

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS, 16th
FEBRUARY 2023 AT 1800.**

Members and Officers in attendance:

Rodney Carter – Chairman
John Endicott
Nicky Tewson
Andrew Matthews
Stephen Maltby – zoom
Martyn Oates
Mark Steggles

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

Apologies for Absence

Dominic Crawley & Peter Hinchliffe sent their apologies.
Dermot Drought was not present.

Declarations of Interest

Nicky Tewson & John Endicott both declared an interest in item 3 on the agenda.
Andrew Matthews declared an interest in item 12 on the agenda.
Rodney Carter declared an interest in item 13 on the agenda.

15/23 MINUTES

The minutes of the meeting held on the 19th January 2023 were proposed by Andrew Matthews to be a true record of what was discussed, seconded by Nicky Tewson, and agreed by all other members who had attended the meeting. Martyn Oates abstained as he was not present at the meeting.

16/23 MATTERS ARISING

- a) Andrew Matthews reported that he is still looking into the issue with the Land Registry but as of yet has nothing further to report.

17/23 CORRESPONDENCE

The HM has received a further letter from Richard and Paul Endicott requesting that they be considered as an approved mooring inspection provider. There are still details that are missing from this application and so the HM has again written back to request this information in order that their application can be considered by the Authority

18/23 FINANCIAL REPORT

The profit and loss figures show a total income for January of £117,000 excluding VAT. £114,000 of this is for Harbour Dues and Moorings, £1,871 is for winter berthing, £576 is for Day Launch and £413 for pre-payment of the visitor buoys for the summer and a few other incidentals.

General expenses are a total of £7,390. The overheads for January were £4,194, this includes £2,141 for repairs and maintenance, £1,589 to Gard & Co plus some other minor amounts.

Under current assets we have one outstanding debtor from last year who we are in communication with in order to get the situation resolved. We still have £31,876 to collect in for harbour dues and mooring fees – all outstanding amounts have been chased.

Our outstanding VAT liability for 2022 has now been calculated as £13,164.66 and has now been paid. We are hoping to move to quarterly charges from March 2023. We are still waiting on the final invoice for the new pontoon but once we process this it should reduce our VAT for the next quarter.

The cashflow shows an opening balance at the start of the year of £217,949. We have collected in around £108,000 with around £30,000 still to be paid. Reminders have been sent to all late payers. Our outgoings for January were £24,987 this includes £14,575 for rent and £2,232.28 for repairs and maintenance. (The invoices for the rent and some of the repairs and maintenance were recorded on last year's figures but show up on this year's cash flow).

Jez Spring has now been added to the Santander account as a user and signatory.

19/23 HARBOUR MASTER'S REPORT

The HM reported that Keith Hart has completed his annual audit of our adherence to the Port Marine Safety Code and advised on a few minor issues that needed addressing. These are now in hand and being dealt with. Keith has requested that in lieu of payment for his services a donation to be made to the RNLI. The Authority agreed that a £150 donation should be made. This was proposed by Rodney Carter and seconded by Martyn Oates.

The new section of the pontoon is on the water. The adapter plates have also now arrived and so the HM will arrange the logistics of getting these lifted and fitted over the coming few weeks.

The selection process for the new Deputy Harbour Master has now been completed and Toby Dowling has been offered the position and has accepted. He will take up the role in mid -April. Jez Spring has arranged for Toby to come in for a few familiarisation sessions prior to him taking up his post.

New signs have now been put up on the pontoons to remind fishermen to tidy up after themselves when they have been fishing off the pontoon. We have had an incident where a dog has got caught up in hooks that have been left lying on the pontoon. This will need to be monitored.

The HM has been in contact with the outstanding debtor and agreed with them that the issue must have been dealt with by 6th March 2023 – this has also been followed up in writing. The Authority are aware of the situation and considering various options if this situations is not resolved before the next meeting.

20/23 INSURANCE

The HM will chase our current broker to get this year's renewal quote and also advise them that we have received other quotes to ensure that they are as competitive as possible.

21/23 HEALTH & SAFETY

The HM and Rodney Carter have done their annual H & S inspection of the River. They highlighted a few areas that need some attention which they will address.

22/23 POLICY REVIEW

The committee agreed to a slight change to the wording on our GDPR policy and that we should insert in the top 'Purpose' box in paragraph 3 – *Occasionally, circulating information of community interest*. This was proposed by Nicky Tewson and seconded by Martyn Oates.

23/23 RESERVING POLICY

The committee are aware that this needs to be looked at in more detail before next year's budget but felt that in the absence of the Dominic Crawley, who has circulated a proposal and collated various other information relating to the policy, that this should wait and be re-visited on his return.

24/23 PARISH COUNCIL LIAISON

There was nothing to report from any of the parishes.

25/23 CHAIRMAN'S COMMENTS

The Chairman asked the committee if anyone had any updates on the new electric ferry. There was a discussion about the licensing requirements for the new ferry and need for the vessel to be tested prior to coming into service. The HM has been asked to carry out additional checks on the crew and equipment carried.

26/23 MOORING APPLICATIONS & PROPOSED MOORING ALLOCATIONS & PARTNERSHIP REQUESTS

These were considered by the committee who would like a residency questionnaire to be sent out to 2 of the applicants. All other requests were straightforward and the committee were happy to proceed.

27/23 AOB

Following the recent judgement against Akzo Noble, the Chairman, Dominic Crawley has received correspondence from a permanent resident regarding concerns of pollution in the river. At this point Rodney Carter declared an interest and Martyn Oates took over as Chair. There was a discussion about the letter and the chairman's response. The HM was asked to contact the Environment Agency and Port of Plymouth Health Authority to find out if the RYHA should be providing advice to any users of the river or foreshore.

SOLAR PANELS – Nicky Tewson is pursuing the quotes and will report to the committee as soon as she has any update.

28/23 DATE OF NEXT MEETING

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

Chairman