

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE NEWTON FERRERS ON
NOVEMBER 21ST 2013**

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*

70/13 MINUTES

The Minutes for October were agreed.

71/13 MATTERS ARISING

1. Contracts for staff are now amended to include that the pension contributions from the Employer in the new arrangements will be on top of existing salaries.

72/13 CORRESPONDENCE

1. Brixton Parish wrote us a letter regarding the new charges for canoes etc. The harbour master sent a reply which he read out at the meeting which everyone felt covered all the points raised well.
2. Planning for Berberis's quay – The harbour master showed the committee the proposed new plans and compared it with the existing structure and it was agreed that he should notify the Council that we have no comments to add.
3. Planning for Peter Hall's revised plans for a jetty. It was agreed again that we had nothing to comment on.
4. Boat watch – have sent in a sample letter for consideration. If property is spotted by Boatwatch patrols that present an obvious target for theft it was thought that the letter or similar email, reminding owners to protect their property should be sent out from the Harbour Office. It was agreed that provided it was not too onerous we should try this.

73/13 FINANCIAL REPORTS

Profit and Loss report

1. October sales activity has been limited this month but Bridgend Quay storage contributed an amount of £4644, which has now been fully paid.
2. Under overheads we have now paid the accountants £480 for their assistance in our VAT inspection. It was agreed that we would not pursue the revenue

further on the question of whether large mooring chain should be classified as a capital assets, and therefore paid the requested amount of £1694.71 which included an interest payment.

3. Water rates – SWW have now changed their billing to six months actual readings. The latest bill came to £1128.84.

Balance sheet

1. The current balances at 21st November were Santander Current Account: £7613.89, Santander Reserve: £30,069.69 and Barclays notice account: £85,780.28.
2. The current balance on our debtors is £748.95. This includes an amount of £349.92 which has already been paid and an invoice for £203 which cannot be sent out until the computers have been sorted. Leaving an outstanding balance of £196.03.
3. Computer – there are a number of bills outstanding for the purchase of the new computer and software and help with installation.

Cash flow

General expenses for November are higher than projected because they include the computer costs, software and installation help. It was questioned why the harbour launch is also over projected figures and it was pointed out that new engine mounts had to be fitted and the service took it to a total of £917.

Budget Report 2014

The budget proposals were put to the authority. The only real change was to work on visitor numbers of 4000 rather than the established average of 4500 as we have been unable to reach that figure for two years running. Tony Tubb proposed we accept the figures, this was seconded by David Southwood and unanimously agreed. The Harbour letter was also presented and after a few minor tweaks was also agreed to.

74/13 HARBOUR MASTER'S REPORT

- Visitor numbers - The final number of boat nights for 2013 was 3992.
- 18/10 – Port waste management plan. This was completed and returned at a cost of £94 but then a refund of £47 was received. The plan has now been approved for another three years.
- 23/10 – a report of netters on the pontoon at Yealm steps at 18.30. Operating in daylight.
- 24/10 – YEMG meeting. Results of an Eelgrass survey done in 2012 were presented at the meeting. This showed that the beds in our area were thriving and possibly expanding and that there was no evidence of scarring from anchoring.
- 28/10 – Visit from Neil Ralph – the new police inspector accompanied by Andy Potter the PSO. Seems keen to promote inter agency crime prevention and is talking about doing joint patrols with the MMO and IFCA.
- 31/10 – Trinity House annual audit of our marks. This was the first visit since we were allowed to disestablish the non-existent utility marks. We have received a

good report from them, and all our recorded marks now correspond with their records.

- 4/11 – Helen’s computer broke down and an engineer came to look at it and confirmed that it could not be fixed. A new computer has been bought operating using Windows 7. This meant that we had to purchase a newer version of Sage and also Office 2013. Most of the data has been successful downloaded from the old computer and we are gradually getting to grips with the new software.

75/13 PARISH COUNCIL LIAISON

Wembury – Clerk is complaining to SWW that they are blaming weather for repeated water quality failings when in fact it is mechanical failings on their part.

Brixton – member commented that he found the representative from SWW who attended the YEMG meeting refreshingly honest.

Newton & Noss – New development on Riverside Rd may be asking permission to use the tidal road for access.

Yealmpton – Nothing to report.

76/13 CHAIRMAN’S COMMENTS

Nothing to add

77/13 AOB

1. Pensions – the government scheme called NEST appears to provide the type of pension scheme that would suit the authority’s needs. We have signed up for notifications from them to ensure we adhere to the government requirements.

78/13 REASONABLE USE OF CRAFT

Two letters have been sent out but due to the problems with the computer there was a delay and we have nothing to report at the moment.

79/13 DATE OF NEXT MEETING

The next meeting will be held on **Thursday 16th January** in the Harbour Office at 6.00 p.m.

Chairman