

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON  
JANUARY 17TH 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*

**01/19 MINUTES**

100/18 It was proposed that the wording about the letter from Simon Friend be slightly amended to only include the jetty and not his other lands. After this slight amendment to the minutes of the 6<sup>th</sup> December 2018 Tony Tubb proposed that we accept the minutes, this was seconded by Rodney Carter and unanimously agreed.

**02/19 MATTERS ARISING**

101/18 -policy 5.8i will need to be amended. Andrew Matthews has agreed to look into this.

102/18 - A letter of confirmation has been received from Santander Bank confirming that they have now removed the previous HM from the account.

**03/19 CORRESPONDENCE**

1. A letter was received from Mr S Maltby requesting a second outhaul from his quay. This was deferred to later in the meeting when the clear area is being discussed.
2. Newton and Noss Parish Council wrote in asking about a retaining wall close to the Malhouses that has collapsed. They are trying to identify the owners and asked if we could shed any light on this. It was agreed that the HM and Rodney Carter look into this when they are doing their Health and Safety walk of the river.
3. Federation of Small Businesses – we received a letter detailing what membership could offer. It was agreed that we did not want to join them.
4. Making Tax Digital – we have received a letter from HMRC stating that we do not have to comply with the new regulations until October. This will mean it will not apply to us until April 2020 as we submit our VAT returns annually.
5. A partnership arrangement request was received from Daryl Marshall to share with Mr S Fidgett to use B048. It was agreed that this could happen.

## **04/19 FINANCIAL REPORTS**

The financial reports for November and December including the profit and loss, balance sheet and cashflow figures were presented to the committee. This showed the end of year figures ahead on projections by about £8,000, mainly as a result of a settled and sunny summer bringing in more visitors.

## **05/19 HARBOUR MASTER'S REPORT**

1. Information on mooring positions and boats was lost recently as a result of computer work. The HM has been recovering this lost information and hopes to have it fully restored before the start of the season.
2. Health and Safety – the HM and Rodney Carter have been updating our current practice and intend to do a river walk to ensure that everything is in a good state of repair.

## **06/19 POLICY REVIEW**

1. **Clear area – Madge point Clitters to Kitley defined area to add into policy.** It was suggested that a map and wording be included in our current policy to ensure that no further moorings are put in this area to protect it both visually and environmentally. Andrew Matthews agreed to draft a policy to be agreed at the next meeting. In light of this it was agreed that Steve Maltby would not be allowed to put down a new outhaul but be reinstated with a C mooring. It was agreed that Tony Tubb would write to him apologising for the confusion and letting him know that the Authority will pay for his block to be moved to its new position.
  - The owner of the other outhaul in the clear area that now has an 18ft boat on it needs to be written to telling him that this is too big for an outhaul and needs to be removed. Again it was agreed that Tony Tubb would write to him.
2. **Waiting List transparency/ mooring allocations checks and security :** It was agreed that all allocations done in a month are reported to the Authority at the monthly meeting.

Tom Holway left the meeting at this point.

3. **Outhaul marking and management:** It was agreed that a slight amendment needed to be made to policy 8.2 to ensure that all outhauls must be numbered as well as moorings.

## **07/19 WEBSITE**

The existing website needs an overhaul and it was suggested that three quotations be obtained to proceed with this.

## **08/19 RECRUITMENT UPDATE**

The recruitment for the new HM has currently had 17 inquiries and 5 applications. It was agreed that there would be a meeting on Monday 28<sup>th</sup> January at 6pm which is after the closing date for the sub-committee to carry out the shortlisting.

## **09/19 PARISH COUNCIL LIAISON**

Wembury – nothing to report

Brixton – nothing to report

Newton & Noss –.nothing to report

Yealmpton – nothing to report

## **10/19 CHAIRMAN'S COMMENTS**

Nothing.

## **11/19 AOB**

Job Descriptions – the job descriptions for both the HM and the Office Manager need to be reviewed. Andrew Matthews agreed to work with David Southwood to finalise this.

## **11/19 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be in the Harbour Office on **Thursday 21<sup>st</sup> February 2019 at 1800.**

## **12/19 REASONABLE USE OF CRAFT RESPONSES**

The responses from the various people written to about their non-use of moorings were put before the Authority. It was agreed that none of the moorings should be removed this year.

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**Chairman**