

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS, 19th
JANARY 2023 AT 1800.**

Members and Officers in attendance:

Dominic Crawley – Chairman
Rodney Carter – Vice Chairman
John Endicott
Nicky Tewson
Andrew Matthews
Dermod Drought
Stephen Maltby – zoom
Peter Hinchliffe
Mark Steggles

Mark Beighton – Harbour Master
Helen Phillips – Office Manager
Debbie Rhead – Office Manager

Apologies for Absence

Martyn Oates sent his apologies.

01/23 MINUTES

The minutes of the meeting held on the 17th November 2022 were proposed by Nicky Tewson to be a true record of what was discussed, seconded by Peter Hinchliffe, and agreed by all other members who had attended the meeting.

02/23 MATTERS ARISING

- a) Debbie Rhead has now been set up on the Santander bank account. It was proposed that due to the length of time this took we start the process to add Jez Spring to the account in preparation for April when he will take over as Harbour Master. This was proposed by Andrew Matthews, seconded by Nicky Tewson and agreed by all.

03/23 CORRESPONDENCE

The HM has received a letter from Richard and Paul Endicott requesting that they be considered as an approved mooring inspection provider. The HM has written back requesting more information from them regarding their application, including information on: operational procedures; insurance; risk assessments, and so on. The HM will provide feedback to the authority in due course.

04/23 FINANCIAL REPORT

The profit and loss figures show a total income for the two months (Nov & Dec) of just under £5,500 which is for winter berthing and Bridgend lift out along with a number of small incidentals. The expenditure figures for November were £6,620. This includes maintenance work, the purchase of the harbour discs for 2023 and a number of stamps for the mailout. The expenditure figure for December was £35,271, which includes a pre-payment of £14,575 for the rent and various other maintenance work to the pontoons and the associated costs. We have one debtor that we are chasing and we have £1,021 in credit with SW Water.

Our VAT liability is £20,115 which will need to be paid next month after which we are hoping to move onto quarterly returns.

The year-end cash position shows a balance of £215,963, being a reduction of £21,881 from the start of the year. – the reduction reflects various costs on the repairs and lift out of the pontoons and the deposit for the new section of pontoon (the final bill is still outstanding). The total income for the year was up on budget by nearly £24,500 however the total expenditure was also up on budget by £37,970. This included unexpected repairs to the pontoon, the deposit of the new section, (which will be treated as a capital expenditure) repairs to the building, two new CCTV cameras and a number of smaller jobs that had not been budgeted for.

05/23 HARBOUR MASTER'S REPORT

Since the last meeting the pontoons have been repaired. There was more damage than originally thought but it has all now been addressed. Their reconnection at Yealm Steps will happen shortly. All the wood on the gangway has also been replaced. The harbour launch has also had a winter service and is now back on the water. The new section of pontoon is now in Plymouth. It is waiting on Walcon to carry out a few minor repairs and will then be towed around to the Yealm courtesy of Richard Allen from Cattewater who will use it as a training exercise at a nominal cost to RYHA.

We have currently had 6 enquiries about the DHM vacancy with 2 completed application forms returned to date. The closing date is next Monday after which we will carry out the selection process. The HM, Rodney Carter and Jez Spring will lead on this process.

The HM has arranged for Bill Hussell to carry out the clearance work required around the Navigation Marks on the Wembury side. The National Trust have agreed. He has also contacted the land owner on the Noss side to obtain permission to do the same clearance on the bar leading marks and is waiting to hear back.

The HM informed the Authority of a vessel that is in a state of disrepair at Bridgend. Despite various attempts to encourage the owner of the vessel to address the problem, no work has been carried out. It was agreed by all that the HM should write again informing the owner that his mooring will not be granted for 2023 for his other vessel until this one has been removed from the river. Enquiries will be made on options of how to achieve this in order to assist the owner.

06/23 UPDATE ON PROPERTY TITLES

The Chairman gave a short explanation on the background of this situation and addressed the committee to see how they would like to proceed. To date the work carried out in order to transfer the deeds across to RYHA is £1,639.50. It was agreed that Andrew Matthews would look into this further before a decision is made on whether or not to proceed with the possible transfer.

07/23 POLICY REVIEW

Helen Phillips suggested to the committee that it would be beneficial to our mooring holders if we had a slight change to the wording in our Data Privacy Policy to add under 'Purpose' that we can use our data of contact details to share Information of General interest with our mooring holders and mooring applicants. Andrew Matthews has agreed to look at the wording for this and will report back on this at the next meeting.

08/23 RESERVING POLICY

A fixed asset replacement reserving methodology was established in 2016. Since then the authority have followed it to provide useful input as to whether adequate cash resources are being accrued to meet the eventual replacement cost of our principal operating assets. The chairman and the HM have recently conducted a review of the approach, informed by up-to-date quotes for new pontoon sections. The implication is we may need to increase the rate of accrual to ensure adequate cash resources are built up. The chairman will circulate the revised schedule, so any possible revisions can be considered at the February meeting.

09/23 PARISH COUNCIL LIAISON

Wembury, Brixton and Yealmpton had nothing to report. Newton and Noss Parish Council informed the Authority that they had received a letter from the Environment Agency regarding the recent court case involving International Paints. The Marine Management Organisation and Environment Agency will be deciding what precise remediation works will need to be undertaken. Regarding a second case of pollution into the River Yealm they had not received any correspondence in reply to their letter to date but they will chase this up in due course if necessary.

10/23 CHAIRMAN'S COMMENTS

The Chairman advised the committee that we have had no further news regarding the rent review due on 1st January.

The chairman also updated the authority on an outstanding insurance claim matter. The HM will provide a further update to the authority at the February meeting.

11/23 DECLARATION OF INTEREST AND RESUMES

Committee members have all been asked to update their Declarations of Interest and everyone present was able to do this during the meeting. Those who were unable to attend will be emailed to request an updated form is completed.

12/23 MOORING APPLICATIONS & PROPOSED MOORING ALLOCATIONS & PARTNERSHIP REQUESTS

There is still an ongoing partnership request. Some more information has been obtained but we still have not received all that was requested. Two mooring applications has been made; further information is being requested.

13/23 AOB

BELS Update – The Parish Council have now taken over the administration of all Defibrillators in the two villages. This will mean that we will now come under their umbrella for training. However, it will still be the authority’s responsibility to pay for the Harbour Office defibrillator and to maintain and report on it’s use. The current contract runs until 2024 and so this will need to be budgeted for next year. The previous contract was a cost of £1,000 for 4 years. The next Parish training for the defibrillators is in July 2023 and so we hope to be able to share this date with all of our mooring holders.

SOLAR PANELS – Nicky Tewson is currently looking into the possibility of getting solar panels on the Harbour Office. She is hoping to obtain 3 quotes to bring to the committee for consideration later this year.

14/23 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be on Thursday 16th February 2023 at 6pm at the Harbour Office.

Chairman