

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR AUTHORITY
HELD IN THE HARBOUR OFFICE AT 18.00 ON 21st MARCH 2024**

Members and Officers in attendance:

Dominic Crawley – Chairman	Ian Kennedy
Rodney Carter – Vice Chairman	Stephen Maltby (via Zoom)
Nicky Tewson	Mark Steggles
John Endicott	John Stansell
Jez Spring – Harbour Master	Debbie Rhead – Office Manager
Toby Dowling – Deputy Harbour Master	

Peter Franklin presented the draft annual financial statements for 2023 to the Authority prior to the meeting.

Apologies for Absence

Peter Hinchliffe, Martyn Oates and Tom Edie all sent their apologies.

Declarations of Interest

There were no declarations of interest.

30/24 MINUTES

There were 2 slight amendments to the minutes of the meeting held on 15th February 2024 and subject to these being made, they were proposed by John Endicott to be a true record of what was discussed, seconded by Nicky Tewson and agreed by all other members who had attended that meeting.

31/24 MATTERS ARISING

The HM informed the authority that after considering two alternative insurance quotes, a sub-committee of the chairman, the HM and Martyn Oates have decided we should renew with Marsh Commercial for the March 2024/2025 year. Renewed insurance cover is in place and the invoice has been paid.

32/24 CORRESPONDENCE

There was no correspondence.

33/24 FINANCIAL REPORT

Income and Expenses

Income invoiced for February was £4,700, (up £1,050 on February 2023).

Our direct expenses were around £6,000 and our overheads were just over £4,000, (a saving of approx.£1,200 on 2023).

There is a debtors' balance of £8,000 mainly for smaller dinghies, not yet launched.

Cashflow for the month of February

The opening balance was £297,880 and the closing balance £311,396.

34/24 HARBOUR MASTER'S REPORT

There were no incidents to report since the previous HM report. Repairs to the access road by Bridgend Quay have now been carried out. New railings have now been installed at Kilpatrick Steps but we are still awaiting the new ones at Warren Steps. River Yealm Moorings have now completed the dives on the 3 sets of pontoons. The pontoon section bolts have now been tightened on the Main Visitor Pontoon but will need replacing on the Upper Visitor Pontoon. Some chains will need replacing on the Yealm Steps Pontoon and will need 2 x half days of diving activity there to complete the task early into the season.

The Bridgend Lift-in is scheduled for Tuesday 26th March. Charging for the season will start on 28th March (Easter weekend). Toby (DHM) will be back working from Monday 25th March.

The annual testing of the Electric Ferry power supply has now been completed and this will also fall under the routine Harbour Office 5-yearly Electrical Testing routine.

The 2024 Harbour Guide has now been completed and ready for distribution to visitors. The Pre-Season Staff Briefing is scheduled for 22nd March 2024 for all staff to attend. First Aid Training is booked for 30th May for 6 members of staff, which will then mean that all staff would have been trained over 2023 and 2024. The HM and Nigel Sobey from River Yealm Moorings also attended a Moorings Workshop organised by SWRPA on 13th March 2024.

35/24 UPDATE ON 2023 RENT REVIEW STATUS

For the benefit of the new Committee Members, the Chairman gave a short explanation of the 3 leases that the RYHA currently has with The Crown Estates. These leases were due for a rent review in January 2023. However, negotiations between Ashleigh Phillips, who represents the RYHA and Michael Bapty of Carter Jonas who is representing The Crown Estates are still ongoing. In an attempt to push matters forward, the Chairman and Harbour Master have recently met with Ashleigh Phillips to discuss current status and to provide Ashleigh with additional information in support his work.

36/24 PARISH COUNCIL LIAISON

Wembury – Nothing to report.

Newton and Noss – Nothing to report.

Brixton – Nothing to report.

Yealmpton – Nothing to report.

37/24 CHAIRMAN'S COMMENTS

The Chairman had no comments.

38/24 MOORING APPLICATIONS AND PROPOSED MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS

There has been 1 new applicant requesting to join the moorings waiting list, who has met all the criteria and has now been added. There were 19 moorings allocated in February: 4 A moorings, 5 B moorings, 3 C Moorings, 4 D Moorings and 3 Outhauls. There were no Partnership Arrangements requests this month.

39/24 AOB

The Chairman raised a concern over the current self-certification of mooring inspections at Kitley and the potential of some moorings going uninspected for an unacceptable length of time. It was proposed that the HM discusses the matter with Kitley Mooring Manager.

40/24 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be the Annual Meeting and will take place on Thursday 18th April 2024 at 6pm at The Village Hall, Noss Mayo.

Chairman