

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY BY ZOOM ON 20th JANUARY 2022 AT 1800.**

Members and Officers in attendance:

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

Apologies for Absence

Martyn Oates

01/22 MINUTES

The minutes from the meeting from the 18th November 2021 were proposed by Dermod Drought to be a true reflection of what was discussed, seconded by Mark Steggles, and agreed by all other members who had attended the meeting. The minutes from the meeting of the 14th December 2021 were proposed by Peter Hinchliffe to be a true reflection of what was discussed, seconded by Dermod Drought, and agreed by all other members who had attended the meeting.

02/22 MATTERS ARISING

Covered in meeting.

03/22 CORRESPONDENCE

A letter was received from a Kitley Estate mooring holder enquiring about use of his mooring by visitors. A response was sent by the HM explaining how it worked.

04/22 FINANCIAL REPORT

The management accounts (including cashflows) for December and the full 2021 year were presented. They reflect a satisfactory position, supported by a very strong visitor yacht season and the first year contribution to Authority costs from the day charge programme. It was noted that costs had also increased, in part reflecting additional staffing costs. Bank balances grew during the year. The annual audit

process will commence shortly to ensure the audit is completed and audited annual statements are available in time for the annual meeting.

05/22 HARBOUR MASTER'S REPORT

1. The correspondence was sent out to all A mooring holders at the end of last year in respect of mooring inspections and insurance details that will need to accompany the renewals in 2022.
2. A meeting was held with James Walters of Walcon in mid-December to discuss providing us with a new section of 2.5m wide pontoon. They have estimated that this will be ready for installation by October 2022, quotation to follow. This section would then initially be used to fill the gap whilst the existing leaking sections are removed at Yealm steps and taken away to be repaired, before being used to extend that pontoon.
3. On reading our issues with waste in the annual newsletter we were contacted by an individual who recommended a waste disposal company Devon Waste Management who provide a collection service to Bigbury Golf Club. Unfortunately having contacted them they were not interested in collecting our rubbish.
4. We have asked Plymstock Security for a quotation to extend our CCTV coverage of the river to include a current blind spot. They are putting forward a suggestion which will involve having a further camera on another private dwelling beside the river.
5. We have now had confirmation from the Yealm Community Electric Transport group that it now has sufficient committed funding for the electric ferry project to go ahead. It has been pointed out that the charging point would need to be fully installed on the pontoons before April as it would not be possible once the season has started. The electric cabling would need to have a joint at every section to facilitate easy removal.

06/22 ANNUAL POLICY REVIEW

Each year, as standard practice, the authority reviews whether any revisions to policies are required. The chairman observed that a comprehensive exercise was undertaken during 2021, resulting in a number of revisions. He asked members to consider prior to the February meeting whether any further changes to policies were appropriate.

07/22 PARISH COUNCIL LIAISON

Brixton absent and Yealmpton and Wembury nothing to report. Rodney Carter reported jointly for Newton and Noss Parish and the Authority that he has carried out a health and safety inspection of the river. All the public footpaths leading down to the river and the foreshore have been checked. Some repair work needs to be carried out on Pope's Quay which Mark Steggle confirmed would be carried out shortly and he voiced concerns over a buoy at Bridgend and asked the HM for a second opinion.

08/22 CHAIRMAN'S COMMENTS

1. The Chairman asked about the annual insurance review. The HM pointed out that we are on a three year fixed policy, so no action is necessary.
2. He also asked that a standard operating procedure (SOP) be set up for the staff appraisals each year. Nicky Tewson confirmed that this is in hand.
3. Finally he asked if the audit could be carried out as quickly as possible this year. The OM pointed out that there is still a significant amount of work that needs to be finished before the paperwork will be ready to be given to our accountants.

09/22 ANNUAL REVIEW OF DECLARATION OF INTERESTS

The OM asked as part of an annual review if anyone could let her know if they needed to amend their biographies or declarations or interest posted on the website.

10/22 COMMITTEE MEMBERS TRAINING

Last year the British Port Association offered a training course which was very useful to committee members on the Port Marine Safety Code. As part of the annual review the OM has looked for courses available this year but there aren't any currently on offer. She will update the Authority if any become available.

11/22 MOORING ALLOCATIONS, PARTNERSHIP REQUESTS AND WAITING LIST APPLICATIONS

This month there have been two A mooring, three B moorings, six C moorings and three D moorings allocated. There were four new partnerships put to the authority with the necessary paperwork. It was agreed that all should be allowed.

12/22 AOB

1. The OM reminded the Authority that the rent review is due on the 1st January 2023, should we wish to seek assistance. It was suggested we approach Ashleigh Phillips from Bruton Knowles again for his help.
2. The hall in Noss has been booked for the annual meeting in April.
3. The OM also let the Authority know that she intends retiring in 2023 and will give her formal resignation nearer the time when her plans are clear.

13/22 REVIEW OF NON-USE MOORINGS

Eleven people were contacted regarding the use of their moorings. One individual relinquished his 'A' mooring and the others all had acceptable reasons. They will be reviewed at the end of the year to see if their usage has changed.

14/22 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be Thursday 17th February at 6pm, venue to be confirmed.

Chairman