

**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 David Southwood, 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 Johyn

83/17 MATTERS ARISING

Appraisals : were held at the Vice Chairmans house with 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 nights 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 payments rather than cheque 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 once a 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.

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 % payrise 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 Bankings: 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. 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. 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 what ever 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 Office 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 .65% interest

We have a large credit balance for South West Water but we are about to receive our six monthly bill which should clear this.

Cash flow

Cash flow – the opening balances for September were £214,019 with closing at £214,582. The total expenditure showing at the end of August amount to £214,019. Income for July was down on forecast but up in August.

Total expenses figures for July were high but included the rent at £12,575 and extra wages to cover the assistants.

The cash flow currently includes figures for a monthly standing order for the VAT, which is now done annually. It is anticipated that we will get at least £4,000 back at the end of the year.

Banking. We do our weekly banking at the Post Office in the village. Due to a problem with their card reader three weeks' worth of banking has not gone into our account, amounting to over £10,000. We have copies of receipts and the bank and Post Office are looking into it.

(All funds have been confirmed & are now in the account)

86/17 HARBOUR MASTER'S REPORT

Boat nights are 3061 as opposed to 3483 last year down 430.

It is a statutory requirement for all river activities to be logged with the harbour office. This is a subject for future meetings.

The new system over the summer holidays of extra cover worked well and gave on water continuity.

The coin meters in the showers need to be replaced. It was felt that this was an operational matter and the HM should just proceed with this.

22/08

A catamaran on entering the river collided with another visiting yacht Perseverance and also having moored inappropriately managed to turn a local boat upside down. Efforts are being made to track the boat owner down.

26/08 There was a collision up at Thorn when a yacht hit a Cornish shrimper, both were local boats.

A number of confrontational situations have arisen over the summer period but the HM has dealt with them and feels they are all now resolved.

A number of tenders around the river are not licensed and the HM intends to remove them. There are notices on them to this effect.

87/17 PARISH COUNCIL LIAISON

Newton and Noss – Nothing

Yealmpton – Nothing

Brixton – Nothing

Wembury – Absent

88/17 CHAIRMAN'S COMMENTS

The Chairman asked if Houseboats were permitted on the river. It was confirmed that no houseboats or permanent 'liveaboards' are sanctioned under the harbour authorities mooring conditions.

89/17 RENT REVIEW WITH CROWN ESTATES

The Chairman has been in touch with Michael Bapty representing Crown Estates regarding a rent review coming up in January 2018. Crown Estates have said that they are looking at an increase with RPI over the last 5 years. Mr Bapty is coming to the office for a meeting on the 6th October. It was agreed that the authority approach Mr Page a mooring holder who has previously advised the Harbour Authority in respect of the Crown rent review.

90/17 AOB

A request has been made to put a crane on Bridgend Quay. It has been looked into in the past and was found not to be feasible, due to health and safety regulations.

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