

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE ON JANUARY 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	@ Mrs S Cooper
@ Mr P Fellows	@ Mr M J Oates	

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

01/15 MINUTES

The minutes of the previous meeting were approved.

02/15 MATTERS ARISING

Replies to letters of non – use. Dealt with at the end of the minutes.

03/15 CORRESPONDENCE

1. Yealmpton Parish have written to confirm that Peter Fellows will continue as their representative from March 2015 onwards.
2. RYDA –Have written requesting a contribution towards the Harbour clean-up of £55. It was agreed by the committee to pay this.
3. Jan Leonard sent an email regarding procedures that took place at the last meeting with regard to kayaks. The first point raised was that she felt that the kayaks should have been an agenda item. The committee felt that as they were introduced under the budget proposals the previous year, not as an agenda item, and they were removed at the budget discussions having been debated at the subcommittee, it did not need to be dealt with as a separate agenda item. The question of lack of policing in Noss Creek was one of the main reasons why the charge was removed. It was felt to be very unfair in that some people paid and others didn't. But with only one full time member of staff one part time and assistants that help collect visitor dues in the summer months it was not possible to police the numerous launch areas on the river.

04/15 FINANCIAL REPORTS

Profit and Loss report

Figures for the whole of December 2014. On the sales side there has hardly been any activity.

Overheads for this month included £154.44 for the advertising in the Western Morning News for the February elections, and the rent of £14,575 for the first quarters 2015 rent, including the whole year for the office.

Balance sheet

1. The balances of the accounts up to the end of December, effectively 2014 year-end figures before the accountants adjustments are: Santander Current Account £5,437, Santander Reserve account £24,603 and the Barclays 10 day notice account £87,032.
2. The balance sheet figures up to the meeting are: Santander Current Account £49,952, Santander Reserve Account £24,612 and Barclays 10 day account £87,134.

Cash flow

The income was slightly up on projected at £198,638 with higher than forecast visitor figures and the added income from the VAT flat rate scheme. Under expenses we had to pay for repairs to Bridgend quay and CCTV cameras installed, but then we had savings on contingency funds for boat repairs and legal expenses, the Harbour Launch, Toilets and showers, rates, salaries, partly due to the government savings on NI, and our corporation tax refund.

This meant that our closing balance was about £117,859 approximately £2558 better than projected. A few minor alterations may need to be made once the end of year figures have been prepared.

05/15 HARBOUR MASTER'S REPORT

- 4/12 - a report of a yellow Nissan Micra car being abandoned on Bridgend quay. Removal was arranged about 2 weeks later.
- 10/12 – SWRPA meeting in Plymouth. There was a talk from the MCA area ops manager on various subjects including alcohol and leisure craft. The Coastguard in Fowey reported possible breakdown of local knowledge, when a report of a body on a beach, when they went to the wrong one with a similar name. Fowey and Dartmouth both increased their harbour dues by a small amount, but no increase on visitor fees. The HM found it very useful to talk to other HMs.
- 19/12 – James Baldwin replaced our six smoke detectors, and they are now mains wired with a ten year built in battery backup.
- 8-9/01/15 – John Cattnach had his 4hp outboard stolen from his dory which was moored at Bridgend quay.
- The RNLI box was emptied by our representative and £21.65 had been collected.
- 16/12 – Mooring holders' election notices were put on all village notice boards, including the one at the office and David Southwood placed one in the Yacht Club, it was also mentioned in our annual newsletter. Our website also has details including a nomination form which can be downloaded.
- Mooring holders' election adverts were booked to be placed in December and January additions of all the riparian parishes' magazines. We know they

appeared in Yealmpton and Newton and Noss in December but we are not sure about the other two, and we only know of Newton and Noss for January.

- An advert appeared in the public notices section of the Western Morning News on the 10th January, notifying people of the forthcoming mooring holders' election.

06/15 PARISH COUNCIL LIAISON

Wembury – A sat. nav was stolen from Newton Ferrers area. It was suggested that the parish or police may be able to forward crime reports to the harbour office.

Brixton – absent.

Newton & Noss – Nothing.

Yealmpton – Absent

07/15 POLICY ISSUES

Having been established that an outhaul should be classed as a mooring, we need to make amendments to our policy as at the moment it states that you can only have one mooring. (5.8 i) It was agreed that this should be amended to read, “With effect from 25th February 2010 a licensee is limited to one mooring, excluding licenced out hauls.”

This was unanimously agreed. Andrew Matthews is going to check the remaining rules to ensure that nothing else needs to be considered.

08/15 HEALTH AND SAFETY

Rodney Carter and the HM put together a check list of all areas that needed to be considered on the river and did a check. Copy of list attached.

09/15 CHAIRMAN'S COMMENTS

Nothing to add

10/15 AOB

1. With regard the forthcoming elections it was asked if postal votes could be accepted. Unfortunately due to our statutory instrument, all votes have to be made and counted between the advertised hours and therefore this method of voting cannot be accepted.
2. CCTV – it was asked if our insurers have been notified of our new system. They haven't yet but it was agreed that they would be notified.

11/15 DATE OF NEXT MEETING

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

Chairman