

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

Members

* Mr D Drought – Chairman	* Mr M Mears	* Mr P Gough
* 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*

The meeting was opened by Richard and Peter Franklin, who ran through a draft of the accounts for 2012. Richard commented that the initial teething problems with Sage have now been overcome and that there were no problems to report. Richard asked if we had a register of interest for members of the authority. It was pointed out that we had discussed this matter and had agreed that a proviso added to the top of each agenda stating that any conflict of interest will be declared when they arise, was felt to be sufficient.

**12/13 MINUTES**

The Minutes for February were amended in 17/13 to read that planning permission is being sought, not already approved, and also under 19/13 the fact that Andrew Matthews abstained from the vote. The minutes were then approved.

**13/13 MATTERS ARISING**

At the last meeting it was agreed that a contribution of £25 should be made to the Regatta Fireworks. Andrew Matthews proposed that this should be £50 in line with previous years, and was unanimously agreed.

**14/13 CORRESPONDENCE**

Nothing to report

**15/13 FINANCIAL REPORTS**

**Profit and Loss report**

Little activity to report as all invoices were issued in January. Repair and Maintenance account is showing very little as we are still awaiting bills from Mark Wilson and Phil Carter in respect of installation costs for the pontoon.

**Balance sheet**

1. The current account for Santander is £32,822 having paid this quarters rent.
2. The balance in Barclays account is £107,941. The committee felt that this should be reduced and kept within the £85000 protection limit.

## **Cash flow**

1. Adjustments have been made to timing and amounts so that they more accurately reflect when they will be paid, such as insurance now in April, rates and legal expenses will keep being moved until the bill is received.
2. The Corporation Tax has now been calculated by the accountants and is a lot less than budget as a result of the pontoons that were not claimed last year. The amount is now £817. This has had the effect of improving our closing bank balance.

## **16/13 HARBOUR MASTER'S REPORT**

- 27/02 Boat watch AGM – attended by Robert Dearn. Alan Winton is the new chairman. He has asked permission to put signs up both at Yealm Steps and Bridgend regarding the DNA marking that they are advocating. Drawing potential thieves attention to the fact that the system is being used. He was told that he could fix one at Yealm steps, position to be agreed.
- SWW – have inspected the manhole near the office and have said that it will be rebuilt fairly soon.
- British Port Association- David Whitehead visited the office and was met by Rodney Carter, David Southwood and Robert Dearn. He was trying to persuade us to join BPA for a reduced rate for the remainder of 2013 of £420 a year. He followed up his visit with an email suggesting we may not be compliant with Modernising Trust Ports 2 in certain areas. Firstly we should have our accounts published online, secondly all board members should be listed on our website and how they are appointed and finally some form of business plan should be available. It was agreed by the committee that we should put our audited accounts on our website. However it was felt that we are too small to benefit from this sort of organisation. There is a local SWHM Group, which may be more appropriate for our needs, and it was left to Robert Dearn to decide if he joined this group.
- May Gurney Robert Dearn and Rodney Carter met the contractors to discuss the large ruts in the foreshore as a result of their works and they agreed to do some repair work to it.

## **17/13 PARISH COUNCIL LIAISON**

Wembury – Nothing to report

Brixton – Absent.

Newton & Noss – Nothing to report.

Yealmpton – Nothing to report

## **18/13 CHAIRMAN'S COMMENTS**

1. Dermod thanked the office administrator for her hard work in preparing the accounts; her training paid for by the authority has obviously paid off.
2. Dermod also pointed out that he was pleased that the repair work to Wembury steps is now underway, and was incredulous that the granting of a license by the MMO took six months to come through at considerable cost, to replace what was an existing structure.

## **19/13 A.O.B.**

1. Internet banking – there are two aspects that need to be looked into. Firstly more and more people are requesting payment online. The problem is we do not have the ability to check payments until the bank statement comes in the middle of the following month. There is currently a problem in that Santander has not amalgamated the systems of their various acquisitions. They may offer view only or two-person login. It was agreed that we look into what Santander can offer on our current account and report back at the next meeting.  
Secondly Barclays Bank operates their account on Internet banking only and has sent three card readers and cards to operate the account. This allows full access to the account to anyone with a card reader. The office administrator has asked that a new system be put in place. It was agreed that the cards be held by Tony Tubb, Rodney Carter and Andrew Matthews and then when a transfer needs to take place one of the individuals brings their card and two individuals sign to agree the transfer. Everything else to facilitate access to the account will be held in the safe in the Harbour Office. The members of the committee unanimously agreed this.
2. Pension- we contacted Franklins to ask for advice on the new rules. They suggested that we approach FIFA Ltd. a Mr Peter Williams to come in and give advice. It was suggested that we approach the Parish so that they can share in the advice and also the costs. This needs to be agreed before proceeding.
3. Andrew Matthews requested that the positioning for the modest plaque for the twining with Treburden be approved. A number of individuals will approve this when available.

## **20/13 DATE OF NEXT MEETING**

The next meeting is the annual meeting which will be held on **Thursday 18<sup>th</sup> April 2013** in the Village Hall, Noss Mayo at 6.00 p.m.

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**Chairman**