

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
THE 16th NOVEMBER 2017**

Members

* Mr M J Oates– Chairman	* Mr D Southwood -Vice Chairman	
@ Mr R Carter	* Mr D Drought	* Mr J Endicott
* Mr T Holway	@ Mr D Hussell	@Mr J A Leonard
@ Mr M Mears	* Mr A Matthews	@Mr A A Tubb

* Mr R Read – Harbour Master * Mrs H Phillips

**Denotes attendance @ Denotes apology for absence*

92/17 APPROVAL OF MINUTES FROM 19TH OCTOBER

It was proposed by David Southwood that the minutes were a true reflection of the last meeting, seconded by Dermod Drought and unanimously agreed.

93/17 MATTERS ARISING

Trinity House internal audit of office procedures was completed without default.

94/17 CORRESPONDENCE

Planning Permission for Quay Coastguard Cottages: a revised plan has now been sent but it was agreed that we still didn't need to comment.

Plan for Yealm Hotel drain outlet – we responded to the MMO to say that we have no objections to the proposed plan but the diagram submitted was not accurate and was a proposal based on a pontoon, with no identification of an interceptor.

95/17 FINANCIAL REPORTS

Profit and Loss report

Sales – There are a number of credits on Harbour dues for this month as old invoices for boats that weren't launched were removed. The main income for the month was for winter storage on Bridgend Quay of £3693, along with £1500 visitor fees to the end of the season. We currently have two boats overwintering bringing in £600 up to the end of the year.

Overheads - Under repair and maintenance there is a cost of £80 for lifting out the speed buoys for the winter. Under printing and stationary we have ordered Yellow Harbour discs for next year and purchased some printer ink.

Balance sheet

Very few debtors left for this year. Our main creditors is £791 in credit for SWW, but our water bill for this period last year came to £944.96 which will clear this.

Santander Current A/C £19429

Santander Reserve A/C 16,137

Barclays 10 Day Notice A/C £19,747

Allocated reserves £55,457 (£75, 204 held in Barclays A/C)

Nationwide Building Society £85,000 1 year 0.65% interest

Cash flow

Cash flow – the opening balances for October was £214,582 with a closing balance of £194,222 so a healthy level of reserves.

Income for October was higher than forecast but expenditure was also higher partly due to timings from last month's payments.

We are experiencing an ongoing problem with the Post Office making payments to the Revenue. Our Corporation Tax was lost in transit for several weeks but has now been received. This payment option is being removed from December for the Revenue, hence needing to address other options of payment.

96/17 PROPOSED 2018 BUDGET

The sub-committee agreed that mooring licence fees were to rise by 10%, however it was also agreed that as this increase was derived from the anticipated increase in the Crown rent, any change in license fees could be addressed next year after the outcome of negotiations.

This increase showed a small surplus over expenditure.

It was proposed by Andrew Matthews that we accept the proposed budget provided any adjustments were considered next year in the budgets, seconded by David Southwood and unanimously agreed.

97/17 APPROVAL OF TREASURER'S ACCOUNT WITH SANTANDER

A proposal to set up a new account with Santander, having access to internet banking was put before the committee. The account would have three signatories, Helen Phillips the administrator would have full access to the account and operate it. The HM would also have access but on a view only basis, authorised to sign cheques when necessary, and the Vice Chairman David Southwood would also have access on a view only basis and also be able to sign cheques.

All invoices would need to be agreed by the HM and secondly by David Southwood prior to payment.

A paper trail of transactions would be placed before the committee at each monthly meeting. This would include invoices and bank reconciliations for anyone on the committee to check.

An alert system is provided by the bank and any payments over an amount yet to be agreed will be sent by text message to a mobile phone. Also a weekly statement of transactions will be forwarded to the same mobile phone. Any debit card received will be chopped up and disposed of at a meeting. Martyn Oates proposed that we set up the new account, this was seconded by David Southwood and unanimously agreed.

98/17 CHANGE OF STANDING ORDER 36 TO ALLOW ONE SIGNATORY FOR FINANCIAL TRANSACTIONS

The standing orders currently do not preclude one person operating payments from a bank account. However it was decided that they should be updated to reflect current practise. Andrew Matthews agreed to address this and present to the committee in the New Year.

99/17 HARBOUR MASTER'S REPORT

An individual in the village found a tender drifting in the river and approached the HM to ask about the rules of claiming salvage. The HM pointed them out and the fact that you could not claim it in this instance and would be a civil matter. The Post Office in the village is experiencing financial difficulties. A request was made that in light of the fact we do our banking there and that the visitors use the shop we make a contribution to keep it afloat. The committee felt that this was outside of the Harbour Authority remit and we would then be laying ourselves open to the other riparian parishes making similar requests.

100/17 PARISH COUNCIL LIAISON

Newton and Noss – Nothing

Yealmpton – Nothing

Brixton – Nothing

Wembury – A kayak has been stolen from the rack at Wembury.

101/17 CHAIRMAN'S COMMENTS

At a recent Yealm Estuary Management meeting a new Bio-Security Plan was presented. In it it suggested that any badly fouled boats should be reported to the HM. The Chairman suggested that the HM should follow up on this with Nigel Mortimer.

Concerns were also voiced over water quality in the Yealm, and the fact that it keeps failing benchmark standards. This information is in the public domain on CEFAS website. He questioned whether we should be doing something to address this.

102/17 RENT REVIEW WITH CROWN ESTATES

The office contacted Ashleigh Phillips of Bruton Knowles regarding our pending rent review. Having already reviewed our accounts for our rates assessment his initial thoughts were that we should not receive an increase. It was proposed by Andrew Matthews that we engage him on the terms laid out to liaise with Michael Bapty of Knight Frank acting on behalf of the Crown to see what they would agree. This was seconded by Martyn Oates and unanimously agreed.

103/17 AOB

The Offshore Cruising Club asked David Southwood to request a discount for their members. It was pointed out that we already offer a discount for long stays. It was suggested that maybe rallies or charity events may receive a discount.

104/17 REASONABLE USE OF CRAFT

The HM listed a number of moorings that he felt were not having reasonable use. It was agreed that the HM should write to these individuals and liaise with the Chairman and Vice Chairman when he received their replies.

105/17 LICENSES FOR COMMERCIAL ACTIVITY ON THE RIVER

Concerns are repeatedly being voiced over Health and Safety at Yealm Steps and the use by groups bringing numerous vessels down the steps and congesting the quay, a trip hazard. This is an ongoing issue and will need to be addressed again at a later date. It is, however, a statutory requirement that the HM controls water users under the Port Marine Safety code. The HM is therefore empowered to take action against river users if he sees the need.

106/17 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 18th January 2018** in the Harbour Office, Newton Ferrer's at 6.00 p.m.

Chairman