

Report to: **Salcombe Harbour Board**

Date: **1 April 2019**

Title: **Harbour Master's Report**

Portfolio Area: *Commercial Services*

Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

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

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

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

Contact: **01548 843791**

Recommendations:

- 1. That the Board RESOLVES to note and endorse the content of the Harbour Master's report.**
- 2. That the Board APPROVES the funding of the development of the new Salcombe Harbour Authority Website from the Salcombe Harbour General Reserve up to a total cost of £10,000.**

1. Executive summary

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

2. 2018/2019 Projects

2.1 Leading Lights.

Following the approval of the request for funding from reserves we were able to acquire 2 new upgraded LED lights for our leading light system. The new system offers far more reliability and an enhanced range.

3. Performance Indicators

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

Please see Appendix 1 + 2

3.1 Appendix 1 – Spring PI's.

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

As you can see from the Appendix 1 the Harbour is well on track to complete the winter program of work despite running several large projects alongside normal work.

3.2 Appendix 2 – Unallocated Moorings.

This appendix reflects in what areas our facilities are at this stage still unallocated and should aid us in the future to make informed decisions on any further projects. On average this year we have seen approx. 6% of all facilities being given up.

3.3 Options available and consideration of risk.

Monitor and report; periodically review PIs for their utility.

3.4 Proposed Way Forward.

Continue monitoring PIs with regular reports back to the Board.

4. Website.

4.1 The Harbour Authority is currently running a temporary website that has been created with the assistance of SHDC. We have been working with our software provider Harbour Systems (HS) on a new website and have had several workshops that have got us to the stage of commencement however due to HS workload assisting SHDC at the Dart Lower Ferry (DLF) we are now waiting for the running trial results at DLF once happy HS will start on the website project for SHA. The project will run in 2 phases. The initial phase will be the main bulk of the design and build of the site at a cost of £6,000. The second phase will involve the Harbour Staff's input towards how we will tailor our online booking systems etc and is estimated to cost between £2,000 and £4,000. SHA would look to fund this from our General Reserve.

5. Assistant Harbour Master (Maintenance & Logistics).

5.1 Chris Gill has announced his retirement from his post in September this year. An internal recruitment process is underway within SHDC and depending on the outcome of the process further recruitment might then need to be held to backfill any existing posts. This is the

reasoning to carry out this process now before we get into the main busy season and to allow a suitable handover period for the successful candidate.

6. Harbour Board Composition

6.1 Members will be aware that this is the last formal meeting of the Harbour Board for this Council administration. In line with the Board's Constitution, the four District Council seats on the Board will be subject to a recruitment and selection process following the upcoming May elections. In addition, there are two Co-Opted Member seats that will be subject to the same process and a third Co-Opted Member who may be appointed to a second three-year term without recourse to open competition, subject to the agreement of the Board Chairman and the Member.

Following the recruitment and selection processes, the recommended appointments will require the approval of South Hams District Council at its Annual Meeting on 16 May 2019.

7. 2020/2021 Rates and Charges.

Appendix 3 – DRAFT Rates and Charges 2020-2021

7.1 This appendix has been created following the request from the HB in Sept 2018's meeting. We have been able to now produce one complete document that reflects every charge that is administered and managed by SHA. Highlighted in **RED** throughout the document are the potential changes to tariffs that we feel are appropriate. I request that a working party is created and a date set to now engage with stakeholders and go into further detail within the charges to then enable us to present a well-structured and researched paper in September's HB meeting this year.

8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	Where appropriate, reference to legal implications is referenced in the report
Financial	Y	The development of the new SHA Website will cost up to a maximum of £10,000. It is recommended that this cost is funded from the Salcombe Harbour General Reserve.
Risk	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None

Safeguarding	N	None
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

Supporting Information

Appendices:

Appendix 1 – Performance Markers.

Appendix 2 – Facilities Given Up.

Appendix 3 – DRAFT Rates and Charges 2020-2021

Background Papers:

None.