

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR AUTHORITY
HELD IN THE HARBOUR OFFICE AT 18.00 ON 16TH NOVEMBER 2023**

Members and Officers in attendance:

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

Rodney Carter – Vice- Chairman
Tom Edie
Martyn Oates
John Endicott
Dermod Drought

Jez Spring – Harbour Master
Debbie Rhead – Office Manager

Apologies for Absence

Stephen Maltby

Declarations of Interest

There were no declarations of interest.

105/23 MINUTES

The minutes of the meeting held on 19th October 2023 were proposed by Rodney Carter to be a true record of what was discussed, seconded by Dermod Drought and agreed by all other members who had attended that meeting.

106/23 MATTERS ARISING

There were no matters arising.

107/23 CORRESPONDENCE

There was no correspondence to report on.

108/23 FINANCIAL REPORT

Income

Income invoiced for October was £6,852.

Expenses

Direct Expenses for September were £8,219 and overheads were £18,589, this included the balance of the new engine for the harbour launch.

Comparison P & L - YTD

Our general income was up by £16,000 across the year however our direct expenses were also up by just over £8,000.

Balance Sheet

The debtors amount to just over £1,800.

Cashflow Position

The opening balance in September was £238,106 with a closing balance of £218,391.

Tom Edie arrived at this point in the meeting.

109/23 HARBOUR MASTER'S REPORT

The total number of visitor boat nights this year was over 5,400.

A meeting has been arranged with Akzo Nobel regarding the paint station remediation project for later this month and will be attended by the HM and Rodney Carter.

Dan Field from SHDC has been in contact to inform us that they are still waiting to confirm the start date for the repairs to Yealm Steps Quay and we continue to chase Devon Highways for an update on the broken railings at Warren Point. The new engine has been installed into the launch by the HM and Stephen Maltby and a new drive shaft coupling will be fitted at some stage through the winter period. The Bridgend Lift-out has been carried out and we now have 8 vessels in the Harbour for Winter berthing. The RYHA Safety Management System, Risk Assessments and COSHH (control of substances hazardous to health) sheets have been reviewed and an audit meeting with Keith Hart (our Designated Person) arranged for 13th December.

A list of non-use mooring holders has been drawn up and letters will be sent out over the next week. We have received information on potential funding from the Canoe Foundation for kayak storage and will follow this up to explore any funding that may be available for us to apply for.

There was one incident on the river this month which tragically resulted in a fatality. The accident occurred at Bridgend Quay and was attended by the Police, Ambulance Service, Coastguard and the Air Ambulance. MAIB Accident Report and RYHA Incident Reports have all been produced. Flowers on behalf of the RYHA have been sent to the family.

110/23 PROPOSED REVISED POLICY WORDING FOR MOORING LICENCES AND WAITING LIST

Draft copies of the proposed new wording had been circulated to authority members prior to the meeting. A suggestion was raised that this wording could be more condensed and simpler. Following further discussion, a vote took place to decided if the committee should continue with these changes. One member voted NO, 6 members voted YES and 3 abstained. Four of whom were not present when the subject was considered previously. A revised version will be drafted and circulated to authority members next week.

111/23 ANNUAL NEWSLETTER

A draft of the Annual Newsletter has been circulated to all authority members and it was agreed by all members present at the meeting. This will be sent out to all mooring holders with their invoices in the New Year and a copy will be posted on the RYHA website.

112/23 PROVISIONING TO MEET FIXED ASSET REPLACEMENT COSTS

The Chairman explained to the direction that the RYHA needs to follow to be able to fund the replacement of authority assets when the need arises without resorting to material financial indebtedness. The necessary financial budgeting implied by the need to accrue greater financial resources in the years ahead was discussed. The

Chairman has provided briefing papers outlining these details and they have been circulated to all authority members who thanked the Chairman for his work.

113/23 PARISH COUNCIL LIAISON

Wembury – Dermod Drought informed the authority that there had been a significant sewage spill at Wembury. As a result of this and the clean-up efforts by large lorries, the beach road at Wembury has become damaged. SHDC have carried out a report on the damage and more information regarding the repair work will follow.

Newton and Noss – Peter Hinchliffe informed the Authority that to his knowledge there has still been no application from Akzo Noble for their MMO licence. It was also suggested that following the tragic incident on Bridgend Quay another defibrillator should be installed on the quay. The current defibrillators in the Parish are due for a renewal in contract in May 24. The new one will be added into the same contract at that time. It was suggested that the Authority fund 50% of the cost of this, shared with the Parish Council (not yet passed by the Parish Council). This was proposed by Dominic Crawley, seconded by Nicky Tewson and agreed by all members present. The bench at the bottom of Yealm Steps has been removed due to its poor condition and will be replaced with a new one that is currently being built by a local carpenter.

Brixton – Nothing to report.

Yealmpton – Nothing to report.

114/23 CHAIRMAN'S COMMENTS

The Chairman had no comments.

115/23 MOORING APPLICATIONS AND PROPOSED MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS

There have been 2 new applicants requesting to join the moorings waiting list and residency questionnaires have been sent out to them. There was 1 x outhaul mooring allocated in October. There were no new requests for partnership arrangements.

116/23 AOB

A question was raised regarding the Authority checking the insurance of sub-contractors working on the river and the quays. The HM will check with all regular contractors that they have the relevant required insurance.

In 2024 AHM's holiday pay is to be accrued and paid at the end of each month and not carried forward and then paid in December each year.

The HM informed the Authority that there are a number of moorings with an expired inspection date. This is due to the Plymouth-based approved mooring contractor being unable to visit the river due to poor weather conditions. These moorings will now be tagged by the HM as 'Not to be used' until the moorings have been inspected and re-certified.

117/23 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be on Thursday 18th January 2024 at 6pm at the Harbour Office.

Chairman