

South Hams Salcombe Harbour Board



Title:	Agenda												
Date:	Monday, 28th June, 2021												
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%;">Cllr Brown</td> <td style="width: 33%;">Mr A Owens</td> <td style="width: 33%;"></td> </tr> <tr> <td>Cllr Foss</td> <td>Mr C Plant</td> <td></td> </tr> <tr> <td>Ms A Jones</td> <td>Mr I Shipperley</td> <td></td> </tr> <tr> <td>Cllr Long</td> <td>Mr I Stewart</td> <td></td> </tr> </table>	Cllr Brown	Mr A Owens		Cllr Foss	Mr C Plant		Ms A Jones	Mr I Shipperley		Cllr Long	Mr I Stewart	
Cllr Brown	Mr A Owens												
Cllr Foss	Mr C Plant												
Ms A Jones	Mr I Shipperley												
Cllr Long	Mr I Stewart												
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:	Democratic.Services@swdevon.gov.uk												

- 1. Apologies for Absence**
- 2. Minutes** **1 - 4**
to approve as a correct record the minutes of the meeting of the Board held on 15 March 2021
- 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 2021/22 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. 2020/21 Year End Financial Report** **5 - 16**
- 10. Harbour Master's Report** **17 - 28**

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD VIA TEAMS ON MONDAY, 15 MARCH 2021**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	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

Other Members in attendance and participating:
Cllrs H Bastone & J A Pearce

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Director of Place and Enterprise; Salcombe Harbour Master; Deputy Section 151 Officer; Estuaries Officer; and Democratic Services Manager

SH.24/20 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 18 January 2021 were confirmed as a correct record, save for the one alteration below:

The addition of ‘Pacific’ so SH.21/20 Feedback from Harbour Community Forums:

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

*“...During his update, the Estuaries Officer made particular reference to concerns over nutrients from farmland entering the Estuary and the increased numbers of **Pacific** oysters being found in dwarf seagrass.”*

SH.25/20 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 Mackley, Mr Marriage, and Mr Stewart 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.3/20 refers).

SH.26/20 PUBLIC QUESTION TIME

In accordance with the Public Question Time Procedure Rules, there were two issues raised:

Submission received from Rod Seymour and Nick Croft, “The Dock”:

At the invitation of the Chairman, Mr Seymour outlined their proposal for a floating bar/restaurant, with a hope that the barge could be operational for 2023.

Submission received from Keith Cockell and Peter Downes, “Salcombe Afloat”:

Mr Cockell outlined their proposal for a floating café aiming for it to be in place and operational for Summer 2022.

Following both presentations, the Chairman thanked all for bringing their proposals to the Board but advised that, as these proposals were not agenda items, the Board would not be able to give any formal recommendations at this meetings. However, Members did comment as follows:

- Salcombe Harbour was very busy during the peak summer months, with one Member commenting that activity on the water was at saturation point and the concept of a floating refreshment barge could have implications for the safety of water users, this being the responsibility of the Harbour Master;
- It was noted that the concept of ‘Salcombe Afloat’ being mobile would impact on the sea bed due to anchoring at various locations;
- Any vessel would need to be maintainable on site or at the Harbour;
- Members thanked all for early sight of these concepts and noted that new businesses in the area were to be encouraged;
- The Chairman then outlined that if either, or both, proposals were to be taken further, fully outlined proposals would need to be presented back to the Board as formal agenda items in the Autumn of 2021. It was highlighted to the applicants that there was currently a lot of scepticism amongst the Board, and any further time or money spent on developing the proposals would need to be expended with this in mind.

SH.27/20 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)

There had been no meeting since the last Board update, with the next meeting to be held on 30th March, with the agenda for this meeting to be sent out soon.

South Devon & Channel Shellfishermen

The Board was informed that preparations for the coming season were well underway. Exports were noted to be on the increase.

Kingsbridge and Salcombe Marine Business Forum

The representative advised that the Forum had met with Anthony Mangnall MP last week. Mr Mangnall advocated for schools in South Hams to facilitate water sport activities and educational visits to the coast. To date, no local marine business had folded and all were keen to get started again as soon as COVID regulations allowed.

Kingsbridge Estuary Boat Club (KEBC)

The representative informed that he had nothing to report to this meeting.

East Portlemouth

The representative informed that he had nothing to report to this meeting.

SH.29/20 HARBOUR DEPOT, BATSON CREEK, SALCOMBE

The Board considered a report that provided an update on the progress that had been made on the Harbour Depot project.

Members emphasised the importance that these units, once built, should be for small, local businesses with rents kept affordable. On behalf of the Board, the Chairman expressed thanks to all for the work involved to get the project to this stage and it was acknowledged that the next stage would involve a great deal more work from the Harbour Master and his team.

The Chairman then added to the recommendation and it was then:

RESOLVED

That the report be noted and the Board endorse the recommendations of the Executive to the Full Council meeting to be held on 25 March 2021.

SH.30/20 CHAIRMAN'S CONCLUDING REMARKS

Prior to closing the meeting, the Board then passed on their thanks to the Harbour Master and his team for the excellent way that the recent oil spill in the Harbour had been dealt with and the comprehensive report that had been published afterwards.

(Meeting commenced at 2:30 pm and concluded at 3:52 pm)

Chairman

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Report to: **Salcombe Harbour Board**
Date: **28 June 2021**
Title: **2020/2021 Year End Financial Report**
Portfolio Area: **Salcombe Harbour**
Wards Affected: **All**
Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:

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

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Recommendations:

1. That the Board **notes** the income and expenditure variations for the 2020/21 financial year, **notes** the overall trading surplus of £55,234 and **resolves** to allocate this surplus to the Harbour's General (Revenue Account) Reserve.
2. That the Board **supports** the payment of merit pay to the Harbour staff of up to £6,000 funded from the Harbour's General (Revenue Account) Reserve.

1. Executive summary

1.1 This report advises Members of the Harbour's final trading position in 2020/21 together with brief details of the main variations from the original budget. A summary of harbour reserves and an analysis of the payments made between Salcombe Harbour and the District Council in 2020/21 have also been provided.

2. Background

2.1 The Harbour budget is agreed annually in the autumn by the Harbour Board and subsequently approved by Full Council. Budgeted revenue expenditure for 2020/21 was set at £1,184,700 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 the summer. A trading surplus of £55,234 has been achieved for 2020/21. This surplus equates to nearly 4.7% of the budgeted turnover.

3.2 Often circumstances that arise throughout the year differ from the budgeted position, giving rise to financial variations. However, last year the Covid-19 pandemic impacted in a way that was difficult to be anticipated and mitigated against. The financial position, compared to both average years and the 2020/21 budget, was continuously monitored and reported to the Board given the unprecedented restriction in trade, to keep track of losses in revenue. Resident boat income was understandably delayed, the easing of restrictions sparked the expected income to be eventually met in part from this source but the lack of visiting trade had created a loss that was unlikely to be recovered from.

Appendix 1 shows how the surplus of £55,234 has been achieved. The main variations from budget are shown in the table below together with supporting notes to explain the significant movements:

	Budgeted expenditure / (income) £	Variations £	Variations %	£	
APPROVED NET BUDGET			-	-	
Reductions in expenditure / additional income					
Miscellaneous income	(38,200)	(30,388)	(79.5%)		A
Harbour dues income	(324,000)	(17,630)	(5.4%)		B
Supplies and services expenditure	79,500	(21,217)	(26.7%)		C
Premises related expenditure	369,500	(14,644)	(4.0%)		D
Other minor variances		(19)	-		
Sub total of variations				(83,898)	
Increases in expenditure/ reductions in income					
Mooring Hire income	(490,400)	16,621	3.4%		E
Water Taxi income	(36,000)	12,043	33.5%		F
Sub total of variations				28,664	
2020/21 SURPLUS				(55,234)	

Notes

- A. **Miscellaneous income** – Income generated from plant and personnel hire (including the harbour barge) through the construction trade and facilitating superyacht visits has helped bolster miscellaneous income. The sale of equipment including an older inboard engine has also helped thanks to the consistent maintenance entailed in our plants servicing and preservation. Advertising income of £1,700 above budget has also been generated from the Harbour Guide. Overall miscellaneous income has exceeded the budget by £30,388 in 2020/21.
- B. **Harbour dues** – Despite the slow start and some reduction in the take up of moorings, a busy summer of visitors from land has helped to bolster resident Harbour Dues income. The reallocation of monies from casual visitors from sea meant that although numbers were reduced the Harbour Dues portion of their charges has surpassed the income target for 2020/21 by £17,630.
- C. **Supplies & services expenditure** – Given the national lockdown and a reduction in office staffing various IT support and office related expenses were reduced. In particular, changing all credit card handling to Lloyds banking helped to generate a saving of £5,500 against budget. Continuing to design and publish the guide internally helped reduce expenditure and the decision to reduce the number of copies printed saved on publication costs. Harbour Guides were not posted out with Harbour Dues helping towards a £1,200 saving in postage.
- D. **Premises related expenditure** – Changes to working practices and visitor numbers in lockdown reduced expenditure on utilities by £3,800. Spending on mooring equipment was reduced across the board partly by good stock levels and partly by limited availability, amounting to a saving of £8,500 in 2020/21. Unfortunately stocks will need to be replenished this year and costs have increased substantially. The recoding of income and the restrictions to visiting craft resulted in £2,500 less rent paid to the Duchy than budgeted in 2020/21.
- E. **Mooring hire income** – Almost no income was obtained until July from visitors, either travelling to Salcombe by land or sea due to the lockdown on travel and overnight stays. A very busy compressed season has helped meet budgets for foreshore visitor mooring hire but not for deep water visitors nor the Salcombe town landings that have suffered from visitors not wanting to come into town amid Covid restrictions and fears. Whilst resident deep water mooring hire has hit budget, some foreshore/pontoon residents took advantage of a mooring holiday/discount (having more options to keep their boats at home or stored ashore) resulting in those budgets not being met. Overall this has resulted in an income shortfall of £16,621 in 2020/21.

- F. **Water taxi income** – Not only was the harbour taxi restricted in capacity (to become Covid Secure) during the summer but its service was suspended during the lockdown periods, where no income was derived. Most notably however many visitors preferred to either use their tender or had planned not to come ashore, again because of Covid restrictions and fears. This has resulted in a reduction in income of £12,043 for 2020/21.

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 2020/21 and contributions made to the reserves. In addition Appendix 2 contains a summary of the loans position with South Hams District Council (SHDC) as at 31 March 2021.

6. Payments between Salcombe Harbour and SHDC

- 6.1 To aid transparency an analysis of the payments between Salcombe Harbour and the District Council is shown in Appendix 3. This compares the budgeted amounts and the actual payments for 2020/21. Overall there has been a net reduction in the amount payable to South Hams in 2020/21 of £2,055 mainly due to the partial closure of the Public Conveniences during the Covid 19 lockdown.

7. Proposed Way Forward

- 7.1 The 2020/21 accounts are being formally audited during the summer.
- 7.2 With the support of the District Council it is felt appropriate to recognise the challenges faced by the harbour staff through 2020 in adapting their normal working practice and decision making to remain operational throughout the Covid-19 pandemic in line with changing Government guidelines. Some staff, where possible, managed to transfer office capability to their homes whilst the majority of the team rescheduled their routines to fulfil statutory duties and bring forward maintenance, remaining productive whilst also operating under revised Covid Secure risk assessments and operating practices. The easing of restrictions led to winter storage launching being shuffled into a tight timescale, whilst having to cope with an extremely busy and condensed season where permanent and seasonal staff were uncomfortably shifted from no leisure activity to a full harbour during the staycation. It is recommended that the

Board supports the payment of merit pay to the Harbour staff of up to £6,000 which will be distributed amongst all the full time staff in accordance with their spinal column points. The merit pay will be funded from the Harbour's General (Revenue Account) Reserve, the same reserve which will hold the 2020/21 trading surplus of £55,234.

7.3 The 2022/23 budget will be proposed to the Board in September.

8. 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 £55,234 was generated in 2020/21. This will be transferred to the General (Revenue Account) Reserve. This surplus equates to nearly 4.7% of the budgeted turnover. In addition it is recommended that the Board support the payment of Merit Pay for the Harbour Staff of up to £6,000 from the Harbour's General (Revenue Account) Reserve.
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 2020/21 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.
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 – Salcombe Harbour Outturn 2020/21

Appendix 2 – Harbour Balances and Loans Outstanding 2020/21

Appendix 3 – Payments between Salcombe Harbour and SHDC in 2020/21

Background Papers: None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

SALCOMBE HARBOUR REVENUE OUTTURN 2020/21

APPENDIX

Actual 2018/2019	Actual 2019/2020		Budget 2020/2021 (At outturn prices)	Actual 2020/2021	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
405,603	438,472	Harbour	429,700	428,960	(740)
		Premises-Related Expenditure:-			
21,454	25,126	General Repairs and Maintenance	26,500	30,011	3,511
65,407	66,625	Security Patrol	65,000	65,563	563
85,154	75,942	Moorings	79,000	70,462	(8,538)
730	869	Insurances	1,000	325	(675)
24,839	21,064	Utility Charges	26,200	22,400	(3,800)
-	-	Public Conveniences contribution	10,000	7,059	(2,941)
140,153	151,925	Rents	149,800	147,239	(2,561)
9,802	12,566	Refuse Collection /Cleaning	12,000	11,797	(203)
<u>347,539</u>	<u>354,117</u>		<u>369,500</u>	<u>354,856</u>	<u>(14,644)</u>
		Supplies and Services:-			
8,348	8,789	Equipment	12,600	8,988	(3,612)
11,829	6,411	Printing, Stationery and Advertising	8,300	6,202	(2,098)
5,728	5,395	Communications (Radios, Telephones, Postage etc.)	6,800	5,272	(1,528)
3,838	3,975	Protective Clothing	4,500	3,541	(959)
20,171	15,684	Credit Card Handling Charges	18,000	12,438	(5,562)
24,565	26,138	Miscellaneous	29,300	21,842	(7,458)
<u>74,479</u>	<u>66,392</u>		<u>79,500</u>	<u>58,283</u>	<u>(21,217)</u>
45,829	52,133	Transport-Related Expenses (Launches etc.)	57,500	57,404	(96)
44,100	45,000	Central Support Services	54,200	54,200	0
40,000	34,000	Contribution to Renewals Reserve	40,000	40,000	0
50,000	61,500	Contribution to Pontoon Reserve	65,000	65,000	0
58,000	58,000	Contribution to Marine Infrastructure Reserve	58,000	58,000	0
3,446	5,785	New Projects Funded From Revenue	5,000	3,524	(1,476)
17,036	24,867	Revenue Items Being Met From Reserves	13,500	44,068	30,568
19,500	12,800	Capital Charges (Net)	12,800	12,800	0
<u>1,105,532</u>	<u>1,153,066</u>	TOTAL EXPENDITURE	<u>1,184,700</u>	<u>1,177,095</u>	<u>(7,605)</u>
(306,707)	(312,542)	Harbour Dues	(324,000)	(341,630)	(17,630)
(450,013)	(508,260)	Mooring Hire	(490,400)	(473,779)	16,621
(175,348)	(183,632)	Small Boat Pontoon Systems	(187,900)	(190,919)	(3,019)
(40,511)	(40,126)	Water Taxi Service	(36,000)	(23,957)	12,043
(22,283)	(23,025)	Mooring Licences	(24,400)	(23,436)	964
(67,151)	(68,509)	Security Patrol Fees	(69,200)	(65,752)	3,448
(45,782)	(39,638)	Miscellaneous	(38,200)	(68,588)	(30,388)
(17,036)	(24,867)	Contribution from Reserves	(13,500)	(44,068)	(30,568)
<u>(1,200)</u>	<u>(1,700)</u>	Interest	<u>(1,100)</u>	<u>(200)</u>	<u>900</u>
<u>(1,126,031)</u>	<u>(1,202,299)</u>	TOTAL INCOME	<u>(1,184,700)</u>	<u>(1,232,329)</u>	<u>(47,629)</u>
<u>(20,499)</u>	<u>(49,233)</u>	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	<u>0</u>	<u>(55,234)</u>	<u>(55,234)</u>

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HARBOUR BALANCES AND LOANS OUTSTANDING 2020/21

APPENDIX 2

<u>Pontoons Reserve</u>	
	£
Balance as at 1st April 2020	161,566
ADD	
Contribution 2020/2021	65,000
Interest 0.09%	200
	<hr/> 226,766
<i>Less expenditure:</i>	
Balance as at 31st March 2021	226,766

<u>General (Revenue Account) Reserve</u>	
	£
Balance as at 1st April 2020	190,351
ADD	
Surplus 2020/21	55,234
	<hr/> 245,585
<i>Less expenditure:</i>	
Crane (LOLER compliance)	(9,019)
Estuary dredging	(36,940)
Balance as at 31st March 2021	199,626

<u>Renewals Reserve</u>	
	£
Balance as at 1st April 2020	136,384
ADD	
Contribution 2020/2021	40,000
Interest 0.09%	100
	<hr/> 176,484
<i>Less expenditure:</i>	
Inboard engine - Blackstone	(7,128)
Balance as at 31st March 2021	169,356

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

Total Reserves Balances as at 1 April 2020 £488,301

Total Reserves Balances as at 31 March 2021 £595,748

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Payments between Salcombe Harbour and South Hams District Council

APPENDIX 3

	Budget 2020/21 £	Actual 2020/21 £	Variance 2020/21 £
Amounts chargeable to SHDC			
Harbour salary recharges (e.g. car parks, beach & water safety)	(118,400)	(118,400)	0
Contribution to the Security Patrol & Waste Collection	(4,800)	(4,800)	0
Interest payable	(1,100)	(200)	900
	(124,300)	(123,400)	900
Amounts payable to SHDC			
Contribution to the Marine Infrastructure reserve (an SHDC earmarked reserve)	58,000	58,000	0
Officer time recharges (e.g. Finance, HR, Legal, Assets Committee support)	54,200	54,200	0
Rent for Workshop and Office	26,800	26,815	15
Business Rates	14,700	14,471	(229)
Loan repayments	12,800	12,800	0
Public Conveniences contribution	10,000	7,059	(2,941)
Trade Waste Collection	6,000	6,301	301
Chairman - Harbour Board	2,800	2,699	(101)
	185,300	182,345	(2,955)
Net amount payable to SHDC	61,000	58,945	(2,055)

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Report to: **Salcombe Harbour Board**

Date: **28 June 2021**

Title: **Harbour Master's Report**

Portfolio Area: **Salcombe Harbour**

Wards Affected: **All South Hams**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

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

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: **Tel: 01548 843791**

Email: Cameron.sims-stirling@swdevon.gov.uk

Recommendations:

- 1. That the Board RESOLVES to note and endorse the content of the Harbour Master's report.**
- 2. That the Board SUPPORTS the payment of on-call payments to the Harbour Master and Assistant Harbour Masters from 1 April 2021, the proposed on-call payments will be funded from the General (Revenue Account) Reserve in 2021/22 and built into the base budget for 2022/23 onwards.**
- 3. That the Board SUPPORTS the formation of a working group to prepare for the Harbour Security procurement.**
- 4. That the Board SUPPORTS the request of a separate workshop session to be held to form the basis of the next 5-year Strategic Business Plan.**
- 5. That the Board SUPPORTS the proposed Fees and Charges workshop scheduled on Monday 16th August 2021.**

1. Executive summary

1.1 This report updates the board on a number of recent issues affecting the Harbour.

2. Performance Indicators

2.1 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).

As shown in **Appendix 1**, parameters representing an indication of how the season has begun are reported within the June Harbour Board Meeting. 2020 figures are not used due to the pandemic.

Harbour Dues from visiting craft appear above average but given a miscoding in previous years this is partially expected. With no visiting yachts before April 12th due to 3rd Covid-19 lockdown and consistent stormy weather in May this looks positive.

Mooring Fees from visiting yachts are slightly down but also expected due to the previous miscoding mentioned above.

Visitor foreshore bookings are above average as expected given the end of lockdown and staycations.

Town landing income is substantially down as no visiting yachts used the facility before April 12th due to lockdown and being on full shift from then resulted in only Whitestrand being bookable overnight.

Boat Park and Trailer Park bookings are both slightly above average again likely due to staycations.

3. Procurement update

3.1 Mooring Maintenance – Diving. The diving contract has been awarded for the next 3 years to a very competitive quote from our previous contractor. Additional elements have been included in the tender to enable the maintenance contract to include further infrastructure and beach and water safety tasking's.

3.2 Dredging. Despite a small delay in plant delivery from the continent Van Oord have delivered the required maintenance dredging to Batson and Lincombe Creeks. Works were completed within March and therefore had minimal impact upon other harbour operations, being prior to the main easing of Covid-19 restrictions. Maintained depths were all in accordance, if not exceeding charted data and independent survey supported this and With Kingsbridge basin showing little sedimentation and not having received any dredging during this campaign it can be

assumed that the next planned maintenance dredge in 2026 will need to be at a larger scale.

3.3 Harbour Security. The current security contract ends in September 2022. Before going to tender, and as referenced in the January 2021 Board minutes it is requested a working group is formed to discuss the future requirements of this contract in relation to potential developments in other surveillance techniques.

3.4 Stores and Materials. Covid again has introduced pressures on sourcing parts and materials for our normal operations. During 2020 it became very difficult to source parts and materials, with manufactures and suppliers short staffed due to lockdown restrictions. 2021 is still experiencing difficulties in sourcing materials however where items are available the costs of these goods have increased. One of our largest materials cost is our chain and shackle supply where the cost is estimated to increase by at least 20%. Shipping channels and manufacturers are hiking their prices and reducing their production, some harbours have been left in positions where they have not received their delivery of materials on time and consequently delayed their winter maintenance programs considerably. We have been in talks with our well established and reliable chain and shackle supplier, who has assured us they are doing everything they can to keep our supply channel open. However they have warned us that costs will increase this year, after holding our prices for several years this would be inevitable even outside of Covid. We have experienced delays with particularly rope and buoys/fenders where the suppliers simply cannot source raw materials. Ongoing concerns are with mechanical components to keep the fleet of vessels running where simply items like gear and control cables are on back order for several months.

4. Projects Update

4.1 Commercial Units.

Approval to proceed with the construction of the five new commercial units, in accordance with the existing planning approval 1505/19/FUL), was given at the Full Council meeting on the 25th March. Following completion of the tender evaluation the successful contractor was identified as a South West building company called Brady (<http://www.bradycs.co.uk/>). Brady's delivered our commercial units at Ermington and so we already have an established working relationship. A number of meetings have been held with the Contractor, and which have been attended by the Harbour Master, to keep the programme moving forward.

The contract is however currently unsigned whilst we work with the Contractor to overcome COVID related supply chain issues surrounding steel, cladding, insulation, and cement. This is a nationwide problem as opposed to a regional problem however we remain confident that this can be resolved and that we will be in a position to commence construction works in September 2021 as planned. The financial implication of the supply

chain issue has been estimated and we hope to be in a position to sign the contract within the next two weeks.

4.2 Harbour Depot

Approval to proceed with the construction of the new harbour depot, in accordance with the existing planning approval 1522/19/FUL), was given at both the Salcombe Harbour Board meeting on the 15th March 2021 and Full Council meeting on the 25th March. Despite this and the commercial units' projects being tendered separately Brady's were also the successful contractor for this development.

As with the commercial unit project the financial implication of the supply chain issue has been estimated and we hope to be in a position to sign the contract within the next two weeks. This has been agreed in principle with the Contractor and we hope to be in a position to sign the contract within the next two weeks and as such ensure that the project can still be delivered on time.

4.3 Harbour Crane.

Acquired in December 2019, with an original plan to refurbish the crane over a 24-month period in quieter times of the year. Covid actually freed up some workshop time which enabled our team to have the crane in the workshop for an unexpectedly longer period of time in 2020. The team began the refurbishment initially with an inspection from Allianz (our compliance insurer), this produced an essential list of work which had to be done to bring her up to a safe and compliant standard. The workshop team began the slow process of stripping her back to bare bones. Over the last 12 months the team have repaired where possible or replaced where essential the majority of her working assembly. A new "Wylie" control system was purchased and installed by an external contractor. The Hydraulic system has been refreshed and renewed with a lot of the pipe work and several rams being replaced due to unserviceability. A new set of load bearing tyres have been fitted, the electric system has been re wired and brought up to standard. The driver cabin turned out to be salvageable and was removed for refurbishment which included cutting out an amount of rusty areas and welding in new panels. The whole crane has been repainted put back together and is now ready for its lifting inspection by Allianz (booked for Tuesday 15th June). Once in service she will enable our teams to operate in a much safer environment and enable us to undertake previously unmanageable lifting jobs, which ultimately brings funds into the SHA purse.

With the majority of the labour consuming work being carried out in house we have managed to save a considerable amount of money in the refurbishment process and are within budget. Ongoing costs of maintenance are similar to the old crane and will be funded through our normal working budget.

We will need to purchase (from our tools and materials budget) some new lifting tackle to allow us to lift heavier items which we are currently in the process of sourcing.

5. Training / Staff

5.1 Covid has played havoc with our normal schedule of training over the course of 2020/21. We have a requirement to revalidate some of the team for Oil Spill Response this was booked for Jan 2021 but rescheduled until Sept 2021. In addition some members need revalidating on our lifting equipment also rescheduled for Sept or Oct 2021.

The new crane will require the lifting team to have a conversion / update on their training as our old machine was operated on a plant specific ticket, which needs reviewing.

Advanced engineering courses have been arranged for some of our workshop team including welding and hydraulics to support our continued maintenance on existing plant and the refurbishment of additional projects. These, along with more generic marine engine courses planned, will reduce our outgoing costs in future, providing some knowledge and skills in house.

6. Port Waste Management Plan

6.1 In compliance with the Port Marine Safety Code our Port Waste Management Plan has been updated and submitted to the MCA.

7. Trinity House Audit

7.1 Trinity House intend to survey our aids to navigation on June 16th, normally we receive a full bill of health and there is nothing to suggest any non-compliance this year.

8. Strategic Business Plan 2022-2026

8.1 Salcombe Harbour Authority's current 5-year Strategic Business Plan expires in 2022. It is requested a separate workshop is scheduled to look at the challenges that are anticipated over the next 5 years and what can be achieved to meet future stakeholder needs before going out to consult with those groups and members of the public.

9. On-Call Proposal

9.1 In conjunction and in line with the District Council's on-call payments made to particular staff it is seen appropriate to propose a similar on-call

payment for those responsible in dealing with events outside standard operating practices 24/7-365 days a year, as described by the Port Marine Safety Code. Please see Appendix 2 for further details of the proposal. It is recommended that the Board supports the payment of on-call payments to the Harbour Master and Assistant Harbour Masters from 1 April 2021. Once an agreement has been reached the cost of the proposed on-call payments will be funded from the General (Revenue Account) Reserve in 2021/22 and built into the base budget for 2022/23 onwards.

10. Fee and charges workshop

10.1 In September a report will be presented to the Board showing the latest financial position for 2021/22 and this will be used to inform the budget for 2022/23 in advance of District Council sign off later in the autumn. In previous years the suitability for the Board to be presented with and sign off on the proposed fees and charges within one meeting has been questioned. It is therefore suggested, if the Board so desire, to arrange a workshop on Monday 16th August to look at the options available to meet budget shortfalls based on the latest expectations for 2022/23.

11. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36). Sec 40 of the Harbours Act 1964 as amended by the Marine Navigation Act 2013. Salcombe Harbour Byelaws 2008
Financial implications to include reference to value for money	Y	It is recommended that the Board supports the payment of on-call payments to the Harbour Master and Assistant Harbour Masters from 1 April 2021. Once an agreement has been reached the cost of the proposed on-call payments will be funded from the General (Revenue Account) Reserve in 2021/22 and built into the base budget for 2022/23 onwards.
Risk	Y	The Harbour maintains three different reserves, one for replacement of plant and vessels, one for the replacement of pontoons and a general reserve. In the event of the budget not balancing at the end of the Financial year any surplus is transferred into the General Reserve and any shortfall would be funded from this reserve.

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.
Climate Change – Carbon / Biodiversity Impact		None directly arising from this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	Y	None
Health, Safety and Wellbeing	N	No adverse impacts.
Other implications	N	

Supporting Information

Appendices:

1: Performance Markers 2021.

2: On-Call Proposal.

Background Papers: None.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
Data protection issues considered	Yes/No
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	Yes/No

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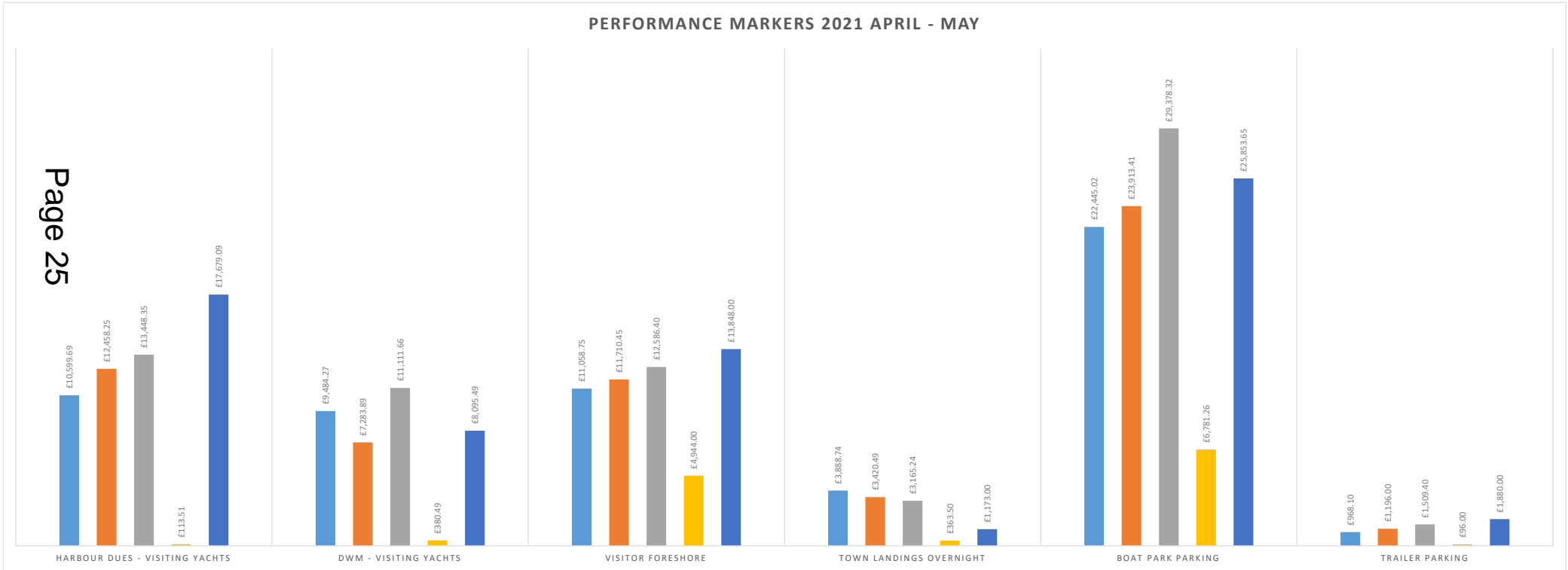
Performance Markers 2021 - Appendix 1

All Including VAT	01/04/2017 - 01/06/2017	01/04/2018 - 01/06/2018	01/04/2019 - 01/06/2019	01/04/2020 - 01/06/2020	01/04/2021 - 01/06/2021	4 Year Average*	Variance for 2021
Harbour Dues - Visiting Yachts	£10,599.69	£12,458.25	£13,448.35	£113.51	£17,679.09	£13,546.34	£4,132.75
DWM - Visiting Yachts	£9,484.27	£7,283.89	£11,111.66	£380.49	£8,095.49	£8,993.83	-£898.34
Visitor Foreshore	£11,058.75	£11,710.45	£12,586.40	£4,944.00	£13,848.00	£12,300.90	£1,547.10
Town Landings overnight	£3,888.74	£3,420.49	£3,165.24	£363.50	£1,173.00	£2,911.87	-£1,738.87
Boat Park Parking	£22,445.02	£23,913.41	£29,378.32	£6,781.26	£25,853.65	£25,397.60	£456.05
Trailer Parking	£968.10	£1,196.00	£1,509.40	£96.00	£1,880.00	£1,388.38	£491.63



*2020 discounted due to lockdown

PERFORMANCE MARKERS 2021 APRIL - MAY



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Service: Salcombe Harbour (Commercial Services)

Proposal: Harbour Master On-Call payment

To formalise Salcombe Harbour Authority's duty to appropriately respond to any incident 24/7, 365 day a year, as required by the Port Marine Safety Code, for instances that require the formal discharge of responsibilities by the Harbour Master to maintain safe and efficient port marine operations it is proposed that an On Call payment is adopted on similar grounds to other agency/SHDC departments. This primarily relates to reactive planning, preparation, co-ordination and response to emergencies which threaten serious damage to human welfare, navigation, the environment or security.

For example, conservancy, environmental and civil contingency duties that require a managerial decision toward the specific direction of a vessel, persons or otherwise to prevent risk to life, loss of a vessel, obstruction to navigation or pollution, often in cooperation with other agencies, contractors or emergency services.

Staff on call:

Harbour Master
Assistant Harbour Master – Admin & Moorings
Assistant Harbour Master – Logistics & Compliance

Duty Rota:

Rolling 3 week cover, 1 week per person. In the event of an emergency this may involve all persons responding either on scene or remotely.

Current situation:

Whilst the duty Boatmen fill a seasonal shift deputising the day to day powers of the Harbour Master they are required to continue to fulfil this role if an incident develops beyond their immediate action to resolve.

During July, August and September the Harbour Masters' fulfil a duty rota working weekends and antisocial hours to bolster the afloat teams and monitor compliance with Salcombe Harbour Byelaws as set out in the Pier and Harbour Order (Salcombe) Confirmation Act 1954. This does benefit from a shift allowance as per those others working shift but does not equate to the requirement stated above.

Payment:

Relative/to match other SHDC departments or agencies (which might vary in their responsibility and actions) backdated to 1st April 2021

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