

# South Hams Salcombe Harbour Board



<b>Title:</b>	<b>Agenda</b>								
<b>Date:</b>	<b>Monday, 27th January, 2020</b>								
<b>Time:</b>	<b>2.30 pm</b>								
<b>Venue:</b>	<b>Cliff House, Salcombe</b>								
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Brazil</p> <p style="text-align: center;"><b>Vice Chairman</b> Mr H Marriage</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Ms A Jones</td> <td>Cllr Brown</td> </tr> <tr> <td>Mr M Mackley</td> <td>Cllr Foss</td> </tr> <tr> <td>Mr I Stewart</td> <td>Cllr Long</td> </tr> <tr> <td>Mr M Taylor</td> <td>Mr C Plant</td> </tr> </table>	Ms A Jones	Cllr Brown	Mr M Mackley	Cllr Foss	Mr I Stewart	Cllr Long	Mr M Taylor	Mr C Plant
Ms A Jones	Cllr Brown								
Mr M Mackley	Cllr Foss								
Mr I Stewart	Cllr Long								
Mr M Taylor	Mr C Plant								
<b>Interests – Declaration and Restriction on Participation:</b>	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.								
<b>Committee administrator:</b>	Democratic.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 16 September 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. 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
- 6. Public Question Time**  
a period of up to 15 minutes is available to deal with questions from the public
- 7. Feedback from Harbour Community Forums**  
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 8. Assets Verbal Update: Harbour Office Project**
- 9. Revenue Budget Monitoring 2019/20** **7 - 16**
- 10. Harbour Master's Report - standing agenda item** **17 - 24**

**MINUTES OF THE MEETING OF  
THE SALCOMBE HARBOUR BOARD  
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 16 SEPTEMBER 2019**

<b>Members in attendance</b>			
<b>* Denotes attendance</b>		<b>∅ Denotes apology for absence</b>	
*	Cllr J Brazil (Chairman)	*	Ms A Jones
*	Cllr D Brown	∅	Mr M Mackley
*	Cllr R J Foss	∅	Mr H Marriage (Vice-Chairman)
*	Cllr M Long	*	Mr C Plant
		∅	Mr I Stewart
		*	Mr M Taylor

**Also in attendance:**  
Cllr D W May (lead Executive Member)

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Chief Executive; Strategic Director – Place and Enterprise; Salcombe Harbour Master; Deputy Section 151 Officer; Deputy Monitoring Officer; Senior Specialist – Democratic Services; and Assets Specialist

**SH.8/19 CHAIRMAN’S ANNOUNCEMENT**

The Chairman congratulated Mr Chris Brook on his recent appointment as the Council’s Strategic Director – Place and Enterprise.

**SH.9/19 MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 24 June 2019 were confirmed as a correct record and signed by the Chairman.

**SH.10/19 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:

Ms Jones, Mr Plant and Mr Taylor each declared a disclosable pecuniary interest in all related agenda items by virtue of paying harbour dues to the Council. As a result of the Deputy Monitoring Officer granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.3/19 refers).

**SH.11/19 PUBLIC QUESTION TIME**

It was noted that no Questions were to be raised in accordance with the Public Question Time Procedure Rules.

**SH.12/19 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 advised that the next SKECF meeting was to be held on Tuesday, 17 September 2019.

**South Devon & Channel Shellfishermen**

The representative advised that:

- an application had now been made by the Council to the Maritime Management Organisation for funding towards the purchase of Personal Flotation Devices. By way of a further update, the Chief Executive advised that the application had sought 75% of the total funding and therefore, if successful, there would need to be a means of raising the additional monies. A Board Member proceeded to make the point that Fishermen in Cornwall were each required to contribute £30 towards their own devices;

As a cautionary note, the Board was advised that, whilst Plymouth City Council had been successful in its Bid, officers were not aware of any other local authority that had been awarded funding. Members concluded that it would be useful to receive a progress update at the next Board meeting.

**Kingsbridge and Salcombe Marine Business Forum**

The representative informed that the marine businesses were generally content. However, in response to recent thefts, some concerns had been raised over the service that was being provided by the security company. Following a brief discussion, the Harbour Master advised that the current contract was due to expire in 2020 and a future options report would therefore be presented to the Board before the expiry date.

**Kingsbridge Estuary Boat Club (KEBC)**

The representative did not provide an update to this Board meeting.

**East Portlemouth**

The representative informed that the Parish Council had last met in September and no issues relevant to the Harbour had been raised at this meeting.

SH.13/19 **2020/21 BUDGET**

Members considered a report that proposed the Salcombe Harbour Authority budget for 2020/21. Furthermore, the report also provided a Budget forecast for 2019/20.

During the subsequent debate, a Member was of the view that the proposal to contribute £58,000 to the Council's Marine Infrastructure Reserve should not be supported. In support of his view, the Member highlighted the recent decision to use this Reserve to support the Batson Project and felt that it would be more appropriate for the £58,000 contribute to be allocated to the Pontoon Reserve. In response, the Chairman reminded the Board of the recent works that had been undertaken to the Kingsbridge Quay wall and that the Harbour Authority had not been asked to contribute any monies. As a result, the Chairman was of the view that there was a need for an element of goodwill and trust from both the Council and the Board.

In conclusion, whilst the majority of Members were supportive of the proposal to contribute to the Marine Infrastructure Reserve, it was felt that the wording in section 9 of the presented agenda report should be reviewed in future years to ensure that it was not misinterpreted.

It was then:

**RECOMMENDED**

That Council be **RECOMMENDED** to approve the proposed 2020/21 Salcombe Harbour Authority budget.

SH.14/19 **PROPOSED CHARGES 2020-2021**

Consideration was given to a report that presented the proposed Fees and Charges for the Harbour that would ensure that it achieved a breakeven Revenue Budget for 2020/21.

The report also advised that the 2020/21 Budget gap had been projected to be £34,700.

The Chairman introduced the report and wished to thank both the Harbour Authority and Finance officers for their work and extensive consultation with Members to develop the proposed Fees and Charges for 2020/21.

In discussion, the following points were raised:-

- (a) A Member highlighted the proposed reductions in Harbour Dues for Commercial Fishing Vessels and felt that this was a good example of the Board's support for the fishing industry;
- (b) In echoing the comments of the Chairman, such was the work that had been undertaken by the Board to reach this point, Members felt that they could recommend the proposed Fees and Charges for 2020/21 with far more confidence than in previous years.

It was then:

**RECOMMENDED**

That Council be **RECOMMENDED** to implement the proposed fees and charges with effect from 1 April 2020.

SH.15/19 **HARBOUR MASTER'S REPORT**

Members considered a report that provided an update on a number of recent issues that had affected the Harbour.

During discussion, reference was made to:-

- (a) the serious recent incident on the Slipway. The Board recognised the seriousness of the incident and welcomed the steps that had already been taken to prevent a similar incident from occurring again. Officers noted the importance of both the Board and Council being adequately assured and a lessons learned exercise had already commenced. Members requested that this be considered at the next Board Workshop on 25 November 2019;
- (b) the next Board Workshop. Members were supportive of the Harbour Master suggestion that the next Workshop should replace the next scheduled formal Board meeting. It was therefore agreed that the Workshop should be held between 1.00pm and 4.00pm on Monday, 25 November 2019.

It was then:

**RESOLVED**

That the contents of the Harbour Master's report be noted and approved.

SH.16/19 **EXCLUSION OF PUBLIC AND PRESS**

It was then:

**RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

SH.17/19 **ASSETS PROJECTS UPDATE**

The Assets Specialist provided an update to the Board on the Assets Projects and it was agreed that more detailed consideration to the issues raised would be given by Members at the aforementioned Workshop on 25 November 2019.

SH.18/19 **RE-ADMITTANCE OF PUBLIC AND PRESS**

It was then:

**RESOLVED**

That the public and press be re-admitted to the meeting.

SH.19/19 **CHAIRMAN'S CONCLUDING REMARKS**

Since this was the last scheduled Board meeting before the Assistant Harbour Master (Logistics and Maintenance) left the employ of the Council, the Chairman (on behalf of the Board) thanked the officer for being such a fantastic public servant and all Members wished him every success for the future.

(Meeting commenced at 2.30 pm and concluded at 3.55 pm)

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Chairman

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Report to: **Salcombe Harbour Board**  
Date: **27 January 2020**  
Title: **Revenue Budget Monitoring 2019/2020**  
Portfolio Area: *Enterprise*  
Wards Affected: **All**  
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

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

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## Recommendations:

**That the Board notes the forecast income and expenditure variations for the 2019/20 financial year and the overall projected underspend of £25,700.**

### 1. Executive summary

- 1.1 This report updates Members on income and expenditure variations against the approved budget and forecasts the year end position.
- 1.2 Gross expenditure is set at £1.16 million in the 2019/20 balanced budget. As at 6 January 2020, a surplus of £25,700 is projected as shown in Appendix A. This equates to 2.2% of the gross budget for 2019/20.

### 2. Background

- 2.1 A detailed and balanced budget for Salcombe Harbour is set every year. In order to keep Members up to date a regular budget monitoring report is brought to the Board.

### 3. Outcomes/outputs

3.1 A surplus of £25,700 is currently forecast for 2019/20. The main variances leading to this position are shown in the table below:

**TABLE 1: 2019/20 BUDGET FORECAST**

	2019/20 Budget expenditure /(income)	Budget variations		£	Note
		%	£		
	£			£	
<b>APPROVED BUDGET</b>				-	
<b>Reductions in expenditure/ additional income</b>					
Mooring hire income	(484,000)	(4.6%)	(22,100)		A
Pontoon income	(175,500)	(4.8%)	(8,400)		B
Harbour dues income	(304,900)	(2.4%)	(7,300)		C
Water taxi income	(36,000)	(11.4%)	(4,100)		D
<b>Sub total of variations</b>				<b>(41,900)</b>	
<b>Increases in expenditure/ reductions in income</b>					
Employees	442,100	0.5%	2,300		E
Supplies & Services - miscellaneous	24,800	9.3%	2,300		F
Rents	145,900	3.8%	5,600		G
Transport expenses	51,000	4.9%	2,500		H
Other minor variances	-		3,500		
<b>Sub total of variations</b>				<b>16,200</b>	
<b>PROJECTED SURPLUS</b>				<b>(25,700)</b>	

**Notes**

- A. **Mooring hire income** – Income from resident facility hire has remained in line with the budget expectations with little change to the overall number of facilities apart from the restructuring of the Dentrige commercial facility. The good weather has bolstered visitor usage of both our deep water facilities (including long term visiting yachts from sea basing themselves here during the season) and our foreshore moorings (visiting craft trailered into the harbour looking to remain afloat during their holiday), creating additional income of £22,100 for 2019/20.
- B. **Pontoon income** – Whitestrand and its remote pontoon have benefitted from major improvements to infrastructure over the winter of 18/19 and have continued to be a popular facility during July and August due to both good weather and good management by our seasonal staff, producing the majority of additional income from shoreside pontoons. The reallocation of Shadycombe Creek Pontoon berths has also generated an increase in income due to contractors paying a higher charge for commercial usage.
- C. **Harbour dues income** – The £7,300 additional income generated here is equally split between dues from visiting vessels from sea and resident vessels (including those visiting from land). This represents a larger number of boats residing in our harbour during good weather, supported by a more engaged and better managed workforce to ensure craft arriving in Salcombe are correctly charged.
- D. **Water taxi income** – The harbour taxi continues to provide a popular and essential facilitate to boat users in the lower reaches of the harbour, helping reduce reliance upon tenders and the need to berth them, supported by professional and efficient staff who improve year after year. This has led to additional income for 2019/20 of £4,100.
- E. **Employees** – Due to the anticipated retirement of an Assistant Harbour Master and scheduled handover/promotion of a Moorings Officer, a new Moorings Officer was employed to backfill the position along with seasonal staff to aid/overlap the essential handover period. This resulted in increased costs across the board. However, this cost is mainly offset by an increased recharge from the Harbour to the District Council to reflect the time spent on Dartmouth Lower Ferry during 2019/20 which equates to £19,600. This recharge has been built into the 2020/21 budget.
- F. **Supplies and Services** – The additional cost of £2,300 predominantly relate to 2x annual retainers for our Tier 2 Oil Spill Response provider falling within the same financial year, a cost that is reflected in adjacent years.
- G. **Rents** – Based on the latest income forecast for 2019/20 the harbour can anticipate a £5,600 increase in rent to the Duchy of Cornwall based on a percentage of our increased mooring income.

H. **Transport related expenses** – fuel costs are higher than budgeted but with the increase in trade this is not unexpected. More/ongoing wear and tear have also resulted in increased expenditure on our launches and forklift truck, leading to a small overspend of £2,500.

#### 4. Issues for consideration

4.1 The projected surplus of £25,700 equates to 2.2% of the gross budget for 2019/20.

#### 5. Reserves and Loans

5.1 Salcombe Harbour holds three reserves as follows:

- **General Reserve** – comprising the accumulation of generated trading surpluses;
- **Renewals Reserve** –for the replacement of the Harbour’s infrastructure assets, excluding pontoons;
- **Pontoon Reserve** –for the replacement of pontoons.

A summary of the projected Harbour reserve and loan balances as at 31 March 2020 are shown in Appendix B.

5.2 Revenue expenditure funded from Reserves is likely to be £2,900 higher than the original budget for 2019/20. Below is a breakdown of this overall variance:

<b>Revenue expenditure to be funded from Reserves in 2019/20</b>				
	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>Notes/approval</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Renewals Reserve</b>				
Volvo D2-60 engine	8,000	7,600	(400)	Within budget
Harbour van	20,000	-	(20,000)	Purchased in 2018/19
Workboat and engine	-	8,300	8,300	Reserve request October 2019
<b>General Reserve</b>				
Public Conveniences	-	5,000	5,000	Harbour Board 28.1.19
New Website	-	10,000	10,000	Harbour Board 1.4.19
<b>Totals</b>	<b>28,000</b>	<b>30,900</b>	<b>2,900</b>	

#### 6. Proposed Way Forward

6.1 Regular budget monitoring updates will be brought to the Board.

## 7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	The report identifies a projected underspend of £25,700 for 2019/20, due to additional income.
Risk	Y	Budget variances – continual budget monitoring ensures early identification of variances. Reporting to the Board provides an opportunity for Members to identify and instigate remedial action where appropriate.
Supporting Corporate Strategy		The budget monitoring process supports all six of the Corporate Strategy Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing.
Climate Change – Carbon / Biodiversity Impact		None directly arising from this report.
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 A – Salcombe Harbour Revenue Forecast 2019/20

Appendix B – Harbour Balances and Loans Forecast 2019/20

**Background Papers:** None

**SALCOMBE HARBOUR REVENUE FORECAST 2019/20**

**APPENDIX**

Actual 2017/2018	Actual 2018/2019		Budget 2019/2020 (At outturn prices)	As at 6th January 2020	
				Forecast 2019/2020	Variance Forecast to Budget
£	£		£	£	£
		<b>Employees:-</b>			
398,285	405,603	Harbour	442,100	444,400	2,300
		<b>Premises-Related Expenditure:-</b>			
22,192	21,454	General Repairs and Maintenance	26,500	26,500	0
63,991	65,407	Security Patrol	65,000	65,400	400
70,015	85,154	Moorings	71,000	71,200	200
721	730	Insurances	1,000	800	(200)
22,816	24,839	Utility Charges	23,600	23,400	(200)
141,467	140,153	Rents	145,900	151,500	5,600
8,835	9,802	Refuse Collection /Cleaning	12,000	13,000	1,000
<u>330,037</u>	<u>347,539</u>		<u>345,000</u>	<u>351,800</u>	<u>6,800</u>
		<b>Supplies and Services:-</b>			
15,633	8,348	Equipment	14,600	13,400	(1,200)
10,082	11,829	Printing, Stationery and Advertising	9,300	9,000	(300)
9,203	5,728	Communications (Radios, Telephones, Postage etc.)	6,800	6,200	(600)
2,372	3,838	Protective Clothing	4,500	4,000	(500)
18,281	20,171	Credit Card Handling Charges	18,000	19,500	1,500
23,871	24,565	Miscellaneous	24,800	27,100	2,300
<u>79,442</u>	<u>74,479</u>		<u>78,000</u>	<u>79,200</u>	<u>1,200</u>
48,307	45,829	<b>Transport-Related Expenses (Launches etc.)</b>	51,000	53,500	2,500
43,800	44,100	<b>Central Support Services</b>	45,000	45,000	0
34,000	40,000	<b>Contribution to Renewals Reserve</b>	34,000	34,000	0
61,500	50,000	<b>Contribution to Pontoon Reserve</b>	61,500	61,500	0
58,000	58,000	<b>Contribution to Marine Infrastructure Reserve</b>	58,000	58,000	0
1,893	3,446	<b>New Projects Funded From Revenue</b>	5,000	5,000	0
69,480	17,036	<b>Revenue Items Being Met From Reserves</b>	28,000	30,900	2,900
13,100	19,500	<b>Capital Charges (Net)</b>	12,600	12,800	200
<u>1,137,844</u>	<u>1,105,532</u>	<b>TOTAL EXPENDITURE</b>	<u>1,160,200</u>	<u>1,176,100</u>	<u>15,900</u>
(285,733)	(306,707)	Harbour Dues	(304,900)	(312,200)	(7,300)
(479,333)	(450,013)	Mooring Hire	(484,000)	(506,100)	(22,100)
(167,730)	(175,348)	Small Boat Pontoon Systems	(175,500)	(183,900)	(8,400)
(36,703)	(40,511)	Water Taxi Service	(36,000)	(40,100)	(4,100)
(22,375)	(22,283)	Mooring Licences	(23,700)	(23,000)	700
(69,514)	(67,151)	Security Patrol Fees	(69,200)	(68,500)	700
(40,160)	(45,782)	Miscellaneous	(37,800)	(36,000)	1,800
(69,480)	(17,036)	Contribution from Reserves	(28,000)	(30,900)	(2,900)
<u>(600)</u>	<u>(1,200)</u>	Interest	<u>(1,100)</u>	<u>(1,100)</u>	<u>0</u>
<u>(1,171,628)</u>	<u>(1,126,031)</u>	<b>TOTAL INCOME</b>	<u>(1,160,200)</u>	<u>(1,201,800)</u>	<u>(41,600)</u>
<u>(33,784)</u>	<u>(20,499)</u>	<b>(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES</b>	<u>0</u>	<u>(25,700)</u>	<u>(25,700)</u>

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## HARBOUR BALANCES & LOANS

## APPENDIX B

<b><u>Pontoons Reserve</u></b>	
	£
<b>Balance 1st April 2019</b>	<b>212,666</b>
ADD	
Contribution 2019/2020	61,500
Interest 0.5%	1,100
	<u>275,266</u>
Less anticipated expenditure	
Batson Pontoons final loan repayment	(114,000)
<b>Projected Balance as at 31st March 2020</b>	<b>161,266</b>

<b><u>General (Revenue Account) Reserve</u></b>	
	£
<b>Balance 1st April 2019</b>	<b>163,735</b>
ADD	
Surplus forecast as at 6/1/2020	24,700
	<u>188,435</u>
Less anticipated expenditure	
New Website	(10,000)
Public Conveniences contribution	(5,000)
<b>Projected Balance as at 31st March 2020</b>	<b>173,435</b>

<b><u>Renewals Reserve</u></b>	
	£
<b>Balance 1st April 2019</b>	<b>117,351</b>
ADD	
Contribution 2019/2020	34,000
Interest 0.5%	600
	<u>151,951</u>
Less anticipated expenditure	
Volvo D-260 engine	(7,600)
Workboat & 70hp outboard engine	(8,300)
<b>Projected Balance as at 31st March 2020</b>	<b>136,051</b>

<b><u>A summary of loans outstanding with SHDC</u></b>	
	<b>Pontoons Project</b>
Start date	1.10.18
Repayment period	25 years
Maturity date	30.9.43
<b>Original advance</b>	<b>£230,000</b>
Interest rate	2.73%
<b>Annual repayment</b>	
Interest	£3,600
Principal	£9,200
<b>Total</b>	<b>£12,800</b>
Total repayment due	£320,000
Total outstanding 31.3.2020	£300,800
<b>Total outstanding 31.3.2021</b>	<b>£288,000</b>

**Total Reserves Balances as at 1st April 2019** **£493,752**

**Projected Total Reserves Balances as at 31st March 2020** **£470,752**

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Report to: **Salcombe Harbour Board**  
Date: **27 January 2020**  
Title: **Harbour Master's Report**  
Portfolio Area: *Salcombe Harbour*  
Wards Affected: **All**  
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**  
Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Cameron Sims-Stirling** Roles: **Harbour Master**  
Contact: **Tel. 01548 843791**  
**E-mail: [cameron.sims-stirling@swdevon.gov.uk](mailto:cameron.sims-stirling@swdevon.gov.uk)**

## **RECOMMENDATION**

**That the Board RESOLVES to note the content of the Harbour Master's report and to make any necessary recommendations.**

## **1. Executive summary**

**1.1** This report updates the board on a number of recent issues affecting the Harbour. The report updates on a service performance, major projects and any other issues which impact upon the Harbour.

## **2. 2019/2020 Projects**

### **2.1 Harbour Office.**

Although the Assets Team will be giving a verbal update regarding the main project as a separate agenda item we are also informing Members that there will be some additional costs as detailed below.

#### **2.1.1**

Coin/Token operated washing machine and tumble dryer options for the new facility. We are currently looking into purchase vs rental options.

#### **2.1.2**

Charging point lockers. These will be situated within the "Visiting Yacht" facility and will be able to offer our visitors a secure charging option for laptops, phones and tablets etc.

### **2.1.3**

Office furniture. Although some of the bespoke fixtures and fittings will be provided within the contact price of the build we will still be required to furnish the main parts of the office including the kitchen and mess room areas.

### **2.1.4**

Once we have assessed the best options for the above we would look to fund any purchases from the General (Revenue Account) Reserve and any rental commitment to form part of the budget going forward.

## **3. Performance Indicators**

The Harbour Board 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 Appendices 1 + 2*

### **3.1 Appendix 1 – Winter PI's.**

The Performance Indicators (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 is well on track to complete the winter program of work despite running a large project alongside normal work. The workshop team will now focus on the refitting of the Harbour Launches before the start of the 2019 launching plan for the winter storage vessels in March. The moorings team are now busy completing the morning maintenance program and will then move into the roll out of the pre-season program. In addition to their normal program of work the mooring team will also be carrying out extensive pontoon joint checks of all of our pontoons in a chronological order.

### **3.2 Appendix 2 - Facilities Given Up.**

This appendix reflects in what areas our facilities are being given up by current berth holders and should aid us in the future to make informed decisions on any further projects. On average this year we have seen approx. 4% of all facilities being given up. This is 2% lower than last year.

### **3.3 Options available and consideration of risk.**

Monitor and report; periodically review PIs for their utility.

### **3.4 Proposed Way Forward.**

Continue monitoring PIs with regular reports back to the Board.

## **4. Moorings Policy. – Council Tax vs Business Rates.**

**4.1** A verbal update will be given to the Board meeting.

## **5. Oil Spill Contingency Plan.**

### **5.1**

By way of an update to the Board, our Oil Spill Contingency Plan is currently out for endorsement with the various agencies involved. We will be carrying out our Incident Management Exercise with our Tier 2 contractor Adler & Allen along with our MCA audit of the plan on the same day.

If Harbour Board Members wish to come and view the exercise please get in touch with me directly. The date of the exercise is Wednesday 5<sup>th</sup> February 2020.

## **6. Staff Training.**

### **6.1**

We have a strong programme of training planned for February with 4 members of staff attending a 3 day residential Casualty Care course this course is being funded as part of the members RNLi training program so is only costing the Authority the member's time away. A further 2 members attending a 4 day 4P MCA accredited Oil Spill Response course in Plymouth.

## **7. Procurement.**

### **7.1**

A verbal update will be given on the following procurement topics as a meeting will occur between the date of this paper and the Harbour Board meeting with the SHDC Procurement Officer.

- Deepwater Mooring Diving.
- 12t Sublift.
- Security.
- Dredging.
- Harbour Moorings Barge.

## **8. Harbour Mobile Crane.**

### **8.1**

A potential replacement crane has become available to us and at present we are looking into the viable options of changing cranes and the current condition of both our crane and the second hand crane that is available. We await a full engineers report on the potential crane that we can then base any further consideration upon the report's findings. The potential replacement crane is 10 years younger than our current machine has a great lifting capacity along with a further reach. The main factor of the newer version is its added stabiliser legs which make the whole operation much safer. If we make the operational decision to purchase the newer crane and sell our older crane the difference in value would look to be funded from the General (Revenue Account) Reserve. At present we don't see this being more than £15000 including delivery and compliance.

## 9. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	Any financial implications arising from this report will be funded from the General (Revenue Account) Reserve under delegated authority.
Risk	N	None directly arising from this report.
Supporting Corporate Strategy		None directly arising from this report.
Climate Change – Carbon / Biodiversity Impact		None directly arising from this report.
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.

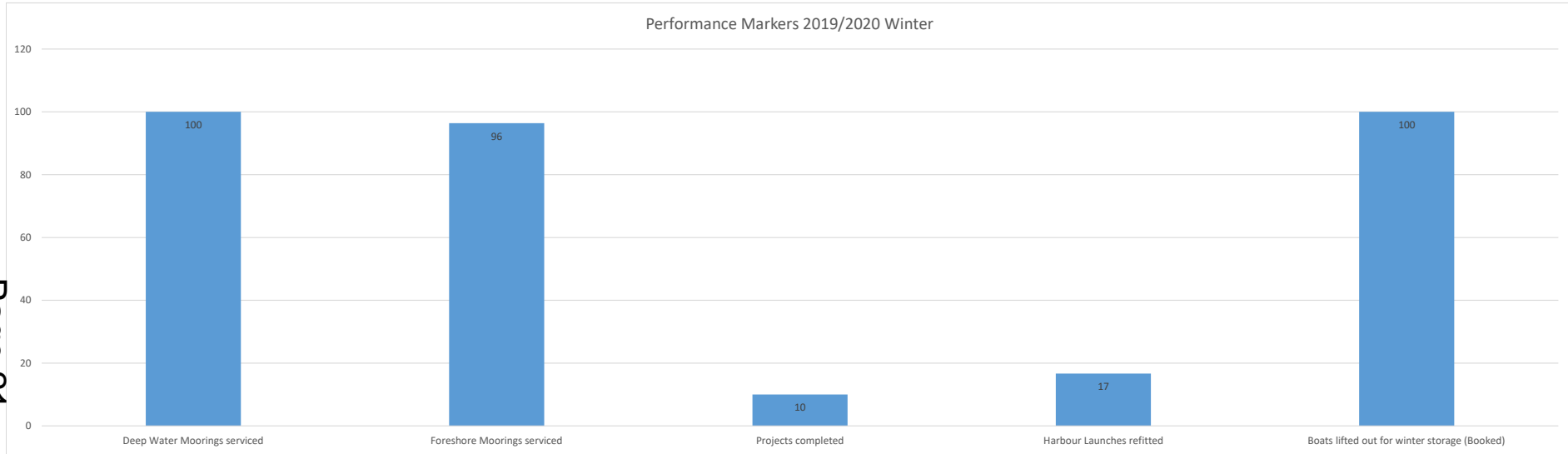
### **Supporting Information**

Appendix 1 – Performance Markers.  
Appendix 2 – Facilities Given Up.

**Background Papers:** None

Performance Markers 2019/2020 Winter - Appendix 1

	As at 09/01/2020	Total	Percentage	Comments
<b>Deep Water Moorings serviced</b>	291	291	100	Completed working alongside our Dive Contractor typically Nov- Dec for a duration of 25days.
<b>Foreshore Moorings serviced</b>	560	581	96	On going - awaiting good tides in mid Feb to complete.
<b>Projects completed</b>	0.1	1	10	Harbour Office - Verbal update if required.
<b>Harbour Launches refitted</b>	2	12	17	Work is well underway on the main Harbour Launch "Blackstone" and we are on target for the completion of the rest of the fleet ready for the 2019 season.
<b>Boats lifted out for winter storage (Booked)</b>	113	113	100	This number will increase slightly as we offer a 2 week repair berth option at this time of year. All long-term "Winter storage" has been completed.



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**Facilities Given Up 2019/2020 - Appendix 2**

<b>Location</b>	<b>Total No of berths</b>	<b>Given Up</b>	<b>% Given Up</b>
Deepwater Mooring	360	8	2
Foreshore Mooring	1200	31	3
Foreshore Pontoon	396	15	4
Residents Compound	147	5	3
Dingy Racks/Ground Spaces	170	13	8

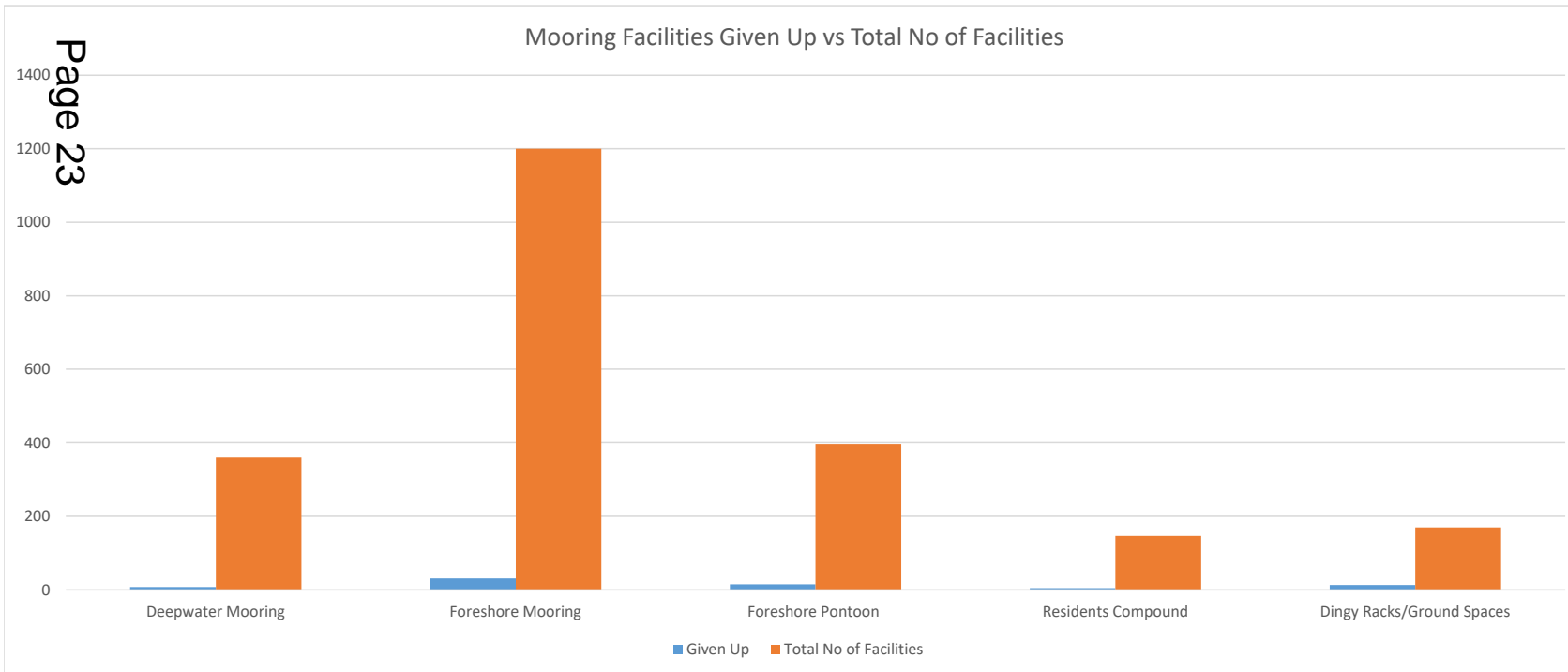
<b>Location</b>	<b>Berths</b>
Batson	257
Shadycombe	63
Victoria Quay	76

**Total: 396**

Batson Dingy Rack	36
Kingsbridge Slip	15
Newbridge (Both)	102
Whitestrand (Both)	17

**Total: 170**

**Residents Compound 147**



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