

South Hams Salcombe Harbour Board



Title:	Agenda								
Date:	Monday, 18th September, 2023								
Time:	2.30 pm								
Venue:	Cliff House, Salcombe								
Full Members:	<p style="text-align: center;">Chairman Cllr Long</p> <p style="text-align: center;">Vice Chairman Mr I Stewart</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Mr P Brown</td> <td style="width: 33%;">Cllr Bonham</td> </tr> <tr> <td>Mr C Plant</td> <td>Cllr Dennis</td> </tr> <tr> <td>Mr A Owens</td> <td>Cllr McKay</td> </tr> <tr> <td>Mr I Shipperley</td> <td>Ms K Allen</td> </tr> </table>	Mr P Brown	Cllr Bonham	Mr C Plant	Cllr Dennis	Mr A Owens	Cllr McKay	Mr I Shipperley	Ms K Allen
Mr P Brown	Cllr Bonham								
Mr C Plant	Cllr Dennis								
Mr A Owens	Cllr McKay								
Mr I Shipperley	Ms K Allen								
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 20 March 2023
- 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**
Monitoring Officer to consider the granting of dispensations for the 2023/24 Municipal Year
- 6. Declarations of Interest**
In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable 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. 2022/2023 Year End Financial Report** **5 - 18**
- 10. 2024/25 Budget** **19 - 34**
- 11. Harbour Master's Report** **35 - 50**
- 12. Projects update - Verbal Report**
- 13. Marine Decarbonisation - Verbal Update**

**MINUTES OF THE MEETING OF
 THE SALCOMBE HARBOUR BOARD
 HELD AT CLIFF HOUSE, SALCOMBE, ON MONDAY, 20 MARCH 2023**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	*	Mr P Brown
*	Cllr D Brown	*	Ms A Jones
*	Cllr R J Foss	∅	Mr A Owens
∅	Cllr M Long	∅	Mr C Plant
		∅	Mr I Shipperley
		*	Mr I Stewart

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

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

- SH.27/22 APOLOGIES FOR ABSENCE**
 It was noted that apologies for absence for this Board Meeting had been received from Cllr Long and Messrs Owens, Plant and Shipperley.
- SH.28/22 MINUTES**
 The minutes of the Salcombe Harbour Board meeting held on 14 November 2022 were confirmed as a true and correct record.
- SH.29/22 URGENT BUSINESS**
 There were no items of urgent business raised at this meeting.
- SH.30/22 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 was made:

 Ms Jones and Mr Stewart both declared a disclosable pecuniary interest in all related agenda items by virtue of paying harbour duties. As a result of the Deputy Monitoring Officer having granted each Board Member a dispensation, they were able to take part in the debate and vote on any related matters (Minute SH.05/22 refers).
- SH.31/22 PUBLIC QUESTION TIME**
 In accordance with the Public Question Time Procedure Rules, there was one member of the public in attendance.

(a) Mr Eliot Eglington

In addressing the Board, Mr Eglington cited examples of how he felt he had been marginalised by the Harbour Authority and proceeded to state that it was his impression that visitors and second homeowners were in receipt of preferential treatment over local residents.

Following his address, the Chairman expressed his sorrow that Mr Eglington felt so dissatisfied and encouraged him to contact the Local Government Ombudsman. Furthermore, the Chairman was aware of the amount of communication that had been sent from Mr Eglington to officers and he asked that, with immediate effect, any further correspondence now be sent to him in the first instance.

SH.32/22

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 Board was informed that the Forum was next due to meet on 18 April 2023. By way of an update, the Estuaries Officer also informed that:

- It was proposed to set up a Working Group to review and monitor the water quality in the Estuary, with any Board members who were interested in serving on the Working Group being asked to let the Estuaries Officer know accordingly. In addition, given his longstanding interest in water quality, a specific request was made for the recently retired Board Vice-Chairman to be invited to be part of the Working Group;
- There was a current Dart Estuary project that was looking to re-store salt marshes. In light of the importance of these ecosystems, it was hoped that this project could be rolled out to other Estuaries in the local area.

South Devon & Channel Shellfishermen

The representative advised that the Shellfishermen were generally content and, in waiting for an upturn in weather conditions, were currently focusing on repairs and maintenance.

When questioned, the Harbour Master advised that the Fish Quay Bid remained in progress.

In addition, the Harbour Master made reference to a number of the Shellfishermen being part of a working group that was considering all aspects of the handling of live crabs and lobsters (including their sale and how they were cooked). The Harbour Master felt it was important that this review was closely monitored.

Kingsbridge and Salcombe Marine Business Forum

The representative made reference to the challenges associated with smaller local businesses being able to obtain a commercial mooring and the consequent perception that these moorings were monopolised by larger businesses. In reply, the Harbour Master recognised the challenges but encouraged those local businesses to submit their business plans to the Harbour Authority and he confirmed that the Authority would do all it could to support them.

Kingsbridge Estuary Boat Club (KEBC)

It was noted that the Club had last met at its Annual General Meeting on 8 February 2023 during which key club roles had been confirmed for the next twelve months.

The Club was particularly keen on gaining an understanding on the subjects of Mooring waiting lists and turnover on the pontoon.

Finally, the Harbour Master advised that working relations between the Club and the Harbour Authority were incredibly strong and the support provided by the Club was invaluable.

East Portlemouth Parish Council

The representative confirmed that there were no issues arising from the Parish Council.

SH.33/22

HARBOUR MASTER'S REPORT

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

In discussion, particular reference was made to:-

- (a) the security arrangements. Members acknowledged that, given the upgrades and improvements in the security arrangements, this year would be a transitional one. The lead Executive Member informed that Automatic Number Plate Recognition (ANPR) technology was now in place in Dartmouth and it was felt that such provision could also be installed in Salcombe. It was agreed that the Harbour Master should give further consideration to this matter outside of this Board meeting;
- (b) seasonal recruitment challenges. Whilst they had now been overcome, the Harbour Master stated that, for the first year in his tenure, the Harbour Authority had experienced some challenges in filling some of its seasonal vacancies;
- (c) the five-year Plan. Given that the Harbour Authority was about to embark on its busy season, the Board was supportive of the suggestion of the Chairman to defer any further work on the Plan until after September 2023;

- (d) the climate change agenda. The Harbour Master informed that updates on the progress being made with regard to the Harbour Authority's drive for carbon emissions to hit net zero by 2030 would be raised at both the Annual Harbour Inspection and a future Board meeting;
- (e) the recent Incident Management Exercise undertaken on a local oil spill scenario. The Harbour Master confirmed that he would circulate to Board Members a copy of the outcome report once it had been received.

It was then:

RESOLVED

That the Board note and endorse the contents of the Harbour Master's report.

SH.34/22 **COMMERCIAL PONTOON ALLOCATION**

Following informal discussions at the last Harbour Board workshop, an item had been included on the published agenda that sought the consideration of the Board to a proposal from a local business to replace a block of five pontoons with a modular pontoon that would accommodate up to 18 yawls.

In discussion, the Board recognised that the proposal would see the local business take on the complete financial risk and noted both the wider economic benefits and the resultant return of the iconic yawls to the Harbour. Finally, Members were content that the proposals satisfied the fairness test and proceeded to express their support for the initiative.

It was then:

RESOLVED

That the Board support the proposed commercial pontoon allocation as set out at the meeting.

(Meeting commenced at 2:30 pm and concluded at 4.20 pm)

Chairman

Report to: **Salcombe Harbour Board**
Date: **18 September 2023**
Title: **2022/2023 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:

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

Contact: **Tel. 01803 861377 pauline.henstock@swdevon.gov.uk**
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Recommendations:

- 1. That the Board notes the income and expenditure variations for the 2022/23 financial year, notes the overall trading surplus of £156,524 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 £8,000 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 2022/23 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 2022/23 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 2022/23 was set at £1,303,000 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. A trading surplus of **£156,524** has been achieved for 2022/23. This surplus equates to 12.0% of the budgeted turnover.
- 3.2 Often circumstances that arise throughout the year differ from the budgeted position, giving rise to financial variations. In 2020 the Covid-19 pandemic impacted in a way that was difficult to be anticipated and mitigated against. During the following year Salcombe certainly benefited from the 'staycation' trade. While travel abroad has now started to return to normality the harbour has remained busy. Visitor foreshore moorings were again fully booked across a much larger period of the season than normal and fair weather meant there were few restrictions in trade from sea. 2022, as per the previous year, also saw all resident facilities taken up including at Newbridge and Frogmore where historically there has been availability.
- 3.3 The 2022/23 surplus has mainly been generated from additional income received in the year. As part of the annual budget process the income targets are reviewed by the Harbour Master to ensure they are as realistic as possible. This has been a particularly challenging exercise both during and after the Covid pandemic. As income levels start to settle down this should become an easier task and all budgets will continue to be reviewed in detail as part of the budget setting process to ensure they are as realistic as possible.
- 3.4 Appendix 1 shows how the surplus of **£156,524** has been achieved in 2022/23. 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					
Harbour dues income	(411,100)	(84,232)	(20.5%)		A
Mooring hire income	(500,500)	(77,899)	(15.6%)		B
Loan repayments	49,300	(36,500)	(74.0%)		C
Miscellaneous income	(40,200)	(20,287)	(50.5%)		D
Pontoon income	(210,100)	(12,300)	(5.9%)		E
Interest received	(300)	(8,500)	(2,833.3%)		F
Water Taxi income	(36,000)	(8,286)	(23.0%)		G
Sub total of variations				(248,004)	
Increases in expenditure/ reductions in income					
Employees expenditure	478,700	38,612	8.1%		H
Premises related expenditure	388,500	32,072	8.3%		I
Transport related expenses	69,000	19,129	27.7%		J
Other minor variances		1,667	-		
Sub total of variations				91,480	
2022/23 SURPLUS				(156,524)	

Notes

A. **Harbour dues income** – Additional income of £84,232 was generated in 2022/23, equating to 20.5% of the budget. Another year with all resident moorings allocated, commercial operators busy and an increase in those boat arriving by road and launching into the harbour equates to the majority of this variation being derived from resident Harbour Dues. The remaining variation is from visiting yacht Harbour Dues driven again by good weather yet not quite matching the previous year.

B. **Mooring hire income** – Additional income of £77,899 was received in 2022/23. The majority of this variation is generated from visitor

mooring hire. This is predominantly from vessels arriving by land booking visitor foreshore facilities but also from deep water mooring use by visiting vessels from sea, given the good weather this about matches the previous year.

- C. **Loan repayments** – Due to the delay in the Harbour depot project the loan was not effective in 2022/23 and therefore the annual repayment of £36,500 was not due. This saving is partly offset by the rental on the existing Workshop of £16,815 included in note 'I' below.
- D. **Miscellaneous income** – Overall miscellaneous income has exceeded the budget by £20,287 in 2022/23. This variation is primarily associated with the sale of equipment which in this case includes scrap metal. The hire of our harbour plant, such as the crane and forklift also led to income exceeding budget, partly due to our assistance in the development/building of facilities at Batson Boatpark.
- E. **Pontoon income** – Additional income of £12,300 was received in 2022/23. Predominantly this constituted of monthly berthing permits relating to the use of the Whitestrand town landing pontoon, slipway and overflow pontoon. This remains very popular as it gives tenders (and now some customers only boat) a berthing option without waiting for an individual resident mooring or visitor foreshore booking option, despite getting very busy total income did not quite match 2021/22.
- F. **Interest received** – £8,800 of interest was received in 2022/23 compared to a budget of £300. This additional income reflects the increase in interest rates since the budget was set in September 2021. In addition the General (Revenue Account) Reserve balance is higher than anticipated due to the level of surpluses generated in 2021/22 and 2022/23.
- G. **Water taxi income** – income from the water taxi service was £8,286 (23%) higher than budgeted in 2022/23. Despite the taxi income low in 2020 due to the Covid-19 pandemic the use of the service has bounced back surpassing pre-covid levels, facilitated by the roll out of electronic POS equipment allowing card payments and a new credit card style swipe card. Additional staff have also been structured to facilitate extra cover over busy periods.
- H. **Employee expenditure** – Changes to pay scales, structure and a local government pay award of £1,925 per employee, along with associated costs, have led to the majority of the £38,612 overspend including a small proportion of overtime. The pay award was budgeted for at 2% (£11,400) and the actual cost was almost £30,000. Following 2020 where a lot of training was cancelled or postponed, expenditure on training has varied with more than the budget spent in 2021/22 and less in 2022/23 due to training timescales making it suitable to include more the previous year.

Harbour staff have also had to conduct external training in associated marine and other relevant skill sectors, again following the Covid lag, which we are more than happy to facilitate in time rather than expense, where these skills are relevant to the harbour.

- I. **Premises related expenditure** – this area of expenditure was £32,072 higher than anticipated in 2022/23. As mentioned above in note 'C' the expected loan repayment for the new workshop was not payable in 2022/23 generating a saving of £36,500 but this was offset by the (unbudgeted) rent on the existing workshop premises of £16,815. Another £15,556 of the variation relates to an increase in the rent paid to the Duchy based on the additional mooring and pontoon income generated in 2022/23. As mentioned in last year's outturn paper the installation of new chain on VH4, our largest single mooring has led to an overspend in the diving maintenance support budget. Utility charges have also increased due to the rise in wholesale prices. In contrast to the previous year savings were made against the chain and shackle budget, again following the effects of the Covid pandemic on year to year spending. Savings were also made against the security patrol budget where the agreed level of cover was not met, this contract has now finished with the provision of afloat personnel being increased in-house.
- J. **Transport related expenses** – this area of expenditure was £19,129 higher than anticipated in 2022/23 primarily resulting from increased fuel prices and the new legislation relating to the use of red diesel which has required us to purchase white diesel for our ashore plant. Our marine craft insurance has also increased by £5,000. Another item of note is that our forklift has had an unexpected major repair by the manufacturer.

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 2022/23 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 2023.

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 2022/23. Overall there has been a net saving in the amount payable

to South Hams in 2022/23 of £28,407 mainly due to the delay in the Harbour Depot project and the additional interest received in 2022/23.

7. Proposed Way Forward

- 7.1 The 2022/23 accounts are being formally audited later this year.
- 7.2 With the support of the District Council it is felt appropriate to recognise the performance of the harbour staff through 2022 which has been another exceptionally challenging yet productive year, especially in terms of the ongoing Batson developments and the knock on effects to the Boatpark, winter storage and our stores.

It is recommended that the Board supports the payment of merit pay to the Harbour staff of up to £8,000 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.

- 7.3 Looking ahead, the 2024/25 budget is a separate report on this agenda and the fees and charges will be considered by the Board in November 2023.

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 £156,524 was generated in 2022/23. This will be transferred to the General (Revenue Account) Reserve. This surplus equates to 12.0% 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 £8,000 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 2022/23 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 supports the priority of protecting our Built and Natural Environment within the Council’s strategic vision ‘Better Lives for All’
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 2022/23

Appendix 2 – Harbour Balances and Loans Outstanding 2022/23

Appendix 3 – Payments between Salcombe Harbour and SHDC in 2022/23

Background Papers:

None

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SALCOMBE HARBOUR REVENUE OUTTURN 2022/23

Actual 2020/2021	Actual 2021/2022		Budget 2022/2023 (At outturn prices)	Outturn 2022/2023	Variance Outturn to Budget
£	£		£	£	£
		Employees:-			
428,960	477,201	Harbour	478,700	517,312	38,612
		Premises-Related Expenditure:-			
30,011	46,849	General Repairs and Maintenance	27,500	36,277	8,777
65,563	65,439	Security Patrol	65,600	53,889	(11,711)
70,462	102,419	Moorings	103,000	101,069	(1,931)
325	528	Insurances	1,000	562	(438)
22,400	28,033	Utility Charges	27,100	33,556	6,456
7,059	10,000	Public Conveniences contribution	10,000	10,000	0
147,239	163,095	Rents	138,800	171,181	32,381
11,797	12,072	Refuse Collection /Cleaning	15,500	14,038	(1,462)
<u>354,856</u>	<u>428,435</u>		<u>388,500</u>	<u>420,572</u>	<u>32,072</u>
		Supplies and Services:-			
8,988	6,515	Equipment	12,600	19,480	6,880
6,202	11,845	Printing, Stationery and Advertising	7,800	7,311	(489)
5,272	4,142	Communications (Radios, Telephones, Postage etc.)	6,300	4,634	(1,666)
3,541	9,664	Protective Clothing	5,000	5,238	238
12,438	14,924	Credit Card Handling Charges	16,000	16,403	403
21,842	31,832	Miscellaneous	35,000	34,351	(649)
<u>58,283</u>	<u>78,922</u>		<u>82,700</u>	<u>87,417</u>	<u>4,717</u>
57,404	66,616	Transport-Related Expenses (Launches etc.)	69,000	88,129	19,129
54,200	55,700	Central Support Services	56,800	56,800	0
40,000	40,000	Contribution to Renewals Reserve	40,000	40,000	0
65,000	65,000	Contribution to Pontoon Reserve	65,000	65,000	0
58,000	58,000	Contribution to Marine Infrastructure Reserve	58,000	58,000	0
3,524	7,089	New Projects Funded From Revenue	5,000	991	(4,009)
44,068	35,612	Revenue Items Being Met From Reserves	10,000	49,469	39,469
12,800	12,800	Capital Charges (Net)	49,300	12,800	(36,500)
<u>1,177,095</u>	<u>1,325,375</u>	TOTAL EXPENDITURE	<u>1,303,000</u>	<u>1,396,490</u>	<u>93,490</u>
(341,630)	(449,605)	Harbour Dues	(411,100)	(495,332)	(84,232)
(473,779)	(552,246)	Mooring Hire	(500,500)	(578,399)	(77,899)
(190,919)	(203,197)	Small Boat Pontoon Systems	(210,100)	(222,400)	(12,300)
(23,957)	(42,829)	Water Taxi Service	(36,000)	(44,286)	(8,286)
(23,436)	(23,299)	Mooring Licences	(25,600)	(24,088)	1,512
(65,752)	(70,110)	Security Patrol Fees	(69,200)	(69,753)	(553)
(68,588)	(67,703)	Miscellaneous	(40,200)	(60,487)	(20,287)
(44,068)	(35,612)	Contribution from Reserves	(10,000)	(49,469)	(39,469)
(200)	(300)	Interest	(300)	(8,800)	(8,500)
<u>(1,232,329)</u>	<u>(1,444,901)</u>	TOTAL INCOME	<u>(1,303,000)</u>	<u>(1,553,014)</u>	<u>(250,014)</u>
<u>(55,234)</u>	<u>(119,526)</u>	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	<u>0</u>	<u>(156,524)</u>	<u>(156,524)</u>

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HARBOUR BALANCES AND LOANS OUTSTANDING 2022/23

APPENDIX 2

Pontoons Reserve	
	£
Balance as at 1st April 2022	291,966
ADD	
Contribution 2022/2023	65,000
Interest 2.01%	6,400
	<u>363,366</u>
<i>Less expenditure:</i>	
Balance as at 31st March 2023	363,366

General (Revenue Account) Reserve	
	£
Balance as at 1st April 2022	296,456
ADD	
Surplus 2022/23	156,524
	<u>452,980</u>
<i>Less expenditure:</i>	
<i>Port Marine Safety Code compliance</i>	(7,980)
<i>Duty Holder Arrangements external advice</i>	(4,726)
<i>Legal advice for the Harbour Revision Order</i>	(9,140)
<i>Whitestrans Shower Upgrade</i>	(7,756)
<i>Mini Digger and road trailer</i>	(21,818)
Balance as at 31st March 2023	401,560

Renewals Reserve	
	£
Balance as at 1st April 2022	192,076
ADD	
Contribution 2022/2023	40,000
Interest 2.01%	4,100
	<u>236,176</u>
<i>Less expenditure:</i>	
<i>Replacement engine</i>	(13,175)
Balance as at 31st March 2023	223,001

A summary of loans outstanding with SHDC at 31st March 2023	
	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 31.3.2023	£262,400

Total Reserves Balances as at 1 April 2022 £780,498

Total Reserves Balances as at 31 March 2023 £987,927

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Payments between Salcombe Harbour and South Hams District Council

APPENDIX 3

	Budget 2022/23 £	Outturn 2022/23 £	Variance 2022/23 £	
Amounts chargeable to SHDC				
Harbour salary recharges (e.g. car parks, beach & water safety)	(152,900)	(152,900)	0	
Contribution to the Security Patrol & Waste Collection	(4,800)	(4,800)	0	
Interest receivable	(300)	(8,800)	(8,500)	Investment returns higher than budgeted
	(158,000)	(166,500)	(8,500)	
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)	56,800	56,800	0	
Rent for Harbour Office	10,000	10,000	0	
Rent for Harbour Workshop	0	16,815	16,815	Depot Project not completed in 2022/23 as originally envisaged
Loan repayment - Harbour Workshop/Depot	36,500	0	(36,500)	
Other Loan repayment - Pontoon Project	12,800	12,800	0	
Business Rates	15,100	14,471	(629)	
Public Conveniences contribution	10,000	10,000	0	
Trade Waste Collection	7,500	8,061	561	
Chairman - Harbour Board	2,900	2,746	(154)	
	209,600	189,693	(19,907)	
Net amount payable to SHDC	51,600	23,193	(28,407)	

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Report to: **Salcombe Harbour Board**

Date: **18 September 2023**

Title: **2024/25 Budget**

Portfolio Area: *Salcombe Harbour*

Wards Affected: **All**

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

Contact: **01548 843791** cameron.sims_stirling@swdevon.gov.uk
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Recommendations:

- 1. The Board RECOMMENDS to Council that the proposed 2024/25 budget set out within the report is approved.**
- 2. To transfer £150,000 from the Harbour's General (Revenue Account) Reserve to the Renewals Reserve as part of closing the 2023/24 Accounts to earmark this funding to support the cost of replacing the moorings barge.**
- 3. To agree a date for a Harbour Workshop to review the fees and charges for 2024/25 in early October 2023.**

1. Executive summary.

1.1 This report proposes the Salcombe Harbour Authority budget for 2024/25 and provides a forecast for 2023/24. A separate report will be brought to the November Harbour Board meeting to propose the changes to fees and charges for next year to ensure that the Harbour achieves a balanced revenue budget for 2024/25.

2. Background.

2.1 The Salcombe Harbour Strategic Business Plan sets out the challenges and opportunities facing the Harbour. The proposed budget – attached to this report – continues to be based on the assumptions and strategic direction contained within the Business Plan.

Key drivers for the proposed budget include:

- compliance with the Port Marine Safety Code
- supporting the retention of a competent and engaged workforce.
- enhancing safety, awareness and educating harbour users
- providing quality facilities at a fair price
- improving reserve funding to help serve the replacement programme and reduce future borrowing.

3. Outcomes/outputs

3.1 The preparation of a detailed and balanced harbour budget ensures that adequate resources are in place to deliver the services identified in the business planning process, and that the Harbour remains financially viable and sustainable in the medium to long term.

3.2 The Harbour's enabling legislation empowers the Harbour Authority to levy fees and charges to meet running costs, repay any capital debts and establish reserves to renew, extend or improve the Harbour.

4. Issues for consideration:

Forecast 2023/24

4.1 Gross expenditure is set at £1.399 million in the 2023/24 balanced budget. As at 5 September 2023 a surplus of £28,900 (2.1%) is forecast for 2023/24 as detailed in Appendix A. This is mainly due to additional income from resident Harbour Dues and Casual Foreshore moorings.

4.2 A detailed budget monitoring report for 2023/24 will be brought to the Board in November.

Budget 2024/25

4.3 The forecast position for 2024/25 is shown at Appendix A, with the 2023/24 budget used as a baseline position. Variations from this baseline, both in terms of the additional resource requirements and identified efficiencies are discussed in detail below, grouped by category of budget head.

a) Employee costs

Staff costs are the single largest area of expenditure. The 2024/25 budget is based on the current staffing structure and reflects the changes to the security patrol with the service now being provided in-house. This has increased the staffing budget by £60,000 but is offset by a reduction in the security patrol budget of £50,600 shown within Premises related expenditure below. The 2024/25 staffing budget also includes:

- a 5% pay increase for 2024/25 (plus additional costs for the latest local government pay award offer of £1,925 per employee for 2023/24 amounting to £21,200).
- movement of staff through spinal column points where appropriate

	£	£
Staffing Budget 2023/24		507,500
Additional requirements & inflationary pressures:		
Salaries and wages	95,700	
NI and superannuation	35,500	
Overtime	2,000	
Total additional requirements		133,200

Savings:		
Recharge to Headquarters	(15,900)	
Total savings		(15,900)
Net additional requirements/(savings)		117,300
Staffing Budget 2024/25		624,800

b) Premises related expenditure

The main pressure in Premises related expenditure for 2024/25 relates to an increase in the Diving Maintenance Support budget alongside inflationary pressures for areas such as utilities. Once we move into the new Harbour Depot, we will be able to monitor usage and take advantage of the solar offset. It is possible that this budget will decrease in future years. The budgeted amount payable to the Duchy has increased by £4,300 following a review of income targets for 2024/25. The reduction in the Security Contract costs reflects the changes to the security patrol with the service now being provided in-house. This has increased the staffing budget by £60,000 but is partly offset by the reduction of £50,600 shown below.

	£	£
Premises Budget 2023/24		415,200
Additional requirements & inflationary pressures:		
Diving Maintenance Support	10,000	
Electricity	5,000	
Duchy Rent	4,300	
Navigation Aids	3,000	
Total additional requirements		22,300
Savings:		
Security Contract Costs	(50,600)	
Total savings		(50,600)
Net additional requirements/(savings)		(28,300)
Premises Budget 2024/25		386,900

c) Supplies and services

The Supplies and Services budget for 2024/25 has increased by £10,100. This mainly relates to an increase of £8,000 for our main software provider. This increase includes upgraded firewalls, licencing, ISO accreditation and server upgrades.

	£	£
Supplies & Services Budget 2023/24		89,400
Additional requirements & inflationary pressures:		
Hardware, software and IT maintenance	8,000	
Hire of equipment	1,400	
AONB Estuary Conservation Programme	700	
Total additional requirements		10,100
Supplies & Services Budget 2024/25		99,500

d) Transport

The main additional requirement within transport relates to an increase in the insurance budget of £5,100 for 2024/25 reflecting rising market costs. In addition, the fuel budget has been increased to reflect the current inflationary pressures and an additional budget of £1,500 has been included for ongoing R & M on the Forklift Truck.

	£	£
Transport Budget 2023/24		79,400
Additional requirements & inflationary pressures:		
Transport & Marine Liability Insurance	5,100	
Fuel	2,500	
Forklift Truck R & M	1,500	
Total additional requirements		9,100
Transport Budget 2024/25		88,500

e) Central support and HQ costs

The central support costs charged from the District Council have been reviewed for 2024/25. This has resulted in an increase in costs of £18,200 and mainly relates to an increase in officer time from finance (£10,200) and SLT support of £13,900. This is partly offset by reductions in other services such as Legal (£3,500).

	£	£
Central Support & HQ Budget 2023/24		59,700
Review of recharges	18,200	
Pay award	4,700	
Total additional requirements		22,900
Central Support & HQ Budget 2024/25		82,600

f) Contributions to Harbour reserves

The Harbour holds 3 reserves:

- **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;

The principle adopted in the Business Plan is that, wherever possible, sufficient funds are set aside on an annual basis to provide for the replacement of harbour assets, augmented by borrowing if necessary. A summary of Harbour Reserve balances and proposed contributions for 2024/25 is shown in Appendix B.

Taking into account the budgeted reserve contributions for 2024/25, total reserve balances are anticipated to increase from £1.065m at 31 March 2024 to £1.196m as at 31 March 2025.

The provision of an appropriate level of balances is a fundamental part of prudent financial management, enabling the Harbour to build up funds to meet known and potential financial commitments. Given the level of surpluses generated recently it is proposed to transfer £150,000 from the Harbour’s General (Revenue Account) Reserve to the Renewals Reserve

as part of closing the 2023/24 Accounts. This will allow the funding to be earmarked to support the significant cost of replacing the moorings barge. This will leave a projected balance of £235,600 in the General (Revenue Account) Reserve.

g) Contribution to a Council reserve

The Harbour contributes to the Council’s Marine Infrastructure reserve. The contribution to this reserve is proposed to continue at £63,000 in 2024/25.

h) Capital Charges

Capital charges refer to the cost of servicing loans which have been provided by the District Council for the purchase of Harbour assets. Currently there are two loans with the District Council and these are detailed in Appendix B. They relate to the Pontoons Project which commenced on 1 October 2018 with an annual repayment of £12,800 and the recent Harbour Depot project with an annual repayment of £36,500. Further information regarding the Harbour Depot project can be found in the exempt report presented to the Harbour Board on 15 March 2021. Members will be aware that this project has experienced a delay in completion and the first loan repayment will be made in 2023/24 rather than 2022/23 as originally envisaged.

i) Items to be met from reserves.

In 2024/25 one item of expenditure has been identified to be funded from Harbour reserves. This relates to the purchase of an engine up to £15,000 as shown in Appendix B. The specific nature of the engine will depend on operational demand in 2024/25.

j) The overall expenditure position 2024/25

	£
Total Expenditure Budget 2023/24	1,398,500
Net additional requirements/(savings)	131,100
Total Expenditure Budget 2024/25	1,529,600

k) Income 2024/25

Income targets have been reviewed in 2024/25 prior to the proposed changes to fees and charges for next year.

	£
Total Income Budget 2023/24	(1,398,500)
Review of income budgets	
Mooring Hire – Casual Foreshore	(20,000)
Harbour Dues - Annual	(17,000)
Mooring Hire – Casual Deep Water	(5,000)
Interest - increase in interest rates	(12,100)
Total Income Budget 2024/25	(1,452,600)

l) Budget deficit 2024/25

	£
Total Expenditure Budget	1,529,600
Total Income Budget	(1,452,600)
Budget Deficit 2024/25	77,000

5. Payments between Salcombe Harbour and South Hams District Council

5.1 To aid transparency an analysis of the budgeted payments between Salcombe Harbour and the District Council is shown in Appendix C. This compares the movement in the budgets from 2023/24 to 2024/25.

5.2 The net amount payable to the Council in 2024/25 is anticipated to reduce by £5,100 to £30,300. This mainly relates to an increase in the central support costs charged from the District Council (£22,900) offset by an increase in the Harbour salary recharges to the Council of £15,900 and additional interest payable of £12,100 following the recent increase in interest rates.

6. Proposed Way Forward.

6.1 The Harbour Master is intending to hold a Fees & Charges Workshop in early October to review the current fees and charges and look at various options for 2024/25.

6.2 A separate report will then be brought to the November Harbour Board meeting to propose the changes to fees and charges for next year to ensure that the Harbour achieves a balanced revenue budget for 2024/25.

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.
Finance	Y	The report identifies a funding gap of £77,000 for 2024/25 . A separate report will be brought to the November Harbour Board to propose the changes to fees and charges for next year to address this funding gap and ensure that the Harbour achieves a balanced revenue budget for 2024/25. The report recommends to transfer £150,000 from the Harbour's General (Revenue Account) Reserve to the Renewals Reserve as part of closing the 2023/24 Accounts to earmark this funding to support the cost of replacing the moorings barge.
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 supports the priority of protecting our Built and Natural Environment within the Council's strategic vision 'Better Lives for All'
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	The proposed budget includes a continuation of the Night Security Patrol, the aim of which is to reduce crime.
Health, Safety and Wellbeing	N	No adverse impacts.
Other implications	N	

Supporting Information

Appendix:

- A. Salcombe Harbour Budget 2024/25
- B. Salcombe Harbour Balances and Loans
- C. Budgeted Payments between Salcombe Harbour and SHDC for 2024/25

Background Papers:

None

SALCOMBE HARBOUR REVENUE BUDGET 2024/2025

APPENDIX A

Actual 2021/2022	Actual 2022/2023	Forecast 2023/2024 At 5/9/23		Budget 2023/2024 (At outturn prices)	Budget 2024/2025 (At outturn prices)	Variance Budget to Budget
£	£	£		£	£	£
			Employees:-			
477,201	517,312	528,500	Harbour	507,500	624,800	117,300
			Premises-Related Expenditure:-			
46,849	36,277	40,500	General Repairs and Maintenance	42,500	42,500	0
65,439	53,889	65,600	Security Costs and Safety Initiatives	65,600	15,000	(50,600)
102,419	101,069	106,400	Moorings	99,000	112,000	13,000
528	562	1,000	Insurances	1,000	1,000	0
28,033	33,556	35,600	Utility Charges	32,800	37,800	5,000
10,000	10,000	10,000	Public Conveniences contribution	10,000	10,000	0
163,095	171,181	151,800	Rents	146,300	150,600	4,300
12,072	14,038	16,500	Refuse Collection /Cleaning	18,000	18,000	0
428,435	420,572	427,400		415,200	386,900	(28,300)
			Supplies and Services:-			
6,515	19,480	20,800	Equipment	12,600	22,000	9,400
11,845	7,311	6,800	Printing, Stationery and Advertising	7,800	7,800	0
4,142	4,634	5,200	Communications (Radios, Telephones, Postage etc.)	5,800	5,800	0
9,664	5,238	5,000	Protective Clothing	5,000	5,000	0
14,924	16,403	16,000	Credit Card Handling Charges	16,000	16,000	0
31,832	34,351	42,000	Miscellaneous	42,200	42,900	700
78,922	87,417	95,800		89,400	99,500	10,100
66,616	88,129	86,400	Transport-Related Expenses (Launches etc.)	79,400	88,500	9,100
55,700	56,800	59,700	Central Support Services	59,700	82,600	22,900
40,000	40,000	45,000	Contribution to Renewals Reserve	45,000	45,000	0
65,000	65,000	70,000	Contribution to Pontoon Reserve	70,000	70,000	0
58,000	58,000	63,000	Contribution to Marine Infrastructure Reserve	63,000	63,000	0
7,089	991	5,000	New Projects Funded From Revenue	5,000	5,000	0
35,612	49,469	51,900	Revenue Items Being Met From Reserves	15,000	15,000	0
12,800	12,800	49,300	Capital Charges (Net)	49,300	49,300	0
1,325,375	1,396,490	1,482,000	TOTAL EXPENDITURE	1,398,500	1,529,600	131,100
(449,605)	(495,332)	(479,800)	Harbour Dues	(453,800)	(470,800)	(17,000)
(552,246)	(578,399)	(562,800)	Mooring Hire	(531,900)	(556,900)	(25,000)
(203,197)	(222,400)	(223,400)	Small Boat Pontoon Systems	(221,200)	(221,200)	0
(42,829)	(44,286)	(41,000)	Water Taxi Service	(36,000)	(36,000)	0
(23,299)	(24,088)	(24,000)	Mooring Licences	(25,600)	(25,600)	0
(70,110)	(69,753)	(68,600)	Security Fees	(69,200)	(69,200)	0
(67,703)	(60,487)	(50,400)	Miscellaneous	(43,200)	(43,200)	0
(35,612)	(49,469)	(51,900)	Contribution from Reserves	(15,000)	(15,000)	0
(300)	(8,800)	(9,000)	Interest	(2,600)	(14,700)	(12,100)
(1,444,901)	(1,553,014)	(1,510,900)	TOTAL INCOME	(1,398,500)	(1,452,600)	(54,100)
(119,526)	(156,524)	(28,900)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	77,000	77,000

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Pontoons Reserve		£
Balance 1st April 2023		363,366
ADD		
Contribution 2023/2024	70,000	
Interest 4.55%	16,500	
	<u>449,866</u>	
Less anticipated expenditure		
Four new pontoon sections	(33,819)	
Estimated Balance as at 1st April 2024		416,047
ADD		
Contribution 2024/2025	70,000	
Interest 3.75%	15,600	
	<u>501,647</u>	
Less anticipated expenditure	-	
Balance as at 31st March 2025		501,647

General (Revenue Account) Reserve		£
Balance 1st April 2023		401,560
ADD		
2023/24 surplus forecast as at 5/9/23	28,900	
	<u>430,460</u>	
Less anticipated expenditure		
Legal advice for the Harbour Revision Order	(30,860)	
Merit pay - relating to 2021/22	(6,000)	
Merit pay - relating to 2022/23	(8,000)	
Proposed transfer to the Renewals Reserve	(150,000)	
Estimated Balance as at 1st April 2024		235,600
		<u>235,600</u>
Less anticipated expenditure	-	
Balance as at 31st March 2025		235,600

Renewals Reserve		£
Balance 1st April 2023		223,001
ADD		
Contribution 2023/2024	45,000	
Interest 4.55%	10,100	
	<u>278,101</u>	
Less anticipated expenditure		
Replacement engine	(15,000)	
Proposed transfer from the General Reserve	150,000	
Estimated Balance as at 1st April 2024		413,101
ADD		
Contribution 2024/2025	45,000	
Interest 3.75%	15,500	
	<u>473,601</u>	
Less anticipated expenditure		
Replacement engine	(15,000)	
Balance as at 31st March 2025		458,601

A summary of loans outstanding with SHDC		
	Pontoons Project	Harbour Depot
Start date	1.10.18	1.4.23
Repayment period	25 years	50 years
Maturity date	30.9.43	31.3.73
Original advance	£230,000	£1,225,000
Interest rate	2.73%	1.50%
Annual repayment		
Interest	£3,600	£18,200
Principal	£9,200	£16,500
R & M (5%)	-	£1,800
Total	£12,800	£36,500
Total repayment due - principal & interest	£320,000	£1,735,000
Total outstanding 31.3.2024	£249,600	£1,700,300
Total outstanding 31.3.2025	£236,800	£1,665,600

Total Reserves Balances as at 31st March 2023 £987,927

Estimated Total Reserves Balances as at 31st March 2024 £1,064,748

Estimated Total Reserves Balances as at 31st March 2025 £1,195,848

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Payments between Salcombe Harbour and South Hams District Council			APPENDIX C
2024/25 Budget	Budget 2023/24	Budget 2024/25	Variance
	£	£	£
Amounts chargeable to SHDC			
Harbour salary recharges (e.g. car parks, beach & water safety)	(180,200)	(196,100)	(15,900)
Contribution to the Security Patrol & Waste Collection	(4,800)	(4,800)	0
Interest payable	(2,600)	(14,700)	(12,100)
	(187,600)	(215,600)	(28,000)
Amounts payable to SHDC			
Contribution to the Marine Infrastructure reserve (an SHDC earmarked reserve)	63,000	63,000	0
Officer time recharges (e.g. Finance, HR, Legal, Assets Committee support)	59,700	82,600	22,900
Rent for Harbour Office	10,000	10,000	0
Business Rates	18,000	18,000	0
Public Conveniences contribution	10,000	10,000	
Loan repayments	49,300	49,300	0
Trade Waste Collection	10,000	10,000	0
Chairman - Harbour Board	3,000	3,000	0
	223,000	245,900	22,900
Net amount payable to SHDC	35,400	30,300	(5,100)

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Report to: **Salcombe Harbour Board**

Date: **18 September 2023**

Title: **Harbour Master's Report**

Portfolio Area: **Salcombe Harbour**

Wards Affected: **All South Hams**

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

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

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

Contact: **Tel: 01548 843791**
Email: cameron.sims-stirling@swdevon.gov.uk

Recommendations:

That the Board RESOLVES to note and endorse the content of the Harbour Master's report.

1. Executive summary

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

2. 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).

See Appendix 1, 2 & 3

Appendix 1 contains seasonal PIs based around visitor income from the 2022 summer season.

Income from visitors from sea with regard to both Mooring Fees and Harbour Dues is down on last year primarily from changeable weather in July and August which resulted in a gale or near gale falling on consecutive Fridays or Saturdays over a 6-week period. Town landings, used for

overnight stays of a minority of visitors from sea is also slightly down on last year and average, again partly due to the weather and how the shift begins in April as to the timescale Normandy Pontoon is used for berthing, which was short this year.

Figures for Visitor Foreshore moorings and the Boatpark are estimated as a proportion of monies are held in suspension from bookings in the previous financial year and some movement of bookings and resident credits will adjust final figures. Visitor foreshore is expected to be healthy with more bookings throughout the fringe months and more customers requesting to berth at Kingsbridge. These revenue streams are less susceptible to bad weather as they represent vessels arriving by trailer on planned holidays. The Trailer Park, now reduced in size due to the Commercial Marine Units development is up on revenue in comparison to last year when it was temporarily relocated to provide a minimal amount of space to store loose trailers. It is however lower than most years, potentially due to capacity but also the availability of contractor storage options that were encouraged last year.

Appendix 2 highlights the demand for various Harbour Authority and SHDC facilities. This forms a good baseline that can be used in future to plan further development.

Waiting lists continue to increase across the board with many more applicants per year than the turnover of facilities. There is still no availability in Newbridge or Frogmore Creeks, which historically (before covid) had some foreshore moorings unallocated. For the fifth year running we have more people waiting for the Batson Residents Compound and the Foreshore Pontoon facilities than the total number of spaces/berths that those facilities physically have, currently allocated. This is almost now the case for the dinghy rack and ground space facilities also. Having such a high number of people waiting for facilities that have generally low turnover and no accurate way to predict future turnover means we cannot realistically state how long some waiting lists will take apart from advising on how long those currently being allocated have waited.

2.1 Outcomes/outputs.

The Harbour Authority have created a more accurate way of obtaining "logged" information, see **Appendix 3**. The aim is to build a robust monitoring system that will give a greater insight into incidents throughout the harbour, which in turn will highlight areas for future consideration regarding running a safe and efficient harbour.

It is worth noting we are continually improving our methods of logging incidents via various means, in house, as editable electronic forms posted online and available to email and afloat with our staff via remote devices. This will naturally result in a more efficient reporting process and potentially an increase in the number of events logged.

The table in Appendix 3 makes note of particular examples or breaks down particular types of incidents with some trends are noted below:

Collisions: Following the better reporting and follow up of sailing dinghy collisions supported by the yacht club, an independent expert and ourselves it is positive to see this figure has not continued to increase. In fact the number of incidences where damage has resulted appears less than in previous years despite sailing events experiencing windier forecasts, potentially due to the less experienced sailors not venturing afloat. Unfortunately there is still a relatively high number of collisions between larger, predominantly visiting craft, unable to anticipate fast tidal flows.

Damage: As noted above the worst damage has primarily resulted from larger/heavier boats colliding. Other instances include where our own craft have caused or received damage. The most detrimental examples are to our harbour taxi getting alongside the East Portlemouth slipway in a strong cross tide.

Navigational incident: Predominantly poor navigation leading to groundings.

MOB: Whilst relatively uncommon some of these incidents have occurred in busy waterways linked to commercial activities and therefore the operators have been asked to review and update their risk assessments and method statements to reduce the likelihood of this happening in future.

Near Miss: With a couple of current examples of larger, unused and unmaintained vessels being of particular concern and potential liability, one vessel has required harbour authority staff to step in to bail the bilges frequently.

Speeding: Following a targeted improvement in the number and frequency of our own internal staff conducting patrols it is positive to see a reduction in the number of logged speeding instances. Those stopped are logged in detail, this information is reviewed against the individual boats account and the registered owner/helm is informed of how the breach in byelaws is used in relation to our Enforcement Policy. One instance has been forwarded to Ashfords LLP to assess in terms of prosecution and this is ongoing. These patrols are often part of a more rounded approach to improve stakeholder engagement, observation, facility monitoring, security, education and logging of various byelaw offences including speeding, nuisance and antisocial behaviour.

2.2 Options available and consideration of risk.

Monitor and report; periodically review PIs for their utility.

2.3 Proposed Way Forward.

Continue monitoring PIs with regular reports back to the Board.

Continue to improve communication with Salcombe Yacht Club and other organising bodies, including pre and post season/event meetings and where possible independent comment.

Maritime Event Request Form in used to plan and set out the requirements for certain events activities.

3. Procurement update.

3.1 Harbour Security – contract ended

The previous external security contract ended April 1st, 2023. Subsequently this patrol has been facilitated in house by the Senior Moorings Officer and a newly appointed Moorings Officer, who have conducted daily or twice daily patrol shifts of the harbour in addition to the normal staffing rota, partially focussing on High Water tidal access up the creeks. Not only does this cover an element of security but also allows our experienced staff to observe and monitor the quieter areas of the harbour more regularly, improve stakeholder engagement, report problems and enforce byelaws such as speeding. We feel this is successfully accomplishing a wider variety of taskings including security whilst improving resilience and flexibility in house.

3.2 Harbour Barge

Upon completion of Harbour Depot project.

4. Projects Update.

4.1 Commercial Units and Harbour Depot

Verbal update – Dan Field.

Safety compliance agency commissioned to advise, write and monitor all aspects of our shoreside operations in line with moving into the new Harbour Workshop.

4.2 Harbour Office

Consider the key deliverables for improving visiting yacht facilities, including costs, opportunities and constraints, no further progress has been made at this time.

4.3 Vessel disposal

Multiple conversations and actions are underway to ensure 'end of life' (unused/unmaintained) vessels do not become a liability within the harbour.

- The removal of one retired MFV is in progress and she is currently slipped at a private boatyard to be disposed of by contractor. We have both acted as an intermediary in progressing these actions and assisted with some particular elements.
- Another unused MFV remains afloat in a poor condition and we are liaising with the owner as to their plans/options.
- A small yacht has also been left damaged and unregistered by numerous parties following a succession of 'sales and offerings' of questionable intent. Following no contact from supposedly interested parties it may fall to the harbour authority to dispose of.

4.4 Stakeholder engagement

- Building stronger ties with the local Police force who are improving their presence in the local area working with us both ashore and afloat to manage events and provide us with an increased visual deterrent.
- Engaging with local schools to provide education about what we do and safety afloat – via the Senior Mooring Officer.
- Attending various port groups, local estuary forums and KINS networking.

4.5 Water Quality Monitoring

It has been arranged for the Environment Agency to attend the next Harbour Board meeting in November and they will give a joint update with our estuaries officer.

5. Training

5.1 Staff Training update

- Harbour Familiarisation tour, meet and greet and training for the newly assembled Harbour Board and Executive.
- Governance training for the newly formed Executive
- Mini digger course for 4 of our staff to complement our recent purchase.
- Mooring Officer RNLi AEC course
- Further Mini digger and plant training and refreshers scheduled for the Autumn.

6. Governance

6.1 Governance

SHDC's Executive has been identified as the Duty Holder for Salcombe Harbour Authority and following local elections the makeup of the Executive has changed requiring training from Ashfords LLP.

6.2 Harbour Revision Order

Ashfords LLP has drafted and submitted a Harbour Revision Order for South Hams District Council as the statutory harbour authority ('the SHA') for the Harbour.

Because the Council does not currently have the power to give general directions, the Council is seeking to obtain modern powers of General Direction to enable it to have a set of general directions covering the Harbour instead of having separate byelaws and directions. Designation with powers of General Direction is an important tool which will assist the Council with compliance with the PMSC and the environmental duties placed on harbour authorities by virtue of section 48A of the 1964 Act and paragraph 16A of Schedule 2 to that Act, which enables a harbour revision order to confer powers for environmental conservation within the Harbour. This piece of work is due to take between 9-18 months.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council is the Harbour Authority for the purposes of the Pier and Harbour Order (Salcombe) Confirmation Act 1954 and the Harbours Act 1964. As the Harbour Authority the Council is expected to follow the Ports Good Governance Guide. The Guide advises that Local Authority owned Statutory Harbour Authorities should generally operate in an open, transparent and accountable way, making a range of information available to stakeholders about their organisation and activities, subject to commercial and data confidentiality considerations. This report is one of the ways in which the Council seeks to meet the Guide's requirements.
Financial implications to include reference to value for money	N	There are no specific financial implications.
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, Summer 2023**
- 2: Wait List 2023**
- 3: Review of Incident Log, Summer 2023**

Background Papers:

None.

Performance Markers 2023 - Appendix 1

All Including VAT	15/12/15 - 01/09/16	15/12/16 - 01/09/17	15/12/17 - 01/09/18	15/12/18 - 01/09/19	15/12/19 - 01/09/20	15/12/20 - 01/09/21	15/12/21 - 01/09/22	15/12/22 - 01/09/23	7 Year Average	Variance to avg
Harbour Dues - Visiting Yachts	£80,525.47	£74,577.85	£80,137.01	£81,084.72	£54,056.19	£116,723.79	£120,343.86	£100,254.11	£88,462.88	£11,791.24
DWM - Visiting Yachts	£67,628.26	£66,267.18	£80,394.03	£82,168.63	£57,126.84	£85,066.43	£86,380.69	£71,179.44	£74,526.44	-£3,347.00
Visitor Foreshore	£49,252.90	£51,405.76	£51,976.59	£61,422.37	£39,079.00	£75,218.30	£82,564.00	£90,212.91	£62,641.48	£27,571.43
Town Landings overnight	£9,877.19	£9,888.72	£8,499.36	£9,328.74	£6,838.00	£4,465.00	£6,003.25	£5,304.24	£7,525.56	-£2,221.32
Whitestrand Permits	£22,665.90	£23,170.09	£31,925.10	£33,025.00	£37,792.77	£44,698.40	£42,193.00	£44,324.95	£34,974.40	£9,350.55
Boat Park Parking	£52,511.80	£68,944.96	£74,352.00	£82,709.08	£58,089.32	£79,393.66	£89,462.00	£95,729.14	£69,333.47	£26,395.67
Trailer Parking	£4,178.50	£8,647.98	£9,814.30	£11,980.60	£12,170.00	£5,144.20	£7,942.38	£9,098.62	£9,098.62	-£1,156.24

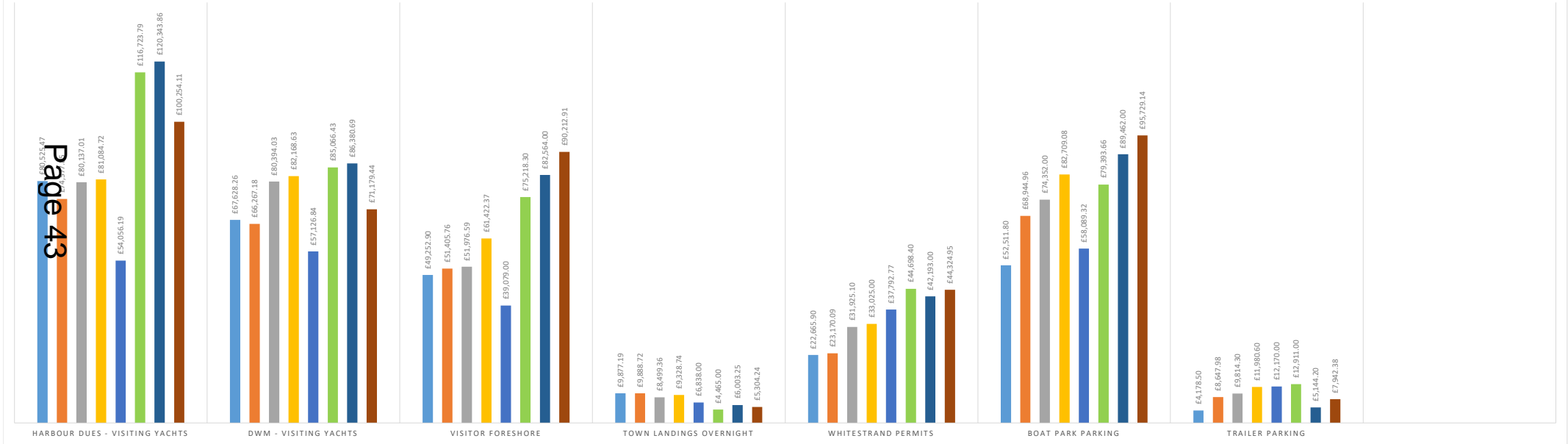


estimated

estimated

PERFORMANCE MARKERS 2023

2016 2017 2018 2019 2020 2021 2022 2023



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01/08/15 - 30/05/16 01/08/16 - 30/05/17 01/08/17 - 30/05/18

All Boat Lifting Income	£92,829.93	£94,511.49	£87,647.21
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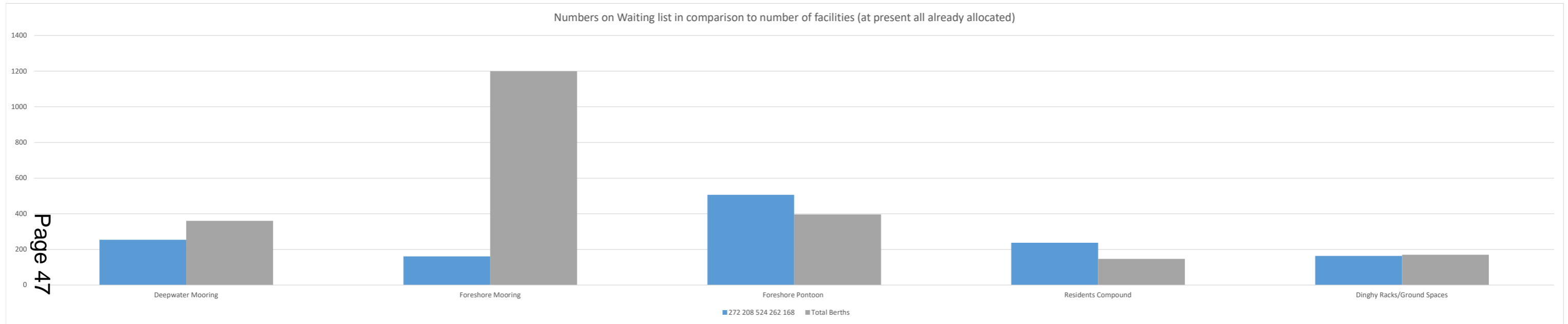
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Wait List 2023 - Appendix 2

Location	Number waiting 2023	Number waiting 2022	Number waiting 2021	Number Waiting 2020	Number Waiting 2019	Total No of berths	2023% of demand	2022% of demand	2021 % of demand	2020 % of demand	2019 % of demand	2018 % of demand	
Deepwater Mooring	272	254	235	212	198	360	76	71	65	59	55	57	😊
Foreshore Mooring	208	161	166	133	126	1200	17	13	14	11	11	11	😊
Foreshore Pontoon	524	506	470	404	397	396	132	128	119	102	100	85	😊
Residents Compound	262	238	206	181	149	147	178	162	140	123	101	84	😊
Dinghy Racks/Ground Spaces	168	164	153	119	97	170	99	96	90	70	57	38	😊

Current Available Moorings

	2023	2022	2021	2020	2019
Frogmore	0	0	0	14	20
Kingsbridge	0	0	0	0	5
Newbridge	0	0	0	18	10



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Review of Incident Log Summer 2023 - Appendix 3

01/04/2023 - 01/09/2023

Type of Incident	2018	2019	2020	2021	2022	2023	Average		Comments
Abusive Customer	1	2	0	1	2	3	2	☹️	One visiting yachtsman arrested for being drunk and disorderly. One child, at times aboard a friends boat, littering, trespassing and abusive. 2x Dinghy racer swearing at moored yacht
Accident / Collision	21	39	12	40	52	50	36	☹️	Half are incidents involving sailing dinghy's but the majority of which had no visible damage. 2022- 33 dinghy racing and 7 boat park incidents, 2023 22 dinghy racing and 3 boat park incidents
Breakdown (Towed in from Harbour Limits)	7	5	5	7	9	12	8	☹️	RNLI deal with any other incidents from sea but we often assist those capable of entering the harbour limit. Figures do not include tows of small boats adrift or illegally moored craft
Capsize / Sunk	2	9	1	5	7	3	5	😊	Primarily boats tied up incorrectly or not looked after and taking on water. Above mentioned capsize at Sunny Cove
Complaint	5	2	2	3	4	3	3	☹️	Littering complaint. Ongoing complaints over SHA treating an individual unfairly about launching his boat. Complaint about how busy the landing pontoons are and the berthing of smaller tenders
Compliment	16	23	28	21	24	5...	22	😊	Going out of our way to solve problems/find solutions, including specifically at the boatpark
Damage to Vessels	5	6	12	21	37	28	18	☹️	3 boatpark incidents, 5 incidents of damage caused to harbour vessels or harbour vessels causing damage. One collision between resident boats swinging on their own moorings, claim outstanding
Fire	1	0	1	1	0	0	1	😊	
Harbour Truck	1	0	1	0	0	0	0	😊	
Illegally Moored and Towed	62	75	65	61	22	11	49	😊	Fewer boats than normal towed away or to their correct berth. Since 2021 Illegally berthed craft overnighing on landing pontoons have been logged seperately (but is also less than previous years)
Lost Boat	8	5	10	15	6	5	8	😊	half of which went missing from slipways and beaches, 3 found safe and well having drifted away but unable to identify as did not have a name or stickers
Medical	5	16	4	8	12	2	8	☹️	2 customers falls in harbour launch Blackstone, minor scrapes and bruises
MOB	2	2	2	2	3	4	3	☹️	Mooring Officer during towing operation at Kingsbridge, capsized boat in surf at Sunny Cove and 2x commercial operators at Whitestrand
Navigation Incident	1	1	5	17	12	22	10	☹️	Including 15 groundings, 10 of which are linked to commercial operations, 4 of which were harbour launches (3 instances being at East Portlemouth)
Near Miss	3	3	2	3	6	1	3	☹️	Unused MFV consistently requiring owner contact and bailing to prevent sinking
Pollution	1	1	1	2	1	3	2	☹️	Small leak of engine oil from outboard engine rectified by owner. Diesel spill on land and in a motorboats bilge, neither showed any evidence of making it into the harbour but assistance provided
Speeding	21	16	20	32	59	24	29	☹️	Regular internal patrols have replaced the previous night security patrols and are regularly monitoring the creeks during the high water times throughtout the day and evening
Swimmers*	3	6	5	2	2	4	4	☹️	*Swimming in high traffic areas away from the shore. Most educated before endangering themselves and escorted toward shore. 1 rescued from Blackstone Rock as had been caught out by the tide
Theft	3	9	10	8	12	11	9	☹️	6 thefts of fuel mostly from the remote pontoon off Whitestrand during August. Others thefts relating to equipement in various places and a tender at the Newbridge Dinghy Park
Vessel Adrift	20	29	12	19	18	13	19	☹️	Not including all Whitestrand or overflow pontoon boats adrift in the locality. 4 resulting from mooring equipment failure, one of which was a harbour foreshore mooring at Newbridge

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