

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE, NEWTON FERRERS ON
OCTOBER 20TH 2016**

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 Dearn – Harbour Master * Mrs H Phillips
**Denotes attendance @ Denotes apology for absence*

Martyn opened the meeting by welcoming John Endicott to the committee.

75/16 MINUTES

The minutes of the previous meeting were approved.

76/16 MATTERS ARISING

Village Plan – The HM had drafted some information that he felt should be put in the Plan. The committee felt that this was a good starting point but that there were other points to make. It was agreed that AM would expand on this and present it at the next meeting for approval before the deadline in December.

Highways – contact has been made with Nick Colton regarding the parking across the access/ dropping off point at the top of Yealm steps. Nick has said that he will meet with representatives of the Harbour Authority to discuss the way forward.

The lines are already scheduled to be repainted. This is to be an agenda item for the next meeting so that the Chairman can chase it up if necessary.

77/16 CORRESPONDENCE

1. Yealmpton Parish have confirmed that John Endicott will be there representative on the Authority.
2. Pension Compliance – a letter has been received from the pension regulator confirming that we have complied with the regulation to submit the details of our pension scheme for automatic enrolment.
3. The HM has submitted his resignation to the Chairman with effect from the end of May 2017. The Chairman thanked him for all his hard work and wished him all the best for the future.
4. RYDA – wrote to thank us for our contributions for this year and asked for a further contribution for 2017 of £35. Andrew Matthews proposed that we make this contribution, it was seconded by Martyn Oates and unanimously agreed.

78/16 FINANCIAL REPORTS

Profit and Loss report

Sales: Little to report on the sales side other than visitor figures of £4611 for the month of September.

Overheads: - There has been £577 spent on the Harbour Launch, for pressure washing her off, polishing hull and antifouling her at the beginning of the season, £500 and the other £77 being for fuel. There was an amount of £121 under sundry for a towing fee and £94 for the port management waste report which has now been refunded. Repair and Maintenance amounted to £275 which was for replacing chains at the Brook for mooring to, assistance to fix the pontoon joint and checking the buoys at Bridgend.

Balance sheet

1. The bank accounts to date are: Santander Current Account £6,001, Santander Reserve account £85,063 and the Barclays 10 day notice account £70,805. Also in the Barclays account is the Allocated Reserves which is now showing up as a separate entry. This amounts to £18,400 and is to cover the cost of the pontoons and a contingency fund for the launch. Details of how this figure has been calculated is attached.

Cash flow

The projected sales figure for October has been reduced, the lift out of the yachts onto Bridgend quay is scheduled for the end of October so the income will come in November. The £12,575 rent was paid on the 1st October. Overall the projected closing balance is about as predicted, the reduced income figures being offset by the lower overhead figures.

We have been looking into opening another account for the funds in excess of the Financial Services compensation limit. There are fixed term bonds available for businesses like ours. Committee members will look into this and report back at the next meeting.

The suggestions of the Salary sub-committee were presented to the Authority. Rodney Carter proposed that we accept the recommendations, this was seconded by Dermot Drought and unanimously agreed.

79/16 HARBOUR MASTER'S REPORT

Boat Nights are currently 3650 against 3617 the figure for the whole of 2015. Down on budget figure by approx. 350, down on income by approx. £4,480 suggesting boats this year are slightly smaller.

– The Port Waste management plan, which needs to be completed every three years, has been sent. There was little change to the previous one so they have returned our fee of £94.

6/10 - Salary sub-committee consisting of Martyn Oates, David Southwood, Andrew Matthews, and Rodney Carter met. Reported elsewhere in notes.

The rat problem is being addressed and about 15 have been caught so far.

80/16 PARISH COUNCIL LIAISON

Wembury – 4 kayaks and 1 dinghy have been stolen this year.

Brixton – Nothing to report

Newton & Noss – Significant work is being done to the drains in the Newton and Noss area which they envisage will take about a year.

Yealmpton – Nothing to report.

81/16 CHAIRMAN'S COMMENTS

Nothing

82/16 AOB

1. The sub-committee for the budgets will consist of Andrew Matthews, Martyn Oates, Tony Tubb, Rodney Carter and David Southwood. It will meet on the 8th November at 10am.
2. Selection of new Harbour Master – a sub-committee was set up to include: Rodney Carter, Dermot Drought, Martin Mears, David Southwood and Andrew Matthews. It was felt that a job advert should be placed in the Evening Herald and the Western Morning News to run for a week, as soon as possible, with a deadline for applications to be a month from the placing of the advert. The Salary advertised should say in the region of £26k according to experience, this was proposed by Tony Tubb, seconded by David Southwood and unanimously agreed. Applications and Job Descriptions should be available to email out or collected from the office. The proposed start date for the job is mid-March.

83/16 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 17th November 2016** in the Harbour Office, Newton Ferrers at 6.00 p.m.

Chairman