

South Hams Salcombe Harbour Board



Title:	Agenda												
Date:	Monday, 24th June, 2019												
Time:	2.30 pm												
Venue:	Cliff House, Salcombe												
Full Members:	<p style="text-align: center;">Chairman Cllr Brazil</p> <p style="text-align: center;">Vice Chairman Mr H Marriage</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Ms A Jones</td> <td style="width: 33%;">Mr C Plant</td> <td style="width: 33%;"></td> </tr> <tr> <td>Mr M Mackley</td> <td>Cllr Brown</td> <td></td> </tr> <tr> <td>Mr I Stewart</td> <td>Cllr Foss</td> <td></td> </tr> <tr> <td>Mr M Taylor</td> <td>Cllr Long</td> <td></td> </tr> </table>	Ms A Jones	Mr C Plant		Mr M Mackley	Cllr Brown		Mr I Stewart	Cllr Foss		Mr M Taylor	Cllr Long	
Ms A Jones	Mr C Plant												
Mr M Mackley	Cllr Brown												
Mr I Stewart	Cllr Foss												
Mr M Taylor	Cllr Long												
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Committee administrator:	Member.Services@swdevon.gov.uk												

- 1. Apologies for Absence**
- 2. Minutes** **1 - 6**
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 1 April 2019;
- 3. Urgent Business**
brought forward at the discretion of the Chairman
- 4. Division of Agenda**
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information
- 5. Code of Conduct Dispensations**
Deputy Monitoring Officer to consider the granting of dispensations for the 2019/20 Municipal Year;
- 6. Declarations of Interest**
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;
- 7. Public Question Time**
a period of up to 15 minutes is available to deal with questions from the public
- 8. Feedback from Harbour Community Forums**
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 9. 2018/19 Year End Financial Report** **7 - 16**
- 10. Harbour Master's Report - Standing Agenda Item** **17 - 22**

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 1 APRIL 2019**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	*	Ms A Jones
*	Cllr J A Pearce	*	Mr M Long
∅	Cllr K R H Wingate	*	Mr M Mackley
*	Cllr S A E Wright	*	Mr H Marriage (Vice-Chairman)
		*	Mr I Stewart
		*	Mr M Taylor

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Group Manager – Commercial Services; Salcombe Harbour Master; Assets Specialist; and Senior Specialist - Democratic Services

SH.28/18 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 28 January 2019 were confirmed as a correct record and signed by the Chairman.

SH.29/18 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, and the following were made:

Cllr Wright, Ms Jones, Mr Mackley, Mr Marriage, Mr Stewart and Mr Taylor each declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council. As a result of the Solicitor granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.3/18 refers).

SH.30/18 PUBLIC QUESTION TIME

In accordance with the Public Question Time Procedure Rules, the following members of the public addressed the Board:

(a) Houseboat Business Representatives

The representatives advised the Board that they were involved in a houseboats business and they were keen on exploring whether they could expand their business into the Harbour. The representatives were therefore in attendance to find out whether or not there was any objections to the principle at this stage and whether or not there was any appetite amongst the Board for discussions to continue with the Harbour Master.

In discussion, Board Members expressed some concerns over the safety and management of such a business in the Harbour and confirmed that they were not supportive of such an initiative at this current time. In response, the representatives accepted that they still had a number of issues to resolve and it was agreed by all parties that they should come back to the Board in two years' time to present a more detailed concept.

(b) Ross and Zoe Crook - Salcombe Dinghy Sailing Club Business Owners

The representatives highlighted to the Board that they were looking to increase participation in sailing and were offering local schools sailing opportunities for their pupils. To date, the Club had managed to secure some local business sponsorship and local schools had confirmed their interest in taking part.

In welcoming this concept, the Board emphasised the importance of young people being taught how to sail and Members were therefore very supportive of this initiative. The Board asked that the Harbour Master consider possible methods to further assist the Club (e.g. through the Harbour fees and charges structure) and asked that an update in this regard be presented to the Board at its next meeting. Finally, a local Devon County Council Member made reference to the possibility for his Locality Allowance to be used to support the Club and he asked that the representatives contact him outside of this meeting.

SH.31/18 FEEDBACK FROM HARBOUR COMMUNITY FORUMS

The Board received verbal update reports from those Members who attended the Harbour Community Forums. The updates were given as follows:

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The representative provided an update from the last SKECF meeting and highlighted that:

- Representatives from the Environment Agency had been in attendance and an open discussion on eel grass, marine grass and sea grass in the Estuary had taken place;

- Concerns had been raised over speeding in the Frogmore and South Pool areas. However, the meeting did acknowledge that recent Harbour patrols had seemingly had an impact on the number of speeding vessels.

South Devon & Channel Shellfishermen

Whilst the representative had been unable to attend the last meeting, it was confirmed that the Shellfishermen were happy with the fendering and new fridges. The Harbour Master had responded to some parking concerns that had been raised and this had been welcomed. Finally, it was felt appropriate for the Board to highlight the major issues being faced by the Industry as a consequence of the current Brexit uncertainties.

Kingsbridge and Salcombe Marine Business Forum

The representative advised that nothing had been heard yet from the Council in respect of the allocation of the Batson Units.

Kingsbridge Estuary Boat Club (KEBC)

The representative advised that he had attended a positive Club meeting on 21 March 2019 and advised that:

- The allocation of Moorings had been discussed and there was a general acceptance that the current Policy was appropriate for a Municipal Port;
- In response to some concerns over the permanent 'vacant' moorings at Kingsbridge, there was a possibility that a proposal may be forthcoming from the Club whereby it managed these moorings;
- In light of the length of the waiting list, the Club was considering making a request for a larger mooring to be installed at Kingsbridge;
- The Club did recognise that scrubbing on the Kingsbridge Slipway would have implications on the ability to dredge that area in the future;
- The point had been made that the bottom of the New Bridge Slipway was broken. Furthermore, an abandoned dinghy on this Slipway had been reported; and
- Whilst it was currently being looked at (and it was acknowledged that it was privately owned), the meeting advised that Hillhead Pier had crumbled away.

East Portlemouth

The representative informed that:

- there was a wish for lighting to be installed at Ditch End; and
- the question had been raised as to whether a byelaw should be drafted with regard to buckets on boat engines.

SH.32/18

HARBOUR MASTER'S REPORT

The Board considered a report that provided an update on a number of recent issues that had affected the Harbour. In particular, the report updated on service performance, major projects and any other issues that impacted upon the Harbour.

During the subsequent debate, the following points were raised:-

- (a) The Board thanked those officers who had been involved in the 'Leading Lights' project and it was recognised that this had been a significant piece of work;
- (b) It was noted that the Performance Indicators that were reported would differ slightly from the summer and winter months;
- (c) Members welcomed the new e-harbour guide that was felt to be an excellent document;
- (d) In terms of replacing the Assistant Harbour Master (Maintenance & Logistics), the importance of the new postholder being in place before Mr Gill retired was emphasised;
- (e) The work that had been undertaken on the 2020/21 Rates and Charges was welcomed and the importance of a thorough consultation exercise on any potential new proposals was recognised.

It was then:

RESOLVED

1. That the content of the report be noted and endorsed; and
2. That approval be given to the funding (up to a total cost of £10,000) of the development of the new Salcombe Harbour Authority Website from the Salcombe Harbour General Reserve.

SH.33/18 **ASSETS PRESENTATION**

The Assets Specialist informed that the purpose of his presentation was three-fold:

1. To provide an update on the Procurement and Delivery Strategy;
2. To circulate plans and drawings to the Board; and
3. To inform of the current programme (and timescales) that officers were working towards.

In the ensuing debate, reference was made to:

- (a) the three aspects of the project (the Commercial Units; the Harbour Office; and Whitestrand) were progressing at a very fast pace and it was currently intended that the planning applications would be presented to the Development Management Committee meeting in July 2019. Members were advised that the benefits of each of the three projects working to the same project timescale were very significant;

- (b) the current lack of a defined planning use class for solely maritime units. In planning terms, this made it difficult to term the 'Commercial Units' as being 'Maritime Units'. However, the Board asked that all possible steps be taken to ensure that these Units be retained for the intended maritime use.
- (c) parking provision. When questioned, the officer informed that the plans included provision for two parking spaces for each commercial unit;
- (d) dimensions of the Commercial Units. The officer agreed to circulate the proposed dimensions of each of the Commercial Units to interested Board Members;
- (e) consultation with stakeholders. It was agreed that the outcome of the stakeholder consultation process would be reported back to the next Board meeting;
- (f) the Admirals Court, Dartmouth units. The Board noted that the intention was for the design of the units to replicate those units that had recently been developed at Admirals Court, Dartmouth and potential tenants could visit this site to gain an impression of what was being proposed.

In conclusion, the Board thanked the officer for his presentation and it was requested that Members be in receipt of regular project updates.

SH.34/18 **CHAIRMAN'S CONCLUDING REMARKS**

Before formally closing the meeting, the Chairman advised that this was to be last Board meeting before the Group Manager – Commercial Services left the employ of the Council. As a result, Members wished to thank the officer for the commitment and dedication that she had given to the Harbour and wished her good luck for the future.

As this was also anticipated to be the last Board meeting of the 2018/19 Municipal Year, and the local elections would have taken place before the next Board meeting, the Chairman thanked all Board Members and officers for their commitment and diligence during his Chairmanship over the past four years. The Chairman proceeded to wish those retiring Members well for the future and those Members who were seeking re-election good luck in their respective endeavours.

Finally, the lead Executive Member informed that he would not be seeking re-election in May 2019 and he wished to echo each of the sentiments that had been expressed by the Chairman.

(Meeting commenced at 2.30 pm and concluded at 4.25 pm)

Chairman

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Report to: **Salcombe Harbour Board**
Date: **24 June 2019**
Title: **2018/2019 Year End Financial Report**
Portfolio Area: **Salcombe Harbour**
Wards Affected: **All**
Urgent Decision: **N** Approval and clearance obtained: **N**

Date next steps can be taken: **July 2019**

Authors: **Pauline Henstock** Roles: **Head of Finance Practice**
Cameron Sims- **Harbour Master**
Stirling

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Recommendations:

That the Board NOTES the income and expenditure variations for the 2018/19 financial year, NOTES the overall trading surplus of £20,499 and RESOLVES to allocate this surplus to the Harbour's General Reserve fund.

1. Executive summary

1.1 This report advises Members of the Harbour's final trading position in 2018/19 together with brief details of the main variations from the original budget. A summary of harbour reserves is also provided.

2. Background

2.1 The Harbour budget is agreed annually in September by the Harbour Board and subsequently approved by Full Council. Budgeted revenue expenditure for 2018/19 was set at £1,129,600 and fees and charges were set to balance the budget.

3. Outcomes/outputs

3.1 The Harbour's trading accounts have now been finalised, pending external audit certification during June and July. A trading surplus of £20,499 has been achieved for 2018/19. This surplus equates to 1.8% of the budgeted turnover.

3.2 Inevitably circumstances that arise throughout the year often differ from the budgeted position, giving rise to financial variations. However, the overall impact is mitigated by continuous monitoring and timely decision making where corrective action is required. Appendix 1 shows how the surplus of £20,499 has been achieved. Variations from budget are shown in the table below together with supporting notes to explain the significant movements:

	Budgeted expenditure / (income) £	Variations increase/ (decrease) £	Variations increase/ (decrease) %	£	
APPROVED NET BUDGET			-	-	
Reductions in expenditure /additional income					
Harbour dues	(295,900)	(10,807)	(3.7%)		A
Transport related expenses	55,100	(9,271)	(16.8%)		B
Employees	414,500	(8,897)	(2.1%)		C
Miscellaneous income	(37,800)	(7,982)	(21.1%)		D
Capital charges	25,100	(5,600)	(22.3%)		E
Pontoon income	(169,800)	(5,548)	(3.3%)		F
Water taxi income	(36,000)	(4,511)	(12.5%)		G
Supplies & services	77,700	(3,221)	(4.1%)		H
Sub total of variations				(55,837)	
Increases in expenditure/reductions in income					
Premises related expenses	330,100	17,439	5.3%		I
Mooring hire income	(466,500)	16,487	3.5%		J
Other minor variances		1,412	-		
Sub total of variations				35,338	
2018/19 SURPLUS				(20,499)	

Notes

- A. **Harbour dues income** – the exceptional seasonal weather has increased the number of both craft resident within the harbour and those visiting from sea. This has led to additional income of £10,807.
- B. **Transport related expenses** – this saving of £9,271 mainly relates to an underspend of £6,500 on elements of the general R & M budget. This has been partly used to fund the tools and materials overspend in 'I' below. The budgets have been re-aligned for 2019/20 to reflect this movement. In addition there has been a saving on transport insurance of £3,110.
- C. **Employees** – seasonal staff pay and overtime have risen through extensions to contracts to cover additional patrol duties, assistance at the Boatpark and to facilitate events. During the transitional period where staff were restructured a Boatman's wage was also paid as seasonal staff. This had led to overspends of £9,921 on seasonal staff and £2,648 on overtime. However, this is offset by an increased recharge from the Harbour to the District Council to reflect the time spent on Dartmouth Lower Ferry during 2018/19 (£16,400). In addition there have been savings on staff training (£2,182) and employer's liability insurance (£2,366) leading to an overall saving on employees costs of £8,897.
- D. **Miscellaneous income** – additional miscellaneous income of £7,982 was generated in 2018/19 mainly from the hiring of the fork lift truck (£3,561), mooring barge (£1,183) and the Fish Quay Project.
- E. **Capital charges** - the loan repayments for the new pontoons project were budgeted from April 2018. However, as the project didn't commence until October 2018 a saving of £5,600 has arisen in 2018/19. Details of the current loans provided by the District Council are shown in Appendix 2.
- F. **Pontoon income** - in line with the good weather the use of Whitestrand and its remote pontoon during July and August has increased in 2018/19 producing additional income of £5,548.
- G. **Water taxi income** – the exceptional seasonal weather has increased the number of both resident and visiting vessels requiring the services of the water taxi. Events on the East Portlemouth side of the harbour have increased the requirement to taxi passengers on particular evenings, leading to additional income overall of £4,511.
- H. **Supplies & services** – the saving in supplies and services of £3,221 has mainly resulted from a reduction in hardware and software expenditure (£5,929), partly offset by the costs of a four page advert within the Salcombe Guide.
- I. **Premises related expenses** - the overall overspend of £17,439 relates mainly to chain purchase (£13,160) to replenish stock. The price of chain has also increased in 2018/19. As advised in the

January Harbour Board meeting, the uncertainty over the Egremont and any recuperation of her moorings meant that the purchase of heavy chain was still required, this stock is now supplemented by good second hand chain recovered from her moorings which will supply general maintenance for years to come. Stock had also depleted from the replacement of a faulty batch of 16mm chain and the entire replacement of particular mooring systems. More unsettled winter weather has caused mooring tackle to wear quicker and for either components to be upgraded or replaced more often.

In addition, the marks and beacons budget was overspent by £3,500 in 2018/19 relating to the rare conservancy cost for an external contractor to paint navigation poles at the entrance to the harbour to satisfy a time critical report by Trinity House. These costs were partly offset by a saving on landings and pontoons expenditure of £3,720. Finally, there was an overspend of £6,559 on the tools and materials budget leading to an overall adverse variance of £17,439 in 2018/19.

- J. **Mooring hire income** – there was an income shortfall of £16,487 (3.5% of the mooring hire income budget) in 2018/19. This relates mainly to the miscoding of some of the advanced visitors foreshore payments in 2017/18 resulting in them being included in the 2017/2018 accounts rather than 2018/19. In addition, no charges were raised towards the Egremont Trust this year.

4. Options available and consideration of risk

- 4.1 Although no changes are anticipated, the figures contained within this report have not yet been externally audited.

5. Reserves and Loans

- 5.1 An analysis of each of the Harbour reserves is shown in Appendix 2. This identifies all items funded from reserves during 2018/19 and contributions made to the reserves. In addition Appendix 2 contains a summary of the loans position with South Hams District Council as at 31 March 2019.

6. Proposed Way Forward

- 6.1 The accounts are being formally audited during June and July.
- 6.2 Regular budget monitoring reports will be brought to the Board's attention in future meetings. The 2020/21 budget will be proposed to the Board in September.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Statutory Powers that apply to this report are Section 151 Local Government Act 1972 Section 21 (12), Local Government Act 2003 and the Accounts and Audit (England) Regulations 2015.
Financial	Y	The financial implications to this report are that a surplus of £20,499 was generated in 2018/19. This will be transferred to the General Reserve. This surplus equates to 1.8% of the budgeted turnover.
Risk	Y	<i>Public Accountability</i> – the accounts have been drawn up in strict accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 which is recognised by statute as representing proper accounting practice. <i>Resource Planning</i> – the Harbour takes into account any significant issues when developing its 5 year Business Plan and when reviewing its fees and charges.
Supporting Corporate Strategy		Salcombe Harbour is part of the 'Enterprise Theme', creating places for enterprise to thrive and business to grow, contributing to the marine and tourism economy.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None directly arising from this report.
Safeguarding	N	None directly arising from this report.
Community Safety, Crime and Disorder	N	None directly arising from this report.
Health, Safety and Wellbeing	N	None directly arising from this report.
Other implications	N	None directly arising from this report.

Supporting Information

Appendix 1 – Salcombe Harbour Outturn 2018/19
Appendix 2 – Harbour Balances and Loans Outstanding 2018/19

Background Papers: None

Actual 2016/2017	Actual 2017/2018		Budget 2018/2019 (At outturn prices)	Actual 2018/2019	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
385,762	398,285	Harbour	414,500	405,603	(8,897)
		Premises-Related Expenditure:-			
23,714	22,192	General Repairs and Maintenance	20,000	21,454	1,454
52,030	63,991	Security Patrol	65,000	65,407	407
10,720	6,500	Landings and Pontoons	4,000	280	(3,720)
655	0	Marks and Beacons	1,000	4,500	3,500
67,577	63,515	Moorings	62,000	80,374	18,374
261	721	Insurances	1,000	730	(270)
23,485	22,816	Utility Charges	22,500	24,839	2,339
132,164	141,467	Rents	144,100	140,153	(3,947)
9,534	8,835	Refuse Collection /Cleaning	10,500	9,802	(698)
320,140	330,037		330,100	347,539	17,439
		Supplies and Services:-			
16,251	15,633	Equipment	14,600	8,348	(6,252)
9,386	10,082	Printing, Stationery and Advertising	9,300	11,829	2,529
5,940	9,203	Communications (Radios, Telephones, Postage etc.)	6,800	5,728	(1,072)
4,588	2,372	Protective Clothing	4,500	3,838	(662)
17,120	18,281	Credit Card Handling Charges	18,000	20,171	2,171
24,287	23,871	Miscellaneous	24,500	24,565	65
77,572	79,442		77,700	74,479	(3,221)
43,908	48,307	Transport-Related Expenses (Launches etc.)	55,100	45,829	(9,271)
43,500	43,800	Central Support Services	44,100	44,100	0
34,000	34,000	Contribution to Renewals Reserve	40,000	40,000	0
61,500	61,500	Contribution to Pontoon Reserve	50,000	50,000	0
46,300	58,000	Contribution to Marine Infrastructure Reserve	58,000	58,000	0
0	1,893	New Projects Funded From Revenue	5,000	3,446	(1,554)
37,985	69,480	Items being met from Reserves	30,000	17,036	(12,964)
24,800	13,100	Capital Charges (Net)	25,100	19,500	(5,600)
1,075,467	1,137,844	TOTAL EXPENDITURE	1,129,600	1,105,532	(24,068)
(278,492)	(285,733)	Harbour Dues	(295,900)	(306,707)	(10,807)
(482,143)	(479,333)	Mooring Hire	(466,500)	(450,013)	16,487
(166,579)	(167,730)	Small Boat Pontoon Systems	(169,800)	(175,348)	(5,548)
(36,404)	(36,703)	Water Taxi Service	(36,000)	(40,511)	(4,511)
(23,073)	(22,375)	Mooring Licences	(23,700)	(22,283)	1,417
(42,239)	(69,514)	Security Patrol Fees	(69,200)	(67,151)	2,049
(54,273)	(40,160)	Miscellaneous	(37,800)	(45,782)	(7,982)
(37,985)	(69,480)	Contribution from Reserves	(30,000)	(17,036)	12,964
(900)	(600)	Interest	(700)	(1,200)	(500)
(1,122,088)	(1,171,628)	TOTAL INCOME	(1,129,600)	(1,126,031)	3,569
(46,621)	(33,784)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(20,499)	(20,499)

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Pontoons Reserve	
	£
Balance as at 1st April 2018	161,666
ADD	
Contribution 2018/2019	50,000
Interest 0.56%	1,000
	<u>212,666</u>
<i>Less expenditure:</i>	-
Balance as at 31st March 2019	212,666

N.B. £114,000 is committed to repay the Batson Pontoons loan in 2019/20.

General (Revenue Account) Reserve	
	£
Balance as at 1st April 2018	143,236
ADD	
Surplus 2018/19	20,499
	<u>163,735</u>
<i>Less expenditure:</i>	-
Balance as at 31st March 2019	163,735

Renewals Reserve	
	£
Balance as at 1st April 2018	111,518
ADD	
Contribution 2018/2019	40,000
Interest 0.56%	600
	<u>152,118</u>
<i>Less expenditure:</i>	
40HP Honda engine (<i>budget 2018/19</i>)	(4,500)
20HP Honda engine (<i>reserve request May 18</i>)	(2,066)
Rib engine* (<i>budget 2018/19</i>)	(6,990)
Leading lights - Scoble Point (<i>reserve request Dec 18</i>)	(3,480)
Harbour Van** (<i>budget 2019/20</i>)	(17,731)
*£23,000 was approved for the Rib and engine as part of the 2018/19 Budget, however only the engine has been replaced this year.	
**the purchase of the Harbour Van was brought forward from 2019/20 to 2018/19.	
Balance as at 31st March 2019	117,351

A summary of loans outstanding with SHDC		
	Batson Pontoons	Pontoons Project
Start date	1.4.09	1.10.18
Repayment period	25 years	25 years
Maturity date	31.3.34	30.9.43
Original advance	£190,000	£230,000
Interest rate - Note 2	4.75%	2.73%
Annual repayment		
Interest	£5,500	£3,600
Principal	£7,600	£9,200
Total	£13,100	£12,800
Total repayment due - Note 1	£327,500	£320,000
Total outstanding 31.3.2019 - Note 1	£114,000	£313,600
Notes		
1. Batson Pontoons - this loan will be repaid early in 2019/20, reducing the total repayment due from £327,500 to £245,000, saving £82,500 in interest payments. The amount outstanding at 31.3.19 of £114,000 excludes interest, due to the early repayment.		
2. Pontoons Project - this project started in October 2018. Therefore only half of the above annual repayment was due in 2018/19. N.B. The interest rate was estimated in the September 2018 budget report at 2.59%. However, the PWLB loan rates had increased slightly to 2.73% when the loan was actually taken out in October 2018. This increases the annual interest payment from £3,400 to £3,600.		

Total Reserves Balances as at 1 April 2018 £416,420

Total Reserves Balances as at 31 March 2019 £493,752

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Report to: **Salcombe Harbour Board**

Date: **24 June 2019**

Title: **Harbour Master's Report**

Portfolio Area: Enterprise

Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **N/A**
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **C Sims-Stirling** Role: **Harbour Master**

Contact: **01548 843791**

Recommendations:

That the Board RESOLVES to:

- 1. note and endorse the content of the Harbour Master's report; and**
- 2. convene a Rates and Charges Workshop ahead of the September Board Meeting.**

1. Executive summary

- 1.1 This report updates the Board on a number of recent issues affecting the Harbour. The report updates on Service Performance, Major Projects and any other issues which impact upon the Harbour.

2. Rates & Charges.

- 2.1 A draft of the proposed Rates & Charges was presented at the last HB meeting and it was decided to have a separate workshop ahead of the September HB meeting to finalise the proposal. Due to the election process, and subsequent selection of new HB members, this workshop has not yet taken place.

3. Performance Indicators

The HB endorsed the introduction of a set of Performance Indicators (PIs) and to have them reported as a standing agenda item (SH 26/06).

Please see Appendix 1

3.1 Appendix 1 –

The PI's are presented in a seasonal format and will expand and demonstrate patterns going forward with both our summer and winter PI's.

As you can see from the Appendix 1 the Harbour has had a good start to the season and, with the exception of the Town Landings Overnight, exceeded our 3 year average on income across the board.

This is partly due to a large motorboat that utilised the town landings extensively at this time last year and hence is a factor of this year's performance. Our moorings officers also report that, with fine weather, yachtsmen are less likely to use the town landings as getting ashore in a dingy is far easier with a good forecast.

4. Recruitment.

4.1 The Assistant Harbour Master (AHM) post has now been filled internally which then lead to a vacant Moorings Officer (MO) post. We are in the process of carrying out external interviews and should have a new Moorings Officer appointed by the time of this meeting.

4.2 By filling both these posts ahead of the retirement of the existing AHM in late September this year there will be a financial overlap of wages whilst a handover takes place to the new AHM and the training of a new MO. In discussions with our finance team we are happy that this pressure will be met within budget however, if needed, a request from general reserves would be necessary.

5. Website.

5.1 The website is well underway with our contractor and we are aiming for an imminent roll out for the main season. We will then work with the contractor adding extra content as the season progresses.

6. Salcombe Dinghy Sailing.

- 6.1 Following the presentation that the HB had from Salcombe Dinghy Sailing (SDS) at the last HB meeting the HB expressed that they would like to assist with their initiative of teaching young people to sail and engaging with the local schools.
- 6.2 Having carried out a review of how the Harbour Authority has assisted other local businesses in the past with similar proposals, it is recommended that a 50% reduction of SDS' annual invoice be approved and that the HA monitors and works closely with SDS' progress of the proposal for the remainder of this year and brings an update to the HB early next year.

7. Dive Contract.

- 7.1 Due to a change of staff internally within the procurement team at SHDC time scales have proved too short to achieve a new dive contract within this financial year. Hence, SHA have taken out a 12 month exemption on our dive contract with our existing contractor so that we have time over the winter to create a new tender document to cover the next 5 years.
- 7.2 Because of the one year extension above, the contracted rates will be increased slightly from last year's but again, in conversation with our finance team, we are in agreement that we should be able to bear this cost pressure within our budget this year.

8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	Where appropriate, reference to legal implications is referenced in the report
Financial	Y	The report highlights additional expenditure relating to the recruitment exercise for the Assistant Harbour Master and the new dive contract but these costs will be minimal and the intention is to fund them from the existing revenue budget for 2019/20
Risk	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None

Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

Supporting Information

Appendices:

Appendix 1 – Performance Markers

Background Papers: None.

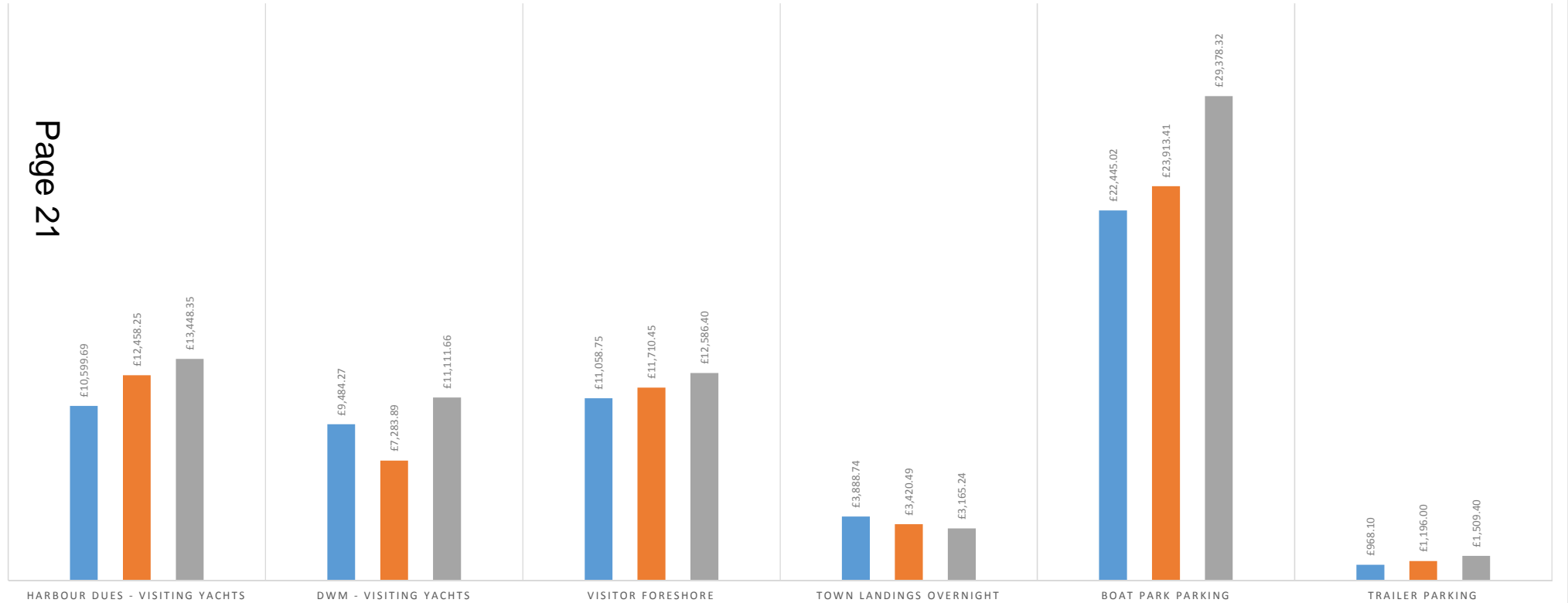
Performance Markers 2019 - Appendix 1

All Including VAT	01/04/2017 - 01/06/2017	01/04/2018 - 01/06/2018	01/04/2019 - 01/06/2019	3 Year Average	Variance for 2019
Harbour Dues - Visiting Yachts	£10,599.69	£12,458.25	£13,448.35	£12,168.76	£1,279.58
DWM - Visiting Yachts	£9,484.27	£7,283.89	£11,111.66	£9,293.27	£1,818.38
Visitor Foreshore	£11,058.75	£11,710.45	£12,586.40	£11,785.20	£801.20
Town Landings overnight	£3,888.74	£3,420.49	£3,165.24	£3,491.49	-£326.25
Boat Park Parking	£22,445.02	£23,913.41	£29,378.32	£25,245.58	£4,132.74
Trailer Parking	£968.10	£1,196.00	£1,509.40	£1,224.50	£284.90



PERFORMANCE MARKERS 2019 APRIL - MAY

■ 2017 ■ 2018 ■ 2019



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