

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE ON OCTOBER 15TH 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*

80/15 MINUTES

The minutes of the previous meeting were approved.

81/15 MATTERS ARISING

1. The individual that has left to live in France falls under the rule 5.2 whereby he may keep his mooring for a further year. It was agreed by the Authority that we would allow this.
2. CCTV – we were asked to get a number of quotations to extend the coverage and range. Plymstock Securities were not able to quote because they will not join into an existing system. Protec visited site and felt that they could install a camera lower down which would give closer focus and face shots. The question of longer range would give good daylight coverage but would be poor at night and possible a 100m range. It was decided that when we receive the report we will be able to make a decision.

82/15 CORRESPONDENCE

1. Letter from Santander - the FSCS protection scheme for bank accounts will be reduced from January 1st 2016 from £85k to £75k. This will result in both our Santander account and our Barclays account being over the limit. It was suggested that we consider alternative investments, so that we can reduce the balances to within the limits.
2. J Rundle – is wanting to obtain a license to take four fee paying passengers out in his boat. He has written to the authority to ask for their agreement. It was felt that provided he adheres to all the legal requirements that the authority have no objections.
3. IFCA – have sent a consultation document on netting. It was felt that we should reply that historically there has been a high level of illegal netting and that we are keen to stop this and the related crimes that go with it.
4. Our South Hams representative Tom Holway has given us feedback given to the council regarding changes in the Coastguard operations. There is nothing that we feel we need to add at the moment.

83/15 FINANCIAL REPORTS

Crown Estate rents have now been set up to be paid by Standing Order.

Profit and Loss report

Sales. Harbour dues year to date are £43,892 down £478 on budget. This could partly be due to so many Kitley Estate moorings being empty. Our total mooring license fees total £50,709.50 up £389.50 on budget. The visitor fees income for August was £7,892.

Overheads: - the total expenditure for toilet and showers is £595 which includes replacing a shower at £343.49, a tap at £80.86, some mould spray at 99p, and the cleaner at £170. Repairs and Maintenance for the month were £1032.66, consisting of £276.87 for fitting the defib., £366 for a new bar buoy, grease at £11.95 and maintenance for PM1 £295 and £82.84 for A5.

Balance sheet

1. The balances of the accounts to date are: Santander Current Account £12,979.83, Santander Reserve account £89,709.27 and the Barclays 10 day notice account £87,818.48.

Cash flow

The income figure for August was £10,082 down from estimated £15,004. This was due to a combination of fewer visitors and timings on banking. The year-end projected total is now £177,555 down £8,343.

Under expenditure the contingency fund of £7000 has now been moved to October. The overheads are generally down on projections with the repair and maintenance down £4k, Corporation tax down £3k and the provision of £1,400 for pensions has not yet been used.

The administrator made a request that we look into using internet payments as opposed to a cheque book for payments such as wages. The current set up means that the figures have to be obtained about a week in advance from the accountants in order to get the cheques signed and banked so that employees are paid by the end of the month. Further difficulties arise when she is away on holiday. It was felt that provided limits or other safeguards could be put into place wages could be paid by BACS.

84/15 HARBOUR MASTER'S REPORT

- Boat nights – currently 3267 compared to 3852 last year, down 576, which is approximately 15%. This is being put down partly to poor weather. Reports from all other harbours are that they are quiet as well.
- The Regatta seemed to go well.
- 08/08 – New tap fitted to near shower room.

- 11/08 – New shower fitted in far shower room.
- 12/08 – Night of, a number of dinghies and oars went missing. Richard Franklin's with locked on outboard was found on the rocks near Seasons Point.
- 15/08 – Andrew Smith reported his boat Tigger on B100 had been broken into, damaging the hatch. Rods, tackle, fuel and the compass were stolen. Kookaburra, belonging to John Chalker was also broken into, with fishing gear, knives and a light from the Dan buoy stolen. Looking back at CCTV coverage it shows three youths at around 2300 going along the pontoon, acting suspiciously and going off in a dinghy, then leaving via Yealm steps carrying fishing equipment. It was not possible to see their faces.
- 03/09 – Ted Dickenson reported his 20 h/p outboard stolen from his boat being stored on Bridgend quay. He was not sure which day it went.
- 02/09 – Huw Thomas who keeps his boat at Kitley reported his inflatable dinghy stolen. Again CCTV footage shows two youths coming down at around 0300 hours going down onto the beach and then coming up carrying the deflated dinghy. There was a third youth keeping watch, we were aware of this because the movement activated security lights kept going on and off. One of the youths was seen to be carrying bolt croppers.
- 09/09 - Royal Marine landing craft came into the river and went on an early evening excursion to the Yacht Club.
- 09/09 – Also on this day a rally of about 20 small day sailors came in and stayed for a few hours around lunchtime.
- 11/09 – Ashleigh Phillips visited to talk about our rate review. On the same day Protech came in to discuss the CCTV.
- 12/09 – Salcombe Yacht Club Rally – with 9 of the predicted 21 boats arriving. Some were forced to leave their boats here as the forecast was so bad.

85/15 PARISH COUNCIL LIAISON

Wembury – Absent

Brixton – Nothing.

Newton & Noss – Nothing.

Yealmpton – Absent.

86/15 CHAIRMAN'S COMMENTS

Nothing to add

87/15 AOB

1. A salary subcommittee needs to be set up and the dates of the 5th or 8th October were suggested. Provisionally agreed are David Southwood, Martyn Oates, Andrew Matthews and Rodney Carter, and they will let us know which of the two date's suit.

88/15 NEW PENSION SCHEME

The new pension legislation automatic enrolment scheme needs to be set up and the administrator ran through the stages and where we are.

1. Our staging date is 1st October 2016 but it was suggested that we try and set up a scheme as soon as possible.

2. Helen Phillips has been set up as the point of contact for any correspondence.

3. Having considered the members of staff there are only two that qualify under the requirements and they are the HM and the administrator.

4. Our action plan is to decide the levels of contributions to the scheme and then ask Standard Life to produce one of their free reports. This should then be presented to the committee for approval.

It was proposed by Martyn Oates that the contribution levels start at the maximum level rather than going up in stages over three years. This was seconded by Andrew Matthews and unanimously agreed.

89/15 DATE OF NEXT MEETING

The next meeting of the Harbour Authority will be held on **Thursday 19th November 2015** in the Harbour Office at 6.00 p.m.

Chairman