

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR  
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS, 15<sup>th</sup>  
SEPTEMBER AT 1800.**

**Members and Officers in attendance:**

Dominic Crawley – Chairman  
Rodney Carter – Vice Chairman  
John Endicott  
Nicky Tewson  
Mark Steggles  
Martyn Oates  
Andrew Matthews  
Peter Hinchliffe

Helen Phillips – Office Manager  
Jez Spring – Deputy Harbour Master

**Apologies for Absence**

Dermod Drought  
Stephen Maltby  
Mark Beighton – Harbour Master

**84/22 MINUTES**

The minutes of the meeting held on the 21<sup>st</sup> of July 2022 were proposed by Andrew Matthews to be a true record of what was discussed, seconded by Rodney Carter, and agreed by all other members who had attended the meeting.

**85/22 MATTERS ARISING**

1. The following amendment to regulation 3.6 was put before the committee:  
“Licences are personal and not transferable save that they may be transferred to a surviving spouse with the permission of the Authority (Policy 5.6). Once granted, a licence will lapse on any part change of ownership unless the prior written approval of the Authority to the change has been obtained. (Policy 5.3). The Authority will only issue or renew a licence in a case of joint ownership or approve a part change of ownership where the mooring holder has no less than a half or, if not a half, an equal share in the vessel concerned. (For example, a licence may be held by a mooring holder who has one of three equal shares in a vessel but not where a mooring holder has a lesser share than another joint owner). The Authority will not issue or renew a licence in a case of joint ownership or approve a part change of ownership where, in its reasonable opinion, the joint ownership is a device to circumvent a policy or these regulations. Sub-letting of moorings, informally or formally, for profit or otherwise, is not permitted”.

It was proposed by Nicky Tewson that we accept the amendment, seconded by Rodney Carter and unanimously approved.

2. The HM had looked into the issues with certain out hauls raised at the June meeting and it was felt that they did not need adjusting.
3. Amendments to Standing Order 63 have now been completed and a copy of the updated orders sent to committee members and posted on the website.

### **86/22 CORRESPONDENCE**

1. A letter has been received notifying the Authority of the demise of Michael Simpson a previous HM. Our sympathy goes to his relatives.
2. A mooring holder asked that her husband's mooring be switched into joint names due to her husband's progressive illness. It was felt that this would go against current policy and wasn't necessary as both parties can continue to use the boat. It was agreed that invoices be sent to her to settle, but that the mooring remains in his name.

### **87/22 FINANCIAL REPORT**

Visitor figures and paddleboard income continue to be above average but behind on last year, which was an exceptional year.

The OM explained the current procedure, whereby a nominated member of the committee receives a copy of the bank statement noting what each expenditure has been for every month and then produces a report on the expenditure for the committee members. To save duplication, the bank statement detailing expenditure will be sent to all members of the authority. It was agreed that this practice should continue, with the nominated committee member continuing his meticulous checks. Current projections show the cash held at the bank should increase over the course of the year by £12,650, which is not quite sufficient to cover provisioning. Two new CCTV cameras have been purchased and the deposit for the new section of pontoon has been made.

### **88/22 SANTANDER BANK ACCOUNT**

It is proposed that Debbie Rhead, the new Office Manager be added as a signatory to both of the Santander bank accounts operated by the authority.

### **89/22 HARBOUR MASTER'S REPORT**

1. The defibrillator was taken from its stowage by a member of the public on two occasions this month but not actually used on either occasion. It was agreed that some recording system needs to be put by the defibrillator box to enable us to know where it has been taken.
2. There were seventeen incidents on the water over the previous two-month period. These consisted of damage to boats (4), injuries (4), towing/recovery (3), and not falling into a specific category (6). One of the incidents involved two boats on the main pontoon, where a crew member was cut by a fishhook which resulted in a wound causing sepsis and requiring hospital treatment. It was agreed that should a rod be seen overhanging an unattended vessel by the patrolling harbour launch it would be repositioned. This was a very unusual and unfortunate incident, where the primary responsibility for secure stowage must rest with the skipper of the boat in question.

3. The new CCTV camera has now been installed on Old Quay, increasing the overall scope of CCTV coverage on the river. The authority wish to record its thanks to Geoff Cooper for allowing the camera to be located on his property.
4. A formal thank you was also expressed to Richard Endicott for repairing the harbour launch when it broke down recently and to Stephen Maltby for making his dory available to use as a temporary replacement.
5. A number of notifications regarding our *Sum Up* security have been received this month resulting in us changing our passwords on a couple of occasions. It was felt that this is a *Sum Up* issue to ensure their security systems are in place to protect us from this.
6. It was agreed that a notice be placed at the top of the steps and on the pontoon letting people know of the planned removal of 2 of the pontoon sections and its non-availability from November until fixed.
7. It has been raised whether a license is required from the Marine Management Organisation (MMO) regarding the new pontoon section. We are waiting for confirmation from them that we are exempt.

### **90/22 STAFF APPRAISALS**

A sub-committee consisting of Nicky Tewson and John Endicott was set up to carry out the annual appraisals in the previously established format, prior to the next meeting.

### **91/22 PARISH COUNCIL LIAISON**

Wembury, Brixton and Yealmpton had nothing to report. Newton and Noss asked the authority to consider putting a kayak rack on the foreshore at the Brook. It was suggested that the HM, DHM and Rodney Carter look into this and report back at the next meeting.

### **92/22 CHAIRMAN'S COMMENTS**

The Chairman raised the question of the Budget Committee and asked for conformation of who was on it last year.

The OM was asked to work with John Endicott to establish a two-step procedure for making significant bank payments from Santander.

### **93/22 MOORING APPLICATIONS AND PROPOSED MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS**

There have been five new mooring applications. Three were agreed. Two raised a policy issue which Andrew Matthews agreed to look into and then report back after having received feedback from the rest of the committee.

A new partnership arrangement may breach the sub-letting rules and is being looked into further.

### **94/22 AOB**

Martyn Oates – raised the issue of Wideslip needing some repairs to the timber work. The deputy HM agreed to look into this.

Peter Hinchliffe – let the authority know that the electric ferry is due to arrive in the river in the next two weeks when training will begin for its assistant operatives.

The Crown rent review is due in January 2023 and the OM was asked to contact Ashleigh Phillips of Bruton Knowles to ask his view on what commercial rent increases he is experiencing.

The current DHM ran through the reasons why he and the HM believe continuing with the DHM role for 2023 and beyond makes sense. It was agreed that their observations would be considered. However, there was broad consensus that, whilst it generates additional costs, the DHM role has many operational, coverage and continuity benefits.

### **95/22 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be on Thursday 20<sup>th</sup> October 2022 at 6pm at the Harbour Office.

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**Chairman**