

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE AT 18.00 ON 18TH MAY 2023**

Members and Officers in attendance:

Dominic Crawley - Chairman
Rodney Carter – Vice- Chairman
Andrew Matthews
Nicky Tewson
Stephen Maltby
Martyn Oates
Mark Steggle
Peter Hinchliffe
Dermod Drought

Jez Spring – Harbour Master
Debbie Rhead – Office Manager

Apologies for Absence

John Endicott

Declarations of Interest

There were no declarations of interest.

49/23 MINUTES

The minutes of the meeting held on the 22nd April 2023 were proposed by Peter Hinchliffe to be a true record of what was discussed, seconded by Dermod Drought and agreed by all other members who had attended that meeting.

50/23 MATTERS ARISING

There were no matters arising.

51/23 ANNUAL MEETING - OPEN FORUM

It was agreed that the order of the agenda for next year's meeting should be amended to begin with '*Any Questions*'.

52/23 CORRESPONDENCE

RYDA Harbour Clean Up – The RYDA have written to the RYHA to request a donation of £35 towards the cost of the removal of waste following the Harbour Clean-Up. Approved by The Authority..

53/23 FINANCIAL REPORT

Income

The total amount invoiced in April was £7,979 net. £1,977 was for harbour dues and moorings, £1,267 was for launch only kayaks and paddleboards, £263 for Bridgend summer dinghy parking, £2,563 for visitor fees, £925 for the adverts in the Harbour Guide and a few other incidentals.

Expenditure

The overheads figure for April was £6,145. This includes payment for our Accountancy fee for 2022 of £3,780. It also covers some PPE, sundry charges along with £429 for rubbish sacks, £635 for the printing of the new harbour guide, £221 for the man-down licence and 2 new VHF radios for the launch.

Balance Sheet

Under Current Assets, the debtors amount to £5,647. A few are for moorings that have since been paid. A number are for the adverts in the Harbour Guide. Some are for Kitley moorings that we don't chase until the boats appear on the river and a few for dinghies that may not be launched.

We have now switched the VAT scheme to quarterly and it is now on the standard scheme on Sage. This has thrown up a number of anomalies in the accounts which we are discussing with the accountants as to how to sort.

Cashflow

The opening balance in April was £251,987 and after our income and outgoings the balance is £233,614 at the end of April.

The Chairman has suggested that for the next meeting a comparison of the Profit and Loss for 2022 is provided in order for committee members to gauge where we are this year vis 2022.

54/23 HARBOUR MASTER'S REPORT

The HM reported to the committee on visitor figures and kayak and paddleboard discs year-to-date compared to 2022. The numbers are down on the past two years but it was felt that this was due to the economic climate and the cold April weather. There has only been one incident on the river this month which involved 4 paddleboarders that was resolved.

The request to offer a Mooring Inspection only service has not been approved but it has been suggested that should they propose an inspection, rectification and certification service in the future the Authority would be happy to consider it.

A letter, including photographs is being sent to SHDC to inform them of the deterioration in the facing to Yealm Steps quay. Various builders/stonemasons have been to look at the current condition of the quay and their feedback has been noted. The RYHA will await a response from SHDC before proceeding any further.

The new section of the pontoon seems to have settled well and so the blocks have now been dug in.

The RNLI Passage Race took place last week. This event was well attended and organised. Race organisers escorted all of the boats through the Harbour without incident.

Staff training has been given to our 2 new Harbour Assistants (Jamie Lee and Jon Turner), both of who will start to be used as HM's assistants from 31st May 23. Two VHF radios have been purchased to facilitate communication between the launch and office, and if necessary with Falmouth Coastguard, if an urgent issue arises whilst on the water.

A draft Retention Policy has been drawn up to go as an annex to our GDPR Policy and will be submitted for approval at the June meeting.

The HM has requested that we make a slight change to the wording on the Application to Renew a Licence Form (proposed by Dominic Crawley and seconded by Stephen Maltby). All committee members were in agreement.

55/23 PARISH COUNCIL LIAISON

Wembury - Dermot Drought attended a River Yealm Water Quality meeting and there was concern over the water quality and also a discussion on whether the River Yealm should apply to be a designated area for bathing.

Newton and Noss. Peter Hinchliffe was also concerned about water quality, he reported that he had had a series of email exchanges with the Environment Agency and was eventually given contact details for the Marine Management Organisation but was still awaiting a substantive response from the latter. He asked the Harbour Authority to kindly inform N&N PC when a response was received from Plymouth Port Health and suggested that this should be chased up. He asked the Harbour Authority to consider a standing agenda item on water quality in the Yealm, but this was not supported by the Committee at the present time.

A small repair job is required at Kilpatrick Steps and the Committee agreed to the work being undertaken.

Brixton – Martyn Oates wanted to check that we have contacted SHDC to invite them to appoint a new committee member representative. This is in hand.

Yealmpton – Nothing to report.

56/23 CHAIRMAN'S COMMENTS

None.

57/23 MOORING APPLICATIONS & PROPOSED MOORING ALLOCATIONS & PARTNERSHIP REQUESTS

The mooring applications were considered by the Committee who requested a Residency Questionnaire be sent to one of the applicants.

Since the last meeting 2 'A' moorings, 1 'B' mooring and 1 Outhaul have been issued.

The new shared partnership was agreed.

47/23 AOB

Martyn Oates raised his concerns over the rising costs and overheads of running the RYHA and the long term implications for pricing and cash accumulation. The Chairman assured everyone that this will be looked at during the annual budgeting process this autumn. In the meantime the chairman requested more information on the costs for salaries -v- budget so far this year.

Debbie Rhead had received a thank you card from Helen Phillips addressed to the committee and read this out.

48/23 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be the monthly meeting on Thursday 15th June 2023 at 6pm at the Harbour Office.

Chairman