

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
THE 15TH JULY 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*

58/17 MINUTES

The minutes of the previous meeting were proposed to be accepted by Rodney Carter, seconded by Andrew Matthews and unanimously approved.

59/17 MATTERS ARISING

Byelaw 8 – email received on the 5th July to say still in hand.
YYC – the signs on the pontoons have now been fitted.
Yealm Steps – covered under separate agenda item.

60/17 CORRESPONDENCE

Covered later.

61/17 FINANCIAL REPORTS

Profit and Loss report

Sales – We have already reached our budget figures for Harbour Dues and all moorings with the exception of B's. River checks have shown that there are a significant number of dinghies without discs so the Harbour dues figure may continue to rise.

Overheads - Ashleigh Phillips from Bruton Knowles has now sorted our business rates a saving of £5430. His charge was £234 for doing this. Sundry are a total of £149 which covers the rental of the marks on National Trust land, Regional Ports membership and new phones for the office.

Balance sheet

Santander Current A/C £17,134.96
Santander Reserve A/C £31,128.98

Barclays 10 Day Notice A/C £31,149.56
Allocated reserves £44,054.86 (£75, 204 held in Barclays A/C)
Nationwide Building Society £85,000 1 year .65% interest

Cash flow

Cash flow – The opening balance at the beginning of June was £205,627. The total income for the month was £12,017 down from forecast because visitor figures have been low.

Total expenses figures for the month came to £5,000 again down on forecast. The Harbour Launch expenses were for a new bilge pump to be fitted and fuel, £119. General Expenses were £1,300 which included new pound coin locks for the RNLI lockers at £252, Green bin bags at £550, the new phones at £55 the electricity and phone bill. Under Repair and Maintenance James Baldwin fitted new fans in the showers to comply with changes in regulations.

There was a capital expense of £574 for a bike shed to store the rubbish.

Expenditure was down on predicted by £1,500 but our end forecast is still up by £7,500, but it is a bit early to see how accurate this will be.

Card Machine – there are increasing demands for people to pay by card. We are having a visit from pay zone to let us know what they can offer and will report back at the next meeting.

Internet banking – It would be a lot easier if things could be paid over the internet rather than by cheque with two signatories. How this can be achieved securely needs to be looked into. One suggestion is that we only carry a certain amount in our current account which is the only one accessible by internet banking. This needs to be an agenda item for the next meeting.

62/17 HARBOUR MASTER'S REPORT

Visitor numbers have dropped further behind this month with a deficit of 140 boat nights on last year. Our current total is 1656. A flotilla of 18 boats due for two nights cancelled which didn't help.

A computer assessment has been planned for Thursday 27th July to review the equipment & practical requirements along with security & providing 'screened' Wi-Fi access outside of the office

It is a statutory requirement that all river activities are logged with the harbour office which should include risk assessment & safety procedures for the event.

Severe penalties are in place & would be imposed on organisers & the Authority if an accident were to occur without the correct paperwork in place.

It should be standard practice for all activity on or in the water to be agreed prior to any event taking place either annual or weekly.

The HM voiced concerns that during periods of the day there is no one on the water or in the office should an accident occur. There has been a large increase in the number of paddle boarders to the river & during the Summer Holidays the Authority is at risk without at least providing some support in the event of an emergency. He proposed that these hours be covered during July & August by using additional help.

The Authority agreed that this should be progressed & to proceed as best we can for this season with a structure in place for 2018 season.

A recent river dive bought up the need for a dive permit and one has now been produced, this will be added to our PMSC detail.

A license has been granted to John Rundle for his boat Dragonfly, to do river trips and fishing. This was granted in Plymouth and we therefore did not get involved.

Various work has been carried out on the foreshore on behalf of SWW to stop the leaking sewage.

The HM had a discussion with Lorna Sherriff of the National Trust regarding the ladder and canoe that have appeared on the bank on the Noss side. However it was felt that it is not below mean high water and therefore it is not within our jurisdiction. It was suggested that we get it in writing from the National Trust that they want us to action it before we go any further.

64/17 YEALM HOTEL – PROPOSAL TO RE-ESTABLISH JETTY

Red Earth is currently refurbishing the Hotel and making it into apartments. Simon Friend the owner of Red Earth wants to restore the old access from the road and put a smaller jetty back where a larger one used to exist. He send a drawing of his proposal for the Authorities approval. It was felt that we should get the sub-committee formed to discuss the access to the steps to also look into this as a matter of some urgency. It was proposed that we wait until after the regatta then meet. The subcommittee will consist of Andrew Matthews, David Southwood, Rodney Carter, Tony Tubb and Dermod Drought if available.

PARISH COUNCIL LIAISON

Newton and Noss – Nothing

Yealmpton – Absent

Brixton – Absent

Wembury – Absent

64/17 CHAIRMAN'S COMMENTS

Nothing to add

65/17 AOB

Nothing raised

66/17 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 21st September 2017** in the Harbour Office, Newton Ferrer's at 6.00 p.m.

Chairman