carrying out the annual renewal of our various insurance policies. It was considered prudent to increase cover in a number of areas which will take the total annual premium to £11,452.52. The committee agreed that we should proceed on the revised terms and premium.

19/21 CORRESPONDENCE

1. A pre-planning application in respect of proposed works at Mossgara, on Pillory Hill Noss Mayo has been received. Although it was appreciated that this is essential maintenance work due to a landslide the HM raised a number of concerns. Access would have to be along the foreshore from Bridgend over outhauls and moorings and there would be a large amount of traffic on Bridgend Quay. These concerns will need to be voiced to the planning committee. It was suggested that we recommend the work is carried out at a quiet time either the Spring or Autumn to minimize disruption.

2. Peter Taylor – emailed to thank us for the mailout regarding the position on the mooring holders' elections and to ask that a similar mailer be adopted once a date to hold the elections is finalised.

20/21 FINANCIAL REPORTS

The annual figures have been passed onto our Accountants to enable them to carry out our annual VAT submission under the new 'making tax digital' rules. Our new Sage system will enable this to happen inhouse next year.

One of the current signatories for a number of our bank accounts will shortly be leaving the Authority. The Vice-Chair proposed that we should standardise all of our accounts to have the same signatories, to be the Chair, Vice Chair the HM and OM.

Our Accountants advised that it is possible for committee members to have read-only access to the Sage accounting system. The Vice Chair proposed that he should be given the passwords to access our account which was agreed. He felt that another individual should be added once the triannual committee members have been established.

The profit and loss report were presented from the new Sage accounting package, detailing all income and expenditure for the month of January. The cashflow figures include a number of payments for expenses invoiced in the 2020 financial year.

The Vice- Chairman requested that under good governance we should present a quarterly reconciliation of our bank account statements against our cash flow numbers to the committee quarterly, starting in April this year.

Martyn Oates requested that the financial figures be available via zoom screen-sharing at the next zoom meeting, the Vice Chair agreed to do this.

Andrew Matthews suggested that the cost effectiveness of employing the Deputy HM should be reviewed at the end of the year to assess the viability.

21/21 HARBOUR MASTER'S REPORT

1. Three zoom meetings have been arranged to include: the Office for National Statistics in assisting the Treasury and the Department of Transport to categorize Trust Ports such as the River Yealm Harbour, the MCA on oil pollution regulations, and the MMO regarding the marine planning bill all of which the HM will attend.
2. Four new signs have been ordered for the launch sites around the river to include details of the new charges. The Parish have agreed to allow one to go in Noss Creek wherever is suitable. The others will be at Bridgend, the Brook and the Harbour Office. The question of how we will disseminate the new charges to users of the river was raised. Any local sites or publications should be used, the main difficulty will be visitors to the village. One proposal was that a floating sign should be placed at the main launch sites at busy times which will be considered.

3. A members only section has been added to our website and the HM is to add a document to it and distribute the password to everyone for their perusal.
4. Our broadband contract is due to end shortly. Two new providers are being considered to include an extra line for guest Wi-Fi. The Authority gave the HM permission to select the best one in his opinion.
5. Railings – a quotation for £2,973 to construct galvanized railings around Yealm Steps quay has been obtained. It was agreed that the HM should proceed with this quotation.
6. Harbour Guide – we have just been notified that the current provider does not wish to continue this coming year. The HM has managed to find somebody to help with providing this year's guide, work is progressing. The cost will be about £800 but he is hoping to recoup some of this back from advertising.

22/21 RECRUITMENT FEEDBACK

The initial interviews have been carried out for the post of deputy HM. The results should be available at the next meeting.

23/21 MOORING WAITING LIST VERIFICATION

A list of the people wishing to put their names on the waiting list, those that are due to be allocated moorings, new partnership requests and residency queries were presented to the Authority and decisions were made for each case.

24/21 POLICY REVIEW

The HM requested a number of things be clearly stated in the policy which makes it easier to manage. A committee member agreed to look into the wording to cover these things and report back.

25/21 PORT MARINE SAFETY CODE

All committee members are required to sign a declaration to comply with the Port Marine Safety Code (PMSC). It was suggested that this declaration should include the compliance for membership of the RYHA, which was agreed to.

A mooring maintenance agreement for inclusion in the PMSC needs to be agreed. Once this is complete Keith Hart will be in a position to confirm our compliance with the MCA. He will then attend the next committee meeting to discuss the implications.

Risk Assessment – lone worker, man down protection. Antel Telecom have a device which is worn, and it will detect lack of motion or change in orientation and will raise an alarm with escalating phone calls. The cost is £450 with a £10 per month ongoing charge. This will ensure that we meet with Health and Safety at work directives and was agreed to.

26/21 MOORING HOLDER'S ELECTIONS 24TH FEBRUARY 2021

Five applications were received by the deadline of the 11th of February and an email sent to the five nominees explaining that under current circumstances the elections will have to be postponed. All mooring holders were also notified by email or post.

27/21 PARISH COUNCIL LIAISON

Wembury PC - nothing to report.

Yealmpton PC - nothing to report.

Newton and Noss PC – Tony Tubb reported that the footpath at Cellars Bay down to the beach is currently shut and it may be some time before it opens again.

Brixton PC - Martyn Oates is trying to ensure that his local parishioners are aware that they can put their name on the waiting list for a mooring and was keen that other parish reps. do the same. John Endicott suggested putting on the parish website.

28/21 CHAIRMAN'S REPORT FOR 2020

The current Chairman will be stepping down at the end of February so he presented his annual report which will be made available at the Annual General Meeting.

29/21 CHAIRMAN'S COMMENTS

David said a few words to do with his time on the committee as Chairman, please see attached.

30/21 ELECTION OF ACTING CHAIRMAN AND ACTING VICE CHAIRMAN.

David Southwood proposed that Dominic Crawley be acting Chairman until the AGM in April when the Chairman will be elected. This was seconded by Tony Tubb and unanimously agreed.

Dominic Crawley then proposed that Rodney Carter be acting Vice-Chairman until the AGM, seconded by Tony Tubb and unanimously agreed.

31/21 AOB

Included in above.

32/21 DATE OF NEXT MEETING

The next monthly meeting of the Harbour Authority will be on **Thursday 18th March 2021 at 1800 2021** probably employing Zoom.

Chairman