

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE ON NOVEMBER 19TH
2015**

Members

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

* Mr R Dearn – Harbour Master * Mrs H Phillips

**Denotes attendance @ Denotes apology for absence*

90/15 MINUTES

The minutes of the previous meeting were approved.

91/15 MATTERS ARISING

1. CCTV – Robin Hogg kindly prepared a report on the possible operational requirements for CCTV and surveillance in the river. The sub-committee will need to look at this and then obtain quotations before a decision can be made on how to proceed. The possible options were a network of cameras linked to the Harbour Office with the ability for nominated individuals to view the footage, improving the existing system to give clearer coverage of the pontoon, or to consider buying in a security firm's assistance. A Webcam from the office was also considered for individuals to have access to a view of the river. Concerns were voiced as to who would have access to this information and it was pointed out that it would have a passcode to access the system. The Chairman proposed writing a letter to Robin Hogg to thank him on behalf of the Authority for his hard work and comprehensive report.

92/15 CORRESPONDENCE

1. A Planning Application has been received for approval to improve an existing quay belonging to Kathryn Barnett, of 1 Noss Mayo. It was felt that we had no comment to add to this as it was not altering the footprint of the quay.
2. A request has been received from the RYDA to pay a contribution of £55 towards their insurance for the Harbour clean up. It was proposed by Andrew Matthews that we pay this and it was unanimously agreed.

93/15 FINANCIAL REPORTS

Profit and Loss report

Sales. The main sales for this month are the winter Bridgend Storage of yachts which amounts to £4,330.80 which is slightly over what was budgeted for. The month's figures for visitors amounts to £1,970 which brings the visitor figures to £46,635 under the budget of £50,000.

Overheads: - The main overheads for this month have been £120 for the use of the O/S map, £540 for the legal advice on our rate review and £611.40 on repair and maintenance which covered the bins been taken up the steps for the last two years and our share of maintenance and insurance of Popes Quay.

Balance sheet

1. The current debtor's figure is £2,899, mainly made up of the invoices from Bridgend quay who should pay shortly.
2. The balances of the bank accounts are: Santander Current Account - £38,260.30, Santander Reserve Account - £43,773.05, and Barclays 10 day notice account - £88,112.19.

Cash flow

The figures have been updated to show an estimate of the outstanding bills until the end of the year. There is an outstanding bill for repair and maintenance from Tom Longhurst for work on the pontoons estimated at about £9,600. The rent will not be paid in December this year as we have set up standing order so it will collect at the beginning of January. The closing balance of £149,538 is slightly distorted because of this. Money budgeted for and not spent this year was the contingency fund of £7000, a £2,000 savings on NI due to the governments reduction for small businesses and the corporation tax was £3k less than expected because of reliefs that were carried over. The final balance had been predicted to be £123,631 and will in fact be closer to £134,963 for reasons explained above.

Budget Proposals

The sub-committee had suggested that of the three sets of figures put to them we should accept the figures with no increase leaving them at the same level as 2015. A suggestion of future outgoings was listed showing what the surplus would need to be spent on in the future. AM suggested that this should be done in a more scientific way next year using estimated inflationary figures to calculate the likely costs to ensure that we do not build up too big a surplus.

It was also suggested that we remove the contingency fund of £7,000 for the Harbour Launch from the figures as this is covered in the surplus. Dermot Drought proposed that we accept the budget figures presented, and this was unanimously agreed.

Harbour Letter

The HM presented the committee with the Newsletter to go out with the invoices for 2016. A revised mooring certificate was presented for discussion, this was approved. (and will now be incorporated into the renewal form)

Pension Scheme

The administrator gave an update on the pension scheme. There are various stages that need to be completed to set the scheme up. The Terms and Conditions have been checked by AM and approved. The Business Information has been set up. HP suggested that she be the delegate that runs the scheme but that a member of the committee is a read only delegate. AM agreed to take on this role. The scheme is to be set up to cover total basic wages and the Authority will pay 3% of salary and the individual employee is to pay 4%. A question was raised as to whether the assistants should have a contract of employment and therefore be offered the right to join the scheme. AM agreed to look into this.

94/15 HARBOUR MASTER'S REPORT

- 21/10 – SWRPA meeting – Plymouth. Included a presentation on drones. Quite a few have been used in Salcombe by holiday makers. Some Harbours have been trialling them for surveillance. Due to the flight limitations they are unlikely to become a nuisance here.
- 26/27/10 – the lift out at Bridgend was delayed until the next day due to the weather. It did go ahead on the 27/10 – the water was over the quay by about a foot by the end.
- 03/11 – The budget sub-committee meeting went ahead as planned.
- 05/11 – YEMG meeting – amongst other things IFCA discussed ongoing byelaw changes. Policy of no netting in the Yealm is to continue. New Bass limits on length to 42cm and a 3 bag daily limit per person has been imposed.
- 16/11 Coroners court inquest into the death of Neil Sutherland. The verdict was accidental death due to drowning. He was found to be 2.5 times over the drink drive limit, which would explain his rather erratic rowing.
- 17/11 – sub-committee met to discuss the CCTV as discussed above.

95/15 PARISH COUNCIL LIAISON

Wembury – Nothing

Brixton – Absent.

Newton & Noss – Nothing.

Yealmpton – Nothing.

96/15 CHAIRMAN'S COMMENTS

Nothing to add

97/15 AOB

1. Tom Holway reported further regarding the cover now offered by the Coastguard. He has seen a presentation by Fareham Office which he felt was very comprehensive and reassured him that that the new cover and facilities were adequate for the job.

100/15 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 21st January 2016** in the Harbour Office at 6.00 p.m.

101/15 REASONABLE USE OF CRAFT

There was one individual who was written to last year for non-use of his mooring and he has not used it again this year so his mooring will be taken away. There was no one else noted.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a solid horizontal line.

Chairman