

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR
AUTHORITY HELD IN THE HARBOUR OFFICE NEWTON FERRERS ON
OCTOBER 17TH 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*

Dermod Drought opened the meeting by thanking Martyn Oates for standing in for him in his absence.

60/13 MINUTES

The Minutes for September were agreed.

61/13 MATTERS ARISING

Nothing

62/13 CORRESPONDENCE

1. Newton and Noss Parish Council – wrote to inform us that their new representative is Dominic Hussell.
2. Ivybridge and South Brent gazette requested a statement on our reasoning behind charging for canoes, kayaks and paddles.
3. Franklins – wrote regarding the VAT inspection. They have managed to reduce the original amount requested from HM Revenue from £2,501 to £1,615. There are still areas that they could pursue in respect of the flat rate scheme and items being classified as revenue expenses or capital expenses. The committee decided that the amount owing should now be paid otherwise their expenses would outweigh our savings from work done by Franklins.

63/13 FINANCIAL REPORTS

Profit and Loss report

1. The profit and loss account for the month of September shows Visitor fees of £6188.75 – giving an YTD of £48453.51. Our overheads consisted of the Harbour Launch fuel and bill for service of £781. This covered new engine mounts, throttle linkage and some wiring problems. Helen's next stage of her accountancy-training course amounted to £795, and the final bill from Vickery Holman for their assistance in the rates of £990.

Balance sheet

1. Our account balances are Santander Current Account £14,213, Santander Reserve account £30,067 and Barclays 10 day notice £85,682.

Cash flow

Our figures show we will be down on projected income mainly due to the visitor numbers being less than projected, and also the loss of income from International paints as they have reduced their raft numbers. This has been more than offset by savings in expenses with the final figure for the rates being £16k less than budgeted for, corporation tax being £4,200 less than budgeted and a few other fees being less. This means we are looking at a closing balance of about £110k plus £7k in reserve for the harbour launch.

64/13 HARBOUR MASTER'S REPORT

- Visitor numbers - Boat nights are currently 3969.
- John Stansell's – launch was cut adrift and found over in Cawsand Bay. Pete Leonard received a call from a fisherman who recognised the Yealm sticker. The 20hp Yamaha engine was stolen but apart from that the boat was unharmed.
- 28/09 – Weir Quay YC rally, 13 boats braved fairly rough conditions and arrived as arranged.
- 28/09 – a visitor had his paddles stolen from his tender.
- 7/10 – Salary sub committee met as arranged.
- 10/10 – Tony Dunn serviced the engine on the launch.
- 16/10 - meeting of SW Regional Ports Ass. It was interesting to hear the reports and problems of other Harbours. Most of the others have a mixture of commercial and leisure activity. It was generally noted that waiting lists were shrinking.
- 17/10 – Bridgend liftout. Everything went according to plan.

65/13 PARISH COUNCIL LIAISON

Wembury – Dermot was asking about the TAP fund and was wondering if there was any further work to be done on Wembury steps or if there were any other projects that should be considered. None at present.

Brixton – Martyn asked if we had received a letter from his parish about the new charges for canoes etc. We have not yet.

Newton & Noss – Nothing to report

Yealmpton – Absent

66/13 CHAIRMAN'S COMMENTS

Nothing to add

67/13 AOB

1. It was asked that the contracts of employment for the Harbour Master and the Office Administrator be clarified in respect of pension contributions. It was agreed that any new pension contributions by the Authority would be on top of existing arrangements. An amendment to the contracts has been drafted.
2. Salary sub committee – Dermod Drought proposed that we accept the sub committee’s proposal to increase salaries by 2.7% in line with CPI increases. This was seconded by Andrew Matthews and unanimously agreed. Martyn Oates suggested that there should be a pay structure formally laid down.

68/13 REASONABLE USE OF CRAFT

There were two boats identified and letters will be sent to both owners.

69/13 DATE OF NEXT MEETING

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

Chairman