

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
FEBRUARY 21ST 2019**

Members

* Mr M J Oates– Chairman	* Mr D Southwood -Vice Chairman	
* Mr R Carter	* Mr D Drought	* Mr J Endicott
@ Mr T Holway	@ Mr P Parry-Smith	* Mr D Crawley
@ Mr M Mears	@ Mr A Matthews	* Mr A A Tubb

* Mr Robert Dearn – Acting Harbour Master * Mrs H Phillips

**Denotes attendance @ Denotes apology for absence*

**13/19 REPORT FROM RECRUITMENT SUB-COMMITTEE FOLLOWED BY
INTRODUCTION OF CANDIDATES.**

David Southwood who chaired the recruitment process sub-committee proposed that we offer John Mark Beighton (known as Mark) the job of Harbour Master with effect from the 25th March 2019. This was seconded by Dermot Drought and unanimously agreed. Mark was then offered and accepted the job, on the proviso that a pre-planned family holiday booked from the last week in August for two weeks be agreed. This was agreed. The interim HM, Robert Dearn agreed to work alongside Mark up until Easter.

14/19 MINUTES

Rodney Carter proposed and Martyn Oates seconded the minutes from the 17th January 2019 be accepted as a true account of the meeting, one person abstained as he wasn't present and the rest of the committee agreed.

15/19 MATTERS ARISING

1. Investigation into ownership of a collapsed section of wall near the Malthouses has not come up with any answers. The parish is leading on its repair and we will await further communication with them.
2. Moorings in the clear area. Tony Tubb reported back on the two situations:
 - The request for a second outhaul by Steven Maltby off his quay in the clear area will not be allowed but to compensate for this his old C mooring will be re – established at a location to be agreed.
 - It was reported that the mooring with the 18' Pilot on it has been there for around 20 years and had previously had an orange dory on it which it was claimed had been paid for. It was agreed that he should now be allocated a C mooring and charged for it and that no boat bigger than 18' will be allowed on the mooring and he should be written to to notify him of this.
 - Website – no progress has been made on this.

16/19 CORRESPONDENCE

- A letter was received from Bill Wilkes requesting that the Authority allow him to go back on the step-a-side if he is able to return to the village. Due to the exceptional circumstances it was agreed that this should be allowed.

17/19 FINANCIAL REPORTS

The carried forward figures in the form of the profit and loss and balance sheet for this year were presented to the committee as the year end hasn't been completed yet. A new cash flow showing the budgeted figures in black and the actual figures in blue was also presented to the committee in the normal format.

18/19 HEALTH AND SAFETY

The annual check list, which was carried out by Rodney Carter and Robert Dearn, was presented to the committee. Some repair work to the pontoons including replacing linking bolts to two sections with more to be carried out and repairs to a cleat. The fendering on the Eastern arm of Yealm Steps pontoon needs some repair work. Phil Carter has been asked to do this. The grating on the walkway down onto the pontoon has now been installed. Repairs need to be carried out to the steps leading to the Foreshore from Yealm steps pontoon. A quotation has been obtained from Dan Farleigh to include some minor repairs at Kilpatrick steps for £1,850. Tony Tubb proposed that we accept this quotation seconded by Rodney Carter and unanimously agreed. The question of the cost of winter storage on the pontoons was raised and whether it was cost effective to continue offering it. It was agreed that this needed to be an agenda item for the March meeting to discuss further. The Health and Safety sheet was then duly signed off by Rodney Carter and Robert Dearn. A committee member asked that some work be done to cover the rust on the Eastern Arm of the Yealm steps pontoon joint. It was agreed that this would be looked into.

19/19 HARBOUR MASTER'S REPORT

1. Some clearance of Pacific Oysters has been carried out by a group led by Diane Castle around Yealm steps beach.
2. Plymouth Marine Lab. have asked to install a test panel to measure settlement ideally in an area of barnacle growth. It was agreed to let them propose a spot and then liaise with the Harbour Master for confirmation.
3. David Southwood and Robert Dearn had a meeting with David Back of Jelf insurance. Three insurance policies have been quoted for : Marine Combined Policy underwritten by Northern Marine, Directors and Officers Liability underwritten by Chubb European Group and Employee Personal Accident underwritten by Aviva Insurance Ltd. For an additional premium of around £10 personal accident cover could be extended to include all existing and future assistant HM's. It was agreed that this should be included. This came to a total premium of £7,852. Tony Tubb proposed that we accept this quotation it was seconded by Rodney Carter and unanimously agreed.

4. Mark Wilson is keen to tidy up the foreshore in front of his house and has baled the old chains with a view to removal to the Wembury side of the river. It was agreed that the Authority do not want the chains left on the river. A plan of how they can be removed will be discussed at a later date.

20/19 POLICY ISSUES – DRAFT AMENDMENTS

A committee member has drafted some amendments to a number of policies. It was agreed to defer agreeing these until the next meeting when everyone has had the opportunity to consider them.

21/19 PARISH COUNCIL LIAISON

Wembury – now have a new clerk whose name is Ann Towhill.

Brixton – nothing to report

Newton & Noss – nothing to report

Yealmpton – nothing to report

22/19 MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS

So far this year 7 A moorings have been allocated, 2 B moorings and 1 C mooring. A request for a partnership arrangement has been received. It was suggested that the address of the partner be obtained and evidence of the share of the boat in the form of the sales agreement and the insurance be provided.

A fisherman who has been on our waiting list for two years approached us and asked if there are different rules for commercial fisherman obtaining a mooring. The committee agreed that there are no special terms.

23/19 CHAIRMAN'S COMMENTS

Nothing.

24/19 AOB

Nothing.

25/19 CLOSED MEETING –

- Staff Job Descriptions and contracts to be finalised.
- M. Oates proposed and D. Drought seconded to approve both Job descriptions and contracts for Harbour Master and Office Manager roles, agreed unanimously. It was further agreed that the Office Managers revised contract should take effect as of the 1st of February 2019.

Final report from Chairman in respect of settlement agreement, confirmed that the agreement was now signed off and finalised. It was agreed to supply Franklins accountants with a copy of agreement for audit purposes.'

26/19 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be in the Harbour Office on **Thursday 21st March 2019 at 1800.**

Chairman