

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR AUTHORITY  
HELD IN THE HARBOUR OFFICE AT 18.00 ON 19<sup>TH</sup> OCTOBER 2023**

**Members and Officers in attendance:**

Dominic Crawley – Chairman  
Nicky Tewson  
Mark Steggles  
Peter Hinchliffe  
Andrew Matthews

Rodney Carter – Vice- Chairman  
Stephen Maltby  
Martyn Oates  
John Endicott  
Dermot Drought

Jez Spring – Harbour Master  
Debbie Rhead – Office Manager

**Apologies for Absence**

Tom Edie

**Declarations of Interest**

There were no declarations of interest.

**92/23 MINUTES**

The minutes of the meeting held on 21<sup>st</sup> September 2023 were proposed by Peter Hinchliffe to be a true record of what was discussed, seconded by Stephen Maltby and agreed by all other members who had attended that meeting.

**93/23 MATTERS ARISING**

The revised wording on the Mooring Applications Policy has been drawn up and will be presented at the next meeting in November 2023.

**94/23 CORRESPONDENCE**

There was no correspondence to report on.

**95/23 FINANCIAL REPORT**

**Income**

Income invoiced for September was £10,766 the bulk of this being Visitor Fees (£9,657).

**Expenses**

Direct Expenses for September were £9,103 and overheads were £1,973.

**Balance Sheet**

Nothing of note to report.

**Cashflow Position**

The opening balance in September was £233,775 with a closing balance of £238,106. A short discussion was held regarding sourcing of a high interest account for our Reserve funds. The OM will explore the options available and report back at the next meeting.

## **96/23 STAFF APPRAISALS**

The appraisals for the HM, DHM and OM have now been carried out by a sub-committee, comprising of Nicky Tewson and John Endicott. All feedback has been provided. The Chairman thanked all parties for taking the time to complete this process.

## **97/23 HARBOUR MASTER'S REPORT**

The total numbers of kayak and paddle board discs issued this year was 768 (down by 246 on the previous year). The number of visitor boat nights currently stands as 5,334. There was only one incident on the river during September, which was dealt with and has been recorded.

We have had no further formal information from Akzo Nobel regarding their Remediation Project but are aware that further sampling activity has taken place on the foreshore this month.

We continue to chase SHDC and Devon Highways regarding the damaged quay at Yealm Steps and the broken railings at Warren Point.

A quote has been received from TMS regarding the possibility of installing pilings on the Yealm Steps. Stephen Maltby has agreed to make further investigations and will liaise with other ports to gather more knowledge and look at possible grants.

Letters have been sent to 2 boat owners informing them that their boats are not being properly used asking them to remove the vessels from the river by the end of the year. The HM reported that the harbour office team attended the SWRPA Harbour Masters' meeting in Newquay. This was a very informative day offering excellent networking opportunities, followed by a very informative 2-hour tour of the nearby Coastguards Search and Rescue unit.

Next week the new engine is being fitted into the harbour launch and the annual lift-out of boats at Bridgend is planned.

## **98/23 ELECTION OF MEMBERS**

The Chairman has written to the Clerks of each of the Riparian Parishes on the parish council nomination process for February next year. Adverts will be placed in the parish magazines through December 2023 and January 2024 and in the local papers in January 2024.

## **99/23 BUDGET SUB-COMMITTEE**

Having circulated documents prior to the meeting, the Chairman explained the process that had been followed this year to prepare the budget for 2024. Projected income and expenses were broken down and explained and various queries addressed. Andrew Matthews proposed that the budget should be adopted by The authority and this was seconded by Stephen Maltby and agreed by all authority members present.

## **100/23 PARISH COUNCIL LIAISON**

Wembury – Nothing to report.

Newton and Noss – Peter Hinchliffe thanked the authority on behalf of the Parish Council for their contribution towards the water rates for the public tap near The Swan at Noss..

Brixton – Nothing to report.

Yealmpton – Nothing to report.

**101/23 CHAIRMAN'S COMMENTS**

The Chairman discussed the process and timings of the forthcoming Mooring Holders elections (6 Feb 24).

**102/23 MOORING APPLICATIONS AND PROPOSED MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS**

There have been 3 new applicants requesting to join the waiting list and residency questionnaires have been sent out to them. One of these does not fit the eligibility criteria and the OM will write to them to explain this. There was 1 x C mooring allocated in September and 1 x outhaul. There were no new requests for partnership arrangements.

**103/23 AOB**

Nothing to report.

**104/23 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be on Thursday 16<sup>th</sup> November 2023 at 6pm at the Harbour Office.

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**Chairman**