

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR AUTHORITY  
HELD IN THE HARBOUR OFFICE AT 18.00 ON 15<sup>th</sup> FEBRUARY 2024**

**Members and Officers in attendance:**

Rodney Carter – Vice Chairman  
Nicky Tewson  
John Endicott

Martyn Oates  
Mark Steggle  
Dermot Drought

Jez Spring – Harbour Master (Via Zoom)

Debbie Rhead – Office Manager

Ian Kennedy and John Stansell, who are both future RYHA Committee members, were invited to attend to observe the meeting.

**Apologies for Absence**

Andrew Matthews, Dominic Crawley (Chairman) and Peter Hinchliffe all sent their apologies. No apologies were received from Tom Edie or Stephen Maltby.

**Declarations of Interest**

There were no declarations of interest.

**16/24 MINUTES**

The minutes of the meeting held on 18<sup>th</sup> January 2024 were proposed by Dermot Drought to be a true record of what was discussed, seconded by Nicky Tewson and agreed by all other members who had attended that meeting.

**17/24 MATTERS ARISING**

There were no matters arising.

**18/24 CORRESPONDENCE**

There was no correspondence.

**19/24 FINANCIAL REPORT**

**Income and Expenses**

Income invoiced for January was £131,000, (up £15,000 on January 2023). To the end of January, £105,000 has been collected. For the first year, we also invoiced KPC licences with our annual invoices and this amounted to £2,850.

Our direct expenses were around £6,000 and our overheads £4,700, although this amount does not include rent for the first quarter as this was invoiced for in December and so does not show up on the January P & L report.

There is a debtors' balance of £28,000 mainly for smaller dinghies and vessels on Kitley moorings who generally don't pay until they put their boats in the water.

**Cashflow Position**

The opening balance in November was £196,877 with a closing balance at the end of December of £297,880.

The VAT return has now been submitted for the last quarter of 2023 with a forecast amount of £1,741 to pay.

We will have an expense in May of approx. £1,200 for the new Defibrillator that is going to be installed on Bridgend Quay.

The cost of the 3 newspaper adverts and hall hire for this years Mooring Holder Representative Election was approx. £850. The adverts are mandated by The Yealm Harbour Revision Order 1981.

## **20/24 HARBOUR MASTER'S REPORT**

There were no incidents to report since the previous HM report. Repairs by SHDC to the Yealm Steps Quay has now been completed. The Quay will now be monitored quarterly and reported to SHDC. The HM has written to thank SHDC for sorting this issue. SHDC have also contacted us to say that they plan to replace the railings and fix the concrete at Warren Point steps. The infrastructure inspection was completed by Rodney Carter and the HM on 6<sup>th</sup> February. The office mounted CCTV camera has a broken mount, a temporary fix has been carried out by the HM.

Akzo Nobel have now submitted their request for a licence with the MMO. There is a 28-day consultation period (30 January to 26<sup>th</sup> February). The HM has contacted Goesyntec to remind them that the work will need to be completed by the end of March 2025. Nicky Tewson understands that there are some individual studies taking place regarding this case. It was agreed that Nicky Tewson and Ian Kennedy would prepare a draft letter stating the Harbour Authority's position on the issue and following Committee approval, this would be submitted to Peter Hinchcliffe who is co-ordinating local concerns with the project.

SY Evening Star has now moved from her mooring on to Kitley 21 mooring with a plan to move to Saltash.

The Bridgend Lift-In is scheduled for 26<sup>th</sup> March 2024. Visitor charges will apply from 28<sup>th</sup> March, (Easter Weekend) and the information will be posted on our website.

Sarah Taylor has now purchased the old engine from the Harbour Launch on a sold as seen agreement.

The Vice Chairman reminded the Committee that the Deputy Harbour Master (Toby Dowling) needed to be issued his contract for the 2024 Season.

## **21/24 MOORING HOLDERS' REPRESENTATIVES ELECTION**

The Chairman reported the results of the election and wished to thank Keith Hart who was an independent observer of the vote count, and Jez Spring and Debbie Rhead for their hard work with this exercise.

## **22/24 INSURANCE**

HM and Martyn Oates have looked into the Insurance Policies to check the correct cover is in place for 2024 and have met with David Back (Marsh Commercial Insurance Brokers). Martyn Oates explained the pitfalls to being under insured on our assets and also the pros and cons to insuring damage to the numerous slipways around the Harbour. A vote was taken deciding that slipways would no longer be insured, but that public

liability arising from slipways was covered under other liability cover. This vote was unanimous. It was proposed by Dermod Drought at the meeting that the Committee are happy for the HM and Martyn Oates to make any final adjustments to the policies that they feel necessary and authorise their renewal. This was seconded by Nicky Tewson and agreed by all who were present.

#### **23/24 HEALTH AND SAFETY**

The HM reported that the Health and Safety file in the office has been completely reviewed and he will ensure that it is read and signed by the Staff before the start of the new season.

#### **24/24 POLICY REVISION**

The sub-committee have not yet had a chance to meet to discuss any revisions to the policies and so will report back at a later meeting with any proposed changes.

#### **25/24 PARISH COUNCIL LIAISON**

Wembury – Nothing to report.

Newton and Noss – Nothing to report.

Brixton – Nothing to report.

Yealmpton – Nothing to report.

#### **26/24 CHAIRMAN'S COMMENTS**

The Vice Chairman, on behalf of the whole Committee, thanked Dermod Drought and Andrew Matthews for their time on the Committee. Their efforts over the many years have been much valued and appreciated.

#### **27/24 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 will be sent out to them. There were 8 moorings allocated in January: 3 A moorings, 3 B moorings and 2 Outhauls. There were 2 Partnership Arrangements requested, both of which the Committee were happy with.

#### **28/24 AOB**

Nicky Tewson informed the Committee that the new section of pontoon has received positive feedback. She also wanted to clarify when boats on Bridgend Quay and the Winter-Berthers are invoiced.

#### **29/24 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be on Thursday 21<sup>st</sup> March 2024 at 6pm at the Harbour Office.

---

**Vice Chairman**