

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
THE 19th OCTOBER 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*

In the absence of the Chairman, the Vice Chairman chaired the meeting.

82/17 MINUTES OF MEETING ON 21st SEPTEMBER

It was proposed by Tony Tubb that the minutes were a true reflection of the last meeting, seconded by John Endicott and unanimously agreed.

83/17 MATTERS ARISING

Appraisals: were held at the Vice Chairman’s house by David Southwood and Martyn Oates for the HM and the Administrator on the 28th October.

The HM raised the issue of short stay boats on the pontoon becoming a problem. John Endicott proposed that all boats on the pontoon after 3pm should pay for a night’s stay. Andrew Matthews seconded this and it was unanimously agreed. A sign will be placed on the pontoon to this effect.

The administrator asked for training on Word and Excel, it was agreed that she should look into this and come back. The HM also felt that this would be useful. She also raised the issue of Bacs for future payments. The exact process will need to be agreed but it was suggested by Tony Tubb that one of the Vice Chairman’s roles will be to visit the office once a month to review the books, and that the reconciled bank statement be placed on the desk at monthly meetings, this was seconded by John Endicott and unanimously agreed.

Deputy HM: A commitment needs to be made at the beginning of each year that he is prepared to continue for another year.

Salary Review:

A decision was made to use CPI currently 2.7% as the rate for salary reviews, it was felt that this was the most relevant index.

HM: Martyn Oates proposed that the current HM should be on the same salary as the outgoing HM now that he has completed his probationary period. This will take effect from the 1st October with a pay rise of 2.7% from 1st January with an additional £300 to cover use of his mobile phone.

Administrator: will receive 2.7% increase plus an extra 1% to cover her additionally financial duties from the 1st January.
Assistant HMs – to receive a 2.7 % pay rise from 1st January, with the Deputy HM receiving £10 a session more.
It was proposed by Tony Tubb that the subcommittee’s salary increases be accepted, seconded by Dermod Drought and unanimously agreed.

Post Office Banking’s: The three weeks cash payments that went missing between banking at the Post Office and our Santander Account have now all been found and allocated correctly.

84/17 CORRESPONDENCE

Coast Guard Cottages planning ref. 3078/17/FUL – the planned development was put before the committee. It appears that it is not below mean high water so it is therefore outside of our jurisdiction so no comment.

Andrew Beveridge – wrote a letter regarding paddleboards and kayaks becoming more of an issue and asking that their launch sites be restricted. Various factors were then considered including access using Yealm Steps. It was suggested that a sign be put up stopping things being left at the bottom of Yealm steps on the quay would help improve safety issues. This would include kayaks, paddleboards and equipment to load onto boats. It was felt that there was nothing that could be done to stop individuals enjoying the river in whatever vessel they have access to.

85/17 FINANCIAL REPORTS

Profit and Loss report

Sales – Once again the main income is from visitor fees, totalling £3,865 for the month. This brings our total for the year to £39,274 against a budget figure of £45,880. We currently have two winter berthers, one of whom has paid in advance.

Overheads - the Harbour Launch expenditure includes an oil change as well as the fuel. Sundry Items include a cost for hiring the hall for the Yealm Estuary Management meeting on the 31st October.
Polo shirts with the Harbour Authority’s emblem have now been purchased for the HM and the administrator.

Balance sheet

This currently shows debtors of £4,682.52, £3632 of that being the winter charge for boats on Bridgend Quay.

Santander Current A/C £20,137

Santander Reserve A/C 16,136

Barclays 10 Day Notice A/C £22,597

Allocated reserves £52,606 (£75, 204 held in Barclays A/C)

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

We have a credit balance of £952.28 for South West Water, we are about to receive our six monthly bill which should clear this.

Cash flow

Cash flow – the opening balances for September was £214,019 with a closing balance of £214,582. However the total expenditure should have been a further £5,000 but due to problems obtaining a cheque book they were delayed and will show up in next month's outgoings.

The final figure for 2017 is still showing £8,662 up on forecast.

Santander Bank account

The administrator spoke to someone at the bank who agreed that we were on the wrong account and should in fact be on a Treasurers Account, this would mean no charges for our regular banking. Saving us about £300 a year. Tony Tubb proposed that we look into setting up this new account, this was seconded by Dermot Drought and unanimously agreed.

86/17 HARBOUR MASTER'S REPORT

Boat nights are 3228 down 418 on last year.

17/10 – Bridgend Lift out went ahead according to plans.

Further to the last meeting the statutory rules that the HM was referring to were 1. Harbour Docks and Piers Act 1847 section 52 (removal unserviceable crafts) and 2. Harbour Act 1964 section 20-25 (Control of Movement). The HM feels that it is very important that all activities taking place on the river are reported to him and is asking both the Yacht club, including the cadets, and the Regatta Committee to ensure that he is passed a timetable so that he is aware of these. Also the 3. Yealm Harbour Revision Order 1981 adopted under Authority regulations 19/02/2015 9 (Standards of Behaviour)

Removal of tenders and Kayaks from the Brook and Big Slip – a total of 9 boats have been removed that are not displaying current discs.

As mentioned previously the office staff and HM now have polo shirts with logos on.

23/10 – There is a Trinity House office audit scheduled.

HM attended a South West Regional Ports meeting. Boat Nights were down in the whole region this year. Meetings have been arranged with Paul Thomas of Fowey and Adam Parnall of Salcombe to see how they carry out various operations.

There is a new arm of the MCA called MECAL who can now issue commercial boat licences. John Rundle registered his fishing trip boat through them. Concerns were voiced as to whether the Ferryman may need to be authorised by them in the future.

Lifeboat box – emptied contained £43.37.

IT report- it had been suggested at the last meeting that three quotes should be obtained for the installation of the new computer systems. A number of organisations were approached with the following results:

Optimise quoted £1,771 with additional monthly outlay

In2networks came back with a figure of £2083 again with monthly outlays.

Phil Guy based in Plympton withdrew from the process

Options4 based in higher Compton – unable to get them to answer phone.

PC World – supply only no installation or back up provided.

At the previous meeting it was agreed that a meeting should take place between the HM, Administrator and John Endicott to discuss the way

forward. John raised a number of issues which were put to Optimise and their responses fed back to John.
Andrew Matthews proposed that we go ahead with the installation this was seconded by Dermod Drought and unanimously agreed.

87/17 PARISH COUNCIL LIAISON

Newton and Noss – Nothing

Yealmpton – Nothing

Brixton – Nothing

Wembury – quay development plans already discussed.

88/17 CHAIRMAN'S COMMENTS

None

89/17 RENT REVIEW WITH CROWN ESTATES

A meeting was held with Michael Bapty of Knight Frank and the HM and Chairman. His initial approach was for a rise of 13% taking our total rent to £59,060. At the meeting it was agreed to look into an increase of 10%, which would take our total to £57,530. The HM subsequently phoned him and suggest that if we paid annually could we reduce this to £57,000 just under a 9 % increase. It was suggested that we approach a mooring holder with experience in this and who we have consulted in the past and asked him if he felt that this was reasonable before agreeing to this.

90/17 AOB

Nothing

91/17 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 16TH November 2017** in the Harbour Office, Newton Ferrer's at 6.00 p.m.

Chairman