

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY AT THE REVELSTOKE ROOMS ON 18th NOVEMBER 2021 AT 1800.**

Members and Officers in attendance:

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

Apologies for Absence

Stephen Maltby

109/21 MINUTES

The minutes from the meeting from the 21st October 2021 were proposed by Dermod Drought to be a true reflection of what was discussed, seconded by Peter Hinchliffe, and agreed by those members who had attended the meeting.

110/21 MATTERS ARISING

- Popes' Quay – the repair work is in hand and will be carried out shortly by Mark Steggles.
- Policy and Regulations – the review will be carried out shortly and posted in the relevant areas.
- Updating bank account signatories – in progress.
- Communication to A mooring holders: draft to be agreed and circulated to everyone. It may be necessary to have a brief zoom meeting in December to cover this.

111/21 CORRESPONDENCE

Nothing this month

112/21 FINANCIAL REPORTS

The OM ran through the figures for the month of October. There was a small income from visitors up to the end of the season. The main expenditure items related to repair and maintenance for end of season checks on all our mooring facilities,

navigation marks and buoys. The cashflow continues to be ahead of projection and it would appear likely that we will end the year £40k ahead on bank balances.

1113/21 BUDGET SUB-COMMITTEE

The budget sub-committee met on Tuesday 16th November to run through the proposed budget figures which were then circulated to all committee members. The committee then debated the report at the meeting.

A member felt that there should be an additional charge to store boats on the pontoons at Yealm Steps, these being a finite resource with a need to manage available capacity and recurring issue of overcrowding. It was agreed this should be a topic for future consideration which might then be combined with the introduction of the planned electric ferry.

A member also expressed concerns over the paddleboard and kayak charging regime introduced in 2021. It was pointed out that users do generate a considerable amount of extra work and there is a significant amount of time spent giving information to inexperienced operators. Extra personnel have been made available both on and off the water this year to cover increased patrolling and administration and therefore all river users should contribute to these costs. It was agreed that the charging regime should remain in place for 2022.

A member pointed out that the growth in revenues in 2021 had come mainly from sources that were more seasonal and weather dependent, including paddleboarders. Revenue trends in 2022 will be monitored closely.

A general discussion took place on our day-to-day reliance on the harbour launch and what alternatives might be available in the event of the launch not being available due to short term mechanical problems. It was considered that other boat alternatives would be available from within the local community to support such an eventuality.

A question was raised over the review of the reserving process currently in place to cover general contingencies and significant operating asset replacement costs. The HM noted that he was waiting for figures from Walcon concerning pontoon repair/replacement costs and the chairman advised the authority that an update analysis, including any revisions if necessary, would be presented in early 2022.

The Authority will no longer qualify for the VAT flat rate scheme which will have a meaningful dampening impact on our income in the future. The detailed budget analysis, which includes no increases in charges for 2022, was put before the committee. It was proposed by Andrew Matthews that we accept the budget, seconded by John Endicott and unanimously agreed.

114/21 HARBOUR MASTER'S REPORT

- As a result of a marine accident in June 2020 in the Camel Estuary a report has now been produced by the Marine Accident Investigation Branch (MAIB), which makes various recommendations. The HM is reviewing the recommendations to see if actions need to be taken. The HM has also been in touch with various organisations using the river, including the Gig Club, the Yacht Club and Regatta Committee to have discussions on their risk assessments and make them aware of the report.
- There was a report of a theft of an engine from a boat left at Bridgend over night where the transom of the boat was cut away.

- The HM had previously shared with the committee the proposed Annual Harbour Letter to be circulated with the annual mailout. The content of the letter was agreed and it was recorded that members considered the letter provided a good summary of 2021 and clarity as to the 2022 priorities.

115/21 PARISH COUNCIL LIAISON

Nothing to report

116/21 CHAIRMAN'S COMMENTS

Nothing to add.

117/21 MOORING ALLOCATIONS, PARTNERSHIP REQUESTS AND WAITING LIST APPLICATIONS

This month there has been one A mooring, four C moorings and one D mooring allocated.

118/21 AOB

Nothing to add.

119/21 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be Thursday 20th January, venue to be confirmed. If a meeting is required in December, it will be by zoom and will be advised in due course.

Chairman