

South Hams Salcombe Harbour Board



Title:	Agenda								
Date:	Monday, 13th November, 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%;">Ms K Allen</td> <td style="width: 33%;">Mr P Brown</td> </tr> <tr> <td>Cllr Bonham</td> <td>Mr C Plant</td> </tr> <tr> <td>Cllr Dennis</td> <td>Mr A Owens</td> </tr> <tr> <td>Cllr McKay</td> <td>Mr I Shipperley</td> </tr> </table>	Ms K Allen	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								
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 - 6**
to approve as a correct record the minutes of the meeting of the Board held on 18 September 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. 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;
- 6. Public Question Time**
a period of up to 15 minutes is available to deal with questions from the public
- 7. Feedback from Harbour Community Forums**
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 8. Presentation on Water Quality Monitoring**
- 9. Revenue Budget Monitoring 2023/2024** **7 - 18**
- 10. Fees and Charges 2024/2025** **19 - 30**
- 11. Harbour Master's Verbal Report**

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD**

HELD AT CLIFF HOUSE, SALCOMBE, ON MONDAY, 18 SEPTEMBER 2023

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr L Bonham	*	Ms K Allen
∅	Cllr S Dennis	∅	Mr P Brown
*	Cllr M Long (Chairman)	*	Mr A Owens
*	Cllr J McKay	∅	Mr C Plant
		∅	Mr I Shipperley
		*	Mr I Stewart

Other Members in attendance and participating:

None

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

SH.1/23 WELCOME AND INTRODUCTIONS

Since this was the first Board meeting following the May 2023 local elections, the Chairman welcomed Cllrs Bonham and McKay and Ms Allen to their first formal meeting following their respective appointments.

SH.2/23 APOLOGIES FOR ABSENCE

It was noted that apologies for absence for this Board Meeting had been received from Cllr Dennis and Messrs Owens, Plant and Shipperley.

SH.3/23 MINUTES

The minutes of the Salcombe Harbour Board meeting held on 20 March 2023 were confirmed as a true and correct record.

SH.4/23 URGENT BUSINESS

There were no items of urgent business raised at this meeting.

SH.5/23 CODE OF CONDUCT DISPENSATIONS

In accordance with the adopted Members' Code of Conduct, it was noted that the payment of Harbour Dues constituted a contract with South Hams District Council. As a result, this matter should be declared by Members as a 'Disclosable Pecuniary Interest' (DPI).

Since a number of Board Members were in the position of paying Harbour Dues, it was noted that the Council's Monitoring Officer (Chief Legal Officer) had granted a dispensation to each of these Members to enable them to take part in the debate and vote on related matters at Board meetings (in accordance with Paragraph 8.1(c) of the Members Code of Conduct). The granting of this dispensation would ensure that Board meetings were quorate and able to proceed and these would be in place until the date of the South Hams District Council Annual Council meeting to be held on 16 May 2024.

SH.6/23 **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:

Cllrs Bonham, Ms Allen and Mr Stewart each declared a Disclosable Pecuniary Interest in all related agenda items by virtue of paying harbour duties. As set out earlier in this meeting (Minute SH.3/23 above refers), the Monitoring Officer had granted each of these Members a dispensation and they were therefore able to take part in the debate and vote on any related matters.

SH.7/23 **PUBLIC QUESTION TIME**

In accordance with the Public Question Time Procedure Rules, there was no questions raised at this Meeting.

SH.8/23 **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)

Whilst the composition of the Board had changed, the Board Chairman confirmed that he was happy to remain as its SKECF representative.

South Devon & Channel Shellfishermen

The representative advised that the Shellfishermen were generally content and the industry had experienced a good summer season.

Kingsbridge and Salcombe Marine Business Forum

It was agreed that Ms Allen would become the Board representative on the Business Forum.

By way of a general update, it was noted that, largely because of the poor summer weather, tourism footfall in Salcombe had been as much as 40% lower than in previous years.

Kingsbridge Estuary Boat Club (KEBC)

It was noted that the Club and the Harbour Authority enjoyed a very positive working relationship and the Harbour Master put on record how much he valued the support that was given by the Club.

East Portlemouth Parish Council

The lack of recent feedback from the Parish Council was highlighted and the merits of retaining it as a 'Community Forum' were therefore questioned. As a result, it was agreed that contact would be made with the Parish Council before a view was taken over whether or not it should be retained.

SH.9/23

2022/23 YEAR END FINANCIAL REPORT

The Board considered a report that advised of the Harbour's final trading position in 2022/23 together with details outlining the main variations from the originally approved Budget. The report also set out a summary of Harbour Reserves and an analysis of the payments that were made between Salcombe Harbour and the District Council during 2022/23.

In discussion, particular reference was made to:

- (a) the 'miscellaneous' heading in the Revenue Outturn. For clarity, the Head of Finance advised that examples of expenditure that fell within this heading were: conference expenses; legal fees; contributions to the Area of Outstanding Natural Beauty (AONB) unit; and the Special Responsibility Allowance that was entitled to be claimed by the Board Chairman;
- (b) inclusion of published appendix 3: 'Payments between Salcombe Harbour and South Hams District Council'. Members welcomed inclusion of published appendix 3 and felt that this added value to the Year End report.

It was then:

RESOLVED

1. That the income and expenditure variations for the 2022/23 Financial Year and the overall trading surplus of £156,524 be noted, with the surplus being allocated to the Harbour's General (Revenue Account) Reserve; and
2. That the payment of merit pay to the Harbour Staff of up to £8,000 (to be funded from the Harbour's General (Revenue Account) Reserve) be supported.

SH.10/23

2024/25 BUDGET

The Board considered a report that proposed the Salcombe Harbour Authority budget for 2024/25 and provided a budget forecast for 2023/24.

In discussion, particular reference was made to:-

- (a) the proposed Fees & Charges Workshop. Due to being interlinked, a Member questioned as to how the Council could recommend approval of its Budget for 2024/25 at this meeting without making a series of recommendations on its Fees and Charges at the same time.

In response, officers advised that, once the Budget was set, it would then be a matter for the Board to consider its Fees and Charges to fund the identified budget deficit for 2024/25 (£77,000) and thereby achieving the overall objective of a balanced budget.

To provide greater clarity, an amended recommendation 1 was therefore **PROPOSED** and **SECONDED** to read as follows:

'That the proposed 2024/25 Budget (as set out within the published agenda report) be approved, with it being noted that the detailed means of closing the Budget deficit (identified as being £77,000) will be considered by the Board at its next meeting (to be held on 13 November 2023).'

Regarding the date (and time) for the Board Workshop to be held, it was agreed that this should take place during week commencing 16 October 2023 and the Harbour Master was tasked with establishing the most convenient date and time following this Board meeting;

- (b) the total cost of replacing the moorings barge. When questioned, the Harbour Master estimated that a replacement moorings barge would cost in the region of up to £750,000. Once the Batson Project had been completed, the Harbour Master stated that it would be then his intention to produce a report for consideration at a future Board meeting.

It was then:

RECOMMENDED

That the Board **RECOMMEND** that the Executive **RECOMMEND** to Full Council that:

1. the proposed 2024/25 Budget (as set out within the published agenda report) be approved, with it being noted that the detailed means of closing the Budget deficit (identified as being £77,000) will be considered by the Board at its next meeting (to be held on 13 November 2023); and
2. £150,000 be transferred from the Harbour's General (Revenue Account) Reserve to the Renewals Reserve as part of closing the 2023/24 Accounts, with this funding being earmarked to support the cost of replacing the moorings barge.

SH.11/23

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, the following points were raised:-

- (a) Given the number of fuel thefts from the overflow pontoon, the Harbour Master confirmed that potential preventative measures would be given further consideration **Page 4** the winter months;

- (b) With regard to water quality monitoring, Members noted the intention for a standalone agenda item on this issue to be included on the agenda for the Harbour Board meeting to be held on 13 November 2023;
- (c) Members welcomed receipt of the incident log (as detailed at Appendix 3 of the published agenda report). In emphasising its particular importance, Members asked that safety be given consideration at the Board Workshop during week commencing 16 October 2023 and, for future incident logs, these be divided between 'human' and 'vessel' safety and placed at the top of the document;

It was then:

RESOLVED

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

SH.12/23

PROJECTS UPDATE – VERBAL REPORT

In providing an update to the Board, the Principal Civil Engineer advised that:

- we were reaching the conclusion of what had been a prolonged (and particularly resource intensive and testing) process to deliver the Commercial Units and Harbour Depot projects;
- having been completed in May 2023, five tenants had signed up for the Commercial Units, three of which were already in their units and content with their premises;
- the handover date of the Depot was envisaged to be 28 September 2023. The Engineer thanked the Harbour Authority and Board for their patience and was of the view that the completed facility looked excellent and, whilst there had been significant project delays, it had been finalised within the approved project budget. The Engineer also confirmed that financial penalties had been applied to the Contractor;
- there had been a number of lessons learned through the progression of both projects;

Following the update, the Board wished to put on record its thanks to all lead officers who had been so instrumental in delivering these projects.

SH.13/23

MARINE DECARBONISATION – VERBAL UPDATE

In providing an update, the Board noted that:

- a Marine Decarbonisation Officer was now within the employ of the Council;
- representatives from the University of Plymouth had undertaken water and ecology tests in the Harbour;
- a Marine Economy Study was intended to be carried out during February 2024;
- works being underway to establish the carbon footprint of the Harbour;
- an electric vessels project also being underway.

In conclusion, given both the amount of work ongoing and the global emphasis on the Climate Change and Biodiversity agenda, officers committed to providing regular progress updates to the Board.

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

Chairman

Report to: **Salcombe Harbour Board**
Date: **13 November 2023**
Title: **Revenue Budget Monitoring 2023/2024**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

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

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Recommendations:

That the Board notes the forecast income and expenditure variations for the 2023/24 financial year and the projected surplus of £33,400.

1. Executive summary

- 1.1 This report updates Members on income and expenditure variations against the approved budget and forecasts the year end position.
- 1.2 Gross expenditure is set at £1.399 million in the 2023/24 balanced budget. As at 18 October 2023, a surplus of £33,400 is projected, as shown in Appendix A. This equates to 2.4% of the gross budget for 2023/24.

2. Background

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

3. Outcomes/outputs

3.1 A surplus of £33,400 is currently forecast for 2023/24. The income and expenditure variations are detailed in Appendix A. The main variances are shown in the table below:

TABLE 1: 2023/24 BUDGET FORECAST

	2023/24 Budget expenditure /(income)	Budget variations		£	Note
		%	£		
	£			£	
APPROVED BUDGET				-	
Reductions in expenditure/ additional income					
Security Patrol	65,600	(77.1%)	(50,600)		A
Mooring hire income	(531,900)	(8.6%)	(45,500)		B
Harbour dues income	(453,800)	(7.9%)	(35,800)		C
Other minor variances	-		(1,300)		
Sub total of variations				(133,200)	
Increases in expenditure/ reductions in income					
Employees	507,500	18.1%	91,700		D
Rents	146,300	5.5%	8,100		E
Sub total of variations				99,800	
PROJECTED SURPLUS				(33,400)	

Notes

- A. **Security Patrol** – The reduction in the Security Contract costs reflects the changes to the security patrol with the service now being provided in-house in 2023/24. This has increased the staffing budget by £60,000 shown in note D below but is partly offset by this saving of £50,600.
- B. **Mooring Hire income** – The additional income of £45,500 primarily results from casual foreshore visitor income of £39,300, in contrast to the casual deep water income which while just above budget is predicted to be lower than previous years. This shows how susceptible trade in visitors from sea can be to a summer high season plagued by bad weather, in comparison to those arriving as visitors by land who do not require a weather window to make passage to Salcombe. The town landings are also primarily used by visiting yachts from sea so income is equally susceptible to bad weather.

Historically some resident moorings in less desirable areas of the harbour have been left unallocated, yet again demand has surpassed supply in all areas this year resulting in higher than expected income levels.

- C. **Harbour Dues income** – Additional income of £35,800 is currently anticipated for 2023/24. Again this variation is primarily from annual resident Harbour Dues (£29,800) as visitor Harbour Dues (from vessels arriving from sea) are also predicted to be less than in previous years for the reasons above detailed in note B.
- D. **Employees** - Additional employee costs of £91,700 are currently anticipated in 2023/24. This mainly reflects the changes to the security patrol with the service now being provided in-house. This has increased the staffing costs by approximately £60,000 but is offset by a reduction in the security patrol budget of £50,600 shown above in note A. In addition, the forecast for employees costs includes the latest local government pay award offer of £1,925 per employee for 2023/24. This is significantly higher than the budgeted provision of 3%.
- E. **Rents** – Due to the additional income currently forecast for 2023/24 it is anticipated that an additional £8,100 of rent will be payable to the Duchy of Cornwall based on a percentage of our increased moorings income.

4. Issues for consideration

- 4.1 The projected surplus of £33,400 equates to 2.4% of the gross budget for 2023/24.

- 4.2 Salcombe Harbour Authority has experienced a great deal of variation in trade over the last 5 years in relation to the impact of COVID-19 be this the lock downs the easing of regulations and the resulting staycations and more recently poor weather over the high season. Salcombe Harbour Authority has continued to remain operational and fulfil its statutory duties but this fluctuation in trade has appeared to steady, potentially driven by the weather, but 2023/24 may represent a more normal year with a good indication of what influence such bad weather can have on certain visitor revenues.
- 4.3 Following the changes to staff structure the harbour as a whole has been better catered for in terms of patrols, routine checks, stakeholder engagement, byelaw enforcement, marshalling events and backing up the boatman and taxi during more demanding/busy periods. This does not seem to have had any particularly negative effect on security with reports of thefts relatively similar to the previous year.

5. Reserves and Loans

5.1 Salcombe Harbour holds three reserves as follows:

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

A summary of the projected Harbour reserve and loan balances as at 31 March 2024 are shown in Appendix B. The projected 2023/24 surplus of £33,400 would go into the General Reserve at the year end, in accordance with normal accounting practice. This gives a predicted year end balance of £240,060 for the General Reserve after the transfer of £150,000 to the Renewals Reserve approved at the last Harbour Board meeting on 18th September (minute reference SH.10/23).

5.2 Revenue expenditure funded from Reserves is likely to be £44,900 higher than the original budget approved for 2023/24. Below is a breakdown of this overall variance:

Revenue expenditure to be funded from Reserves				
	2023/24	2023/24	2023/24	
	Budget	Forecast	Variance	Notes/approval
	£	£	£	
Renewals Reserve				
Replacement engine	15,000	15,000	-	
General Reserve				
Legal advice for the Harbour Revision Order	-	30,900	30,900	Approved in November 2022 following Duty Holder training on 13 October 2022 (up to £40k in total, £9.1k spent in 2022/23)
Merit Payment – relating to 2021/22 and 2022/23	-	14,000	14,000	Approved at the Harbour Board 13 June 2022 – SH.10/22 and 18 September 2023 – SH.9/23
Totals	15,000	59,900	44,900	

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 C. This compares the budgeted amounts and the forecast payments for 2023/24. There are no significant variances anticipated at this stage in the year.

7. Proposed Way Forward

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

8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour Order (Salcombe) Confirmation Act 1954 makes provision for the Council to manage and improve the harbour and for the financial arrangements in connection with the exercise of those powers.

Financial	Y	The report identifies a projected surplus of £33,400 for 2023/24.
Risk	Y	Budget variances – continual budget monitoring ensures early identification of variances. Reporting to the Board provides an opportunity for Members to identify and instigate remedial action where appropriate.
Supporting Corporate Strategy		Salcombe Harbour supports the priority of protecting our Built and Natural Environment within the Council's current 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 A – Salcombe Harbour Revenue Forecast 2023/24

Appendix B – Harbour Balances and Loans Forecast 2023/24

Appendix C – Payments between Salcombe Harbour and SHDC in 2023/24

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 FORECAST 2023/24

		<i>As at 18th October 2023</i>			
Actual 2021/2022	Actual 2022/2023		Budget 2023/2024 (At outturn prices)	Forecast 2023/2024	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
477,201	517,312	Harbour	507,500	599,200	91,700
		Premises-Related Expenditure:-			
46,849	36,277	General Repairs and Maintenance	42,500	40,500	(2,000)
65,439	53,889	Security Patrol	65,600	15,000	(50,600)
102,419	101,069	Moorings	99,000	104,500	5,500
528	562	Insurances	1,000	1,000	0
28,033	33,556	Utility Charges	32,800	35,600	2,800
10,000	10,000	Public Conveniences contribution	10,000	10,000	0
163,095	171,181	Rents	146,300	154,400	8,100
12,072	14,038	Refuse Collection /Cleaning	18,000	18,000	0
428,435	420,572		415,200	379,000	(36,200)
		Supplies and Services:-			
6,515	19,480	Equipment	12,600	20,600	8,000
11,845	7,311	Printing, Stationery and Advertising	7,800	6,800	(1,000)
4,142	4,634	Communications (Radios, Telephones, Postage etc.)	5,800	4,600	(1,200)
9,664	5,238	Protective Clothing	5,000	5,000	0
14,924	16,403	Credit Card Handling Charges	16,000	16,000	0
31,832	34,351	Miscellaneous	42,200	42,300	100
78,922	87,417		89,400	95,300	5,900
66,616	88,129	Transport-Related Expenses (Launches etc.)	79,400	87,100	7,700
55,700	56,800	Central Support Services	59,700	59,700	0
40,000	40,000	Contribution to Renewals Reserve	45,000	45,000	0
65,000	65,000	Contribution to Pontoon Reserve	70,000	70,000	0
58,000	58,000	Contribution to Marine Infrastructure Reserve	63,000	63,000	0
7,089	991	New Projects Funded From Revenue	5,000	5,000	0
35,612	49,469	Revenue Items Being Met From Reserves	15,000	59,900	44,900
12,800	12,800	Capital Charges (Net)	49,300	49,300	0
1,325,375	1,396,490	TOTAL EXPENDITURE	1,398,500	1,512,500	114,000
(449,605)	(495,332)	Harbour Dues	(453,800)	(489,600)	(35,800)
(552,246)	(578,399)	Mooring Hire	(531,900)	(577,400)	(45,500)
(203,197)	(222,400)	Small Boat Pontoon Systems	(221,200)	(223,500)	(2,300)
(42,829)	(44,286)	Water Taxi Service	(36,000)	(46,000)	(10,000)
(23,299)	(24,088)	Mooring Licences	(25,600)	(24,100)	1,500
(70,110)	(69,753)	Security Patrol Fees	(69,200)	(68,600)	600
(67,703)	(60,487)	Miscellaneous	(43,200)	(47,800)	(4,600)
(35,612)	(49,469)	Contribution from Reserves	(15,000)	(59,900)	(44,900)
(300)	(8,800)	Interest	(2,600)	(9,000)	(6,400)
(1,444,901)	(1,553,014)	TOTAL INCOME	(1,398,500)	(1,545,900)	(147,400)
(119,526)	(156,524)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(33,400)	(33,400)

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HARBOUR BALANCES & LOANS

APPENDIX B

<u>Pontoons Reserve</u>	
	£
Balance 1st April 2023	363,366
ADD	
Contribution 2023/2024	70,000
Interest 4.55%	16,500
	449,866
Less anticipated expenditure	
Four new pontoon sections	(33,800)
Projected Balance as at 31st March 2024	416,066

<u>Renewals Reserve</u>	
	£
Balance 1st April 2023	223,001
ADD	
Contribution 2023/2024	45,000
Interest 4.55%	10,100
	278,101
Less anticipated expenditure	
Replacement engines	(15,000)
Transfer from the General Reserve (Minute ref. SH.10/23)	150,000
Projected Balance as at 31st March 2024	413,101

Total Reserves Balances as at 1st April 2023	£987,927
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Projected Total Reserves Balances as at 31st March 2024	£1,069,227
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<u>General (Revenue Account) Reserve</u>	
	£
Balance 1st April 2023	401,560
ADD	
Surplus forecast as at 18/10/2023	33,400
	434,960
Less anticipated expenditure	
Merit pay - relating to 2021/22	(6,000)
Merit pay - relating to 2021/23	(8,000)
Legal advice for the Harbour Revision Order	(30,900)
Transfer to the Renewals Reserve (Minute ref. SH.10/23)	(150,000)
Projected Balance as at 31st March 2024	240,060

<u>A summary of loans outstanding with SHDC</u>		
	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 31.3.2023	£262,400	£1,735,000
Total outstanding 31.3.2024	£249,600	£1,700,300

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Payments between Salcombe Harbour and South Hams District Council

APPENDIX C

	Budget 2023/24 £	Forecast 2023/24 £	Variance 2023/24 £
Amounts chargeable to SHDC			
Harbour salary recharges (e.g. car parks, beach & water safety)	(180,200)	(180,200)	0
Contribution to the Security Patrol & Waste Collection	(4,800)	(4,800)	0
Interest payable	(2,600)	(9,000)	(6,400)
	(187,600)	(194,000)	(6,400)
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	59,700	0
Rent for Harbour Office	10,000	10,000	0
Business Rates	18,000	16,600	(1,400)
Loan repayments	49,300	49,300	0
Public Conveniences contribution	10,000	10,000	0
Trade Waste Collection	10,000	10,000	0
Chairman - Harbour Board	3,000	3,000	0
	223,000	221,600	(1,400)
Net amount payable to SHDC	35,400	27,600	(7,800)

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Report to: **Salcombe Harbour Board**
Date: **13 November 2023**
Title: **Fees and Charges 2024/2025**
Portfolio Area: *Salcombe Harbour*

Wards Affected: **All**

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

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

The recommendation will be considered by Executive on 30 November 2023.

Author: **C Sims-Stirling** Role: **Harbour Master**
P Goodhead **Assistant Harbour Master**
M McCheyne **Assistant Harbour Master**

Contact: **01548 843791**

RECOMMENDATIONS:

That the Harbour Board RECOMMENDS to the Executive to RECOMMEND to Council approval of the proposed fees and charges (as set out at Appendix 1) for implementation from 1 April 2024 to meet the 2024/25 budget gap of £77,000.

1. Executive summary

1.1 This report proposes the fees and charges that ensure the Harbour achieves a balanced revenue budget for 2024/25.

2. Background

2.1 The 2024/25 Budget was considered at the last Harbour Board meeting on 18 September 2023. After reviewing all the expenditure and income budget lines in detail for 2024/25 a budget gap of £77,000 was identified. The Harbour must legally set a balanced budget every year where the level of expenditure agrees to the level of income. It was noted at the September Board meeting that the detailed means of closing this deficit would be considered by the Board in November through a review of fees and charges.

2.2 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.

2.3 The 2023/24 budget gap, albeit smaller than 2024/25 was met by adjustments to Harbour Dues and the Whitestrand July/August charges, there was no increase on any other mooring charges. The proposed changes to the current fees and charges to address the 2024/25 budget gap of £77,000 are set out below.

3. Proposed Way Forward

3.1 **Proposed changes to fees and charges** - to meet the budget gap, justification included below the table.

Item	Proposed amendment	Comment
Harbour Dues:		
Annual dues (residents)	£11.10p/m £1.20p/hp Inc VAT 17-20%	Increase only due to the inclusion of the patrol charge, not now charged to mooring holders
Casual dues (visitors)	0%	Removal of weekly rate

Item	Proposed amendment	Comment
Mooring Hire:		
Annual Deep Water (residents)	10%	
Casual Deep Water (visitors)	0%	Removal of weekly rate
Annual Foreshore (residents)	10%	
Casual Foreshore (visitors)	£90 per week, 12.5%	Increase from £80 to £90 per week inc VAT
Store Boxes at Ditch End	10%	
Overnight - Town Landings	0%	Removal of weekly rate
Annual pontoons: Shadycombe Creek V Quay, Batson & Kingsbridge	10%	
Whitestrاند Licence Fees	10%	
Whitestrاند Pontoon July/August	0%	
Fish Quay Pontoon	10%	
Foreshore/Deepwater Mooring Licences: All Areas	10%	

3.2 Visitor charges (from sea): Despite being historically overpriced our visitor charges for yachts arriving from sea have not changed in 5 years. Salcombe Harbour Authority is now very competitive, with many comparative harbours being more expensive or do not employ seasonal pricing. One of our bigger pressures is accommodating longer stay visitors, particularly when they do not stay aboard overnight, which for their own safety restricts the

number of mooring options available to them. To partly compensate this pressure it is proposed that daily prices and seasonal variations to Moorings and Harbour Dues remain fixed but the 7 nights for the price of 5 is removed. This includes town landings.

3.3 Visitor charges (from land): For those visitors of a smaller size arriving by land and therefore not staying aboard moorings can be booked in advance by the week to guarantee an option. For 4 years this has been set at £80 and it is felt appropriate for this to increase similar to other facility costs, £90 per week or £18 per night, Resident Harbour Dues required in addition.

3.4 Resident Harbour Dues: It is proposed the existing security charge placed on resident moorings is removed entirely and the £69,000 budget now used to facilitate an extra member of staff, patrols, stakeholder engagement, education initiatives and CCTV improvements is encompassed within Harbour Dues so it is paid by all boats using the harbour. For those who do not hold moorings, costs will increase depending on their boats specification but in general those who have moorings will make a saving in comparison to not having to pay approximately £35 per foreshore mooring or £70 per deep water mooring, again dependant on their boats specification. This will also mean that all the boats mooring on landing pontoons or booking visitor foreshore moorings will contribute to this charge. Salcombe Harbour Authority believes this is a much fairer way of apportioning the charge which reflects the time and effort afforded in managing the harbour waters, events and in dealing with problems, that is now paid for by all craft paying Harbour Dues on length and horsepower not just those on individually allocated resident moorings.

3.5 Resident mooring charges: To fulfil the remaining budget gap an increase to all mooring facility charges of 10% is proposed. For reference mooring charges in 2023/24 did not increase on the previous year.

4. Associated tariffs

4.1 Appendix 1 includes our full list of fees and charges including those for associated assets managed by Salcombe Harbour Authority on behalf of South Hams District Council, such as the boat parks and dinghy storage areas. Minor operational changes to charges are also listed in this document. Some of the above changes to charges will affect associated sub-tariffs which will also be changed to reflect the proposed adjustment, for a particular timescale/facility for example.

5. Communication

5.1 Salcombe Harbour Authority recognises the need for increases in/or the redistribution of charges to be published and justified to inform stakeholders of the anticipated costs in an open manner. This will therefore be communicated within our retention run paperwork later in November (for those wishing to renew facilities) and within the Harbour Guide, Online and by associated correspondence with visitor groups.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	The proposed changes to fees and charges will raise additional net income of £77,000 thereby meeting the revenue budget gap for 2024/25.
Risk	Y	Fees and charges may be insufficient if fewer than expected vessels use the Harbour or if costs rise more than anticipated
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 budget includes an adjustment in how the previous Night Security Patrol was funded, to provide a more diverse in-house ability to patrol the harbour more frequently.

Health, Safety and Wellbeing	N	No adverse impacts
Other implications	N	

Supporting Information

Appendix:

1. Proposed Fees and Charges 2024/2025.

Background Papers:

2024/25 Budget – Harbour Board 18 September 2023.



SOUTH HAMS DISTRICT COUNCIL
SALCOMBE HARBOUR AUTHORITY RATES AND CHARGES 2024-2025

The Salcombe Harbour Order 1954 - The Harbour Act 1964
 (which includes the Kingsbridge Estuary and all the creeks adjoining)
 Charges from 1st April 2024 - 31st March 2025



South Hams
District Council

Ex VAT Inc VAT

Harbour Dues are payable by all vessels moored/launched within the Salcombe-Kingsbridge Estuary INCLUDING THOSE VISITORS ARRIVING BY LAND. All boats to be registered at the Harbour Office or Batson Boatpark. PLEASE DISPLAY YOUR PLAQUE.

ANNUAL Harbour Dues: All vessels (apart from those rowed/paddled, see below)		
Per Metre of registered vessel	£9.25	£11.10
plus the below charge when an engine is present		
Per Horsepower (supplement for all motorised vessels charged per individual Hp, capped at 1000 Hp)	£1.00	£1.20

ANNUAL Harbour Dues: Canoes, kayaks, paddle boards, & row boats	£5.00	£6.00
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DAILY Harbour Dues: Applicable to any 24h period (7 Days Max)		
Per Metre of registered vessel	£1.33	£1.59
plus the below charge when an engine is present		
Per Horsepower (supplement for all motorised vessels charged per individual Hp, capped at 1000 Hp)	£0.14	£0.17

Annual Resident Foreshore (including South Sands-reduced timescale)		
All Areas (charged per metre) (min 4.5 metre £278.96 inc VAT)	£51.66	£61.99
All Areas BOATYARD (charged for max size of berth)	£77.48	£92.98

Annual Resident Foreshore Mooring Licences (non SHA gear) (including Running Moorings)		
All Areas (charged per metre) (min 6.0 metre £54.60 inc VAT)	£7.58	£9.10
All Areas BOATYARD (charged for max size of berth) (min 6.0 metre £81.96 inc VAT)	£11.38	£13.66

Annual Resident Deep Water Mooring		
Deep Water Above Tosnos (charged per metre) (min 7.5 metre vessel £648.37 inc VAT)	£72.04	£86.45
Deep Water (charged per metre) (min 7.5 metre vessel £771.37 inc VAT)	£85.71	£102.85
Deep Water BOATYARD (charged for max size of berth) (9m berths £1388.52 inc VAT)	£128.57	£154.28

Annual Resident Deep Water Mooring Licences (non SHA gear) (also including store box mooring licenses)		
All Areas (charged per metre) (min 6.0 metre vessel £90.84 inc VAT)	£12.62	£15.14
All Areas BOATYARD (charged for max size of berth) (min 6.0 metre vessel £113.94 inc VAT)	£15.83	£18.99

Annual Resident Pontoon Berths: Shadycombe, Kingsbridge, (Batson and Victoria Quay reduced timescale)		
2.0 metre max width berth (charged per berth)	£325.40	£390.48
2.3 metre max width berth (charged per berth)	£415.23	£498.27
2.0 metre max width BOATYARD (charge per berth)	£488.09	£585.71
2.3 metre max width BOATYARD (charge per berth)	£622.84	£747.41

Whitstrand Pontoon Charge (also applicable to those tenders on the slipway and remote pontoon)		
Per month, All vessels, maximum 4.2 metre length, July and August only	£41.67	£50.00

Annual Resident Facility Retention (per facility, invoiced each November and credited in annual invoice)

Facility Retention Fee, (per mooring and resident compound)	£104.17	£125.00
Facility Retention Fee (per dinghy rack/space and fish quay pontoon)	£41.67	£50.00

One-Off Waiting List Registration Fee (refundable or credited at first payment, SHDC Council Tax required)

Resident Deep Water Waiting List Retention Fee	£166.67	£200.00
Resident Drying Pontoon Waiting List Retention Fee	£41.67	£50.00
Resident Foreshore Waiting List Retention Fee	£41.67	£50.00

Annual Resident Store Boxes

Mooring Rental (Castle Bay / Ditchend)	£162.16	£194.59
Registration Fee	£10.71	£12.85

Annual Resident Hard Standing Facility Hire

Newbridge Boat Park (Boat only NOT CAR)	£110.00	£132.00
Whitestrans Boat Park (Boat only NOT CAR)	£165.00	£198.00
Kingsbridge Boat Park (Boat only NOT CAR)	£110.00	£132.00
Newbridge Dinghy Rack	£87.08	£104.50
Batson Dinghy Rack	£96.25	£115.50
Whitestrans Dinghy Rack	£96.25	£115.50

Annual Whitestrans Pontoon Landing Licence (Commercial)

Category A (craft carrying < 12 passengers landing < 10 times per day)	£244.59	£293.50
Category A1 (Category A landing > 10 times but < 20 times per day)	£489.15	£586.98
Category A2 (Category A landing > 20 times per day)	£1,956.55	£2,347.86
Category B (craft carrying > 12 but < 50 passengers landing < 10 times per day)	£489.15	£586.98
Category B1 (Category B landing > 10 times but < 20 times per day)	£978.27	£1,173.93
Category B2 (Category B landing > 20 times per day)	£3,913.10	£4,695.72
Category C (craft carrying > 50 passengers landing < 10 times per day)	£978.27	£1,173.93
Category C1 (Category C landing > 10 times but < 20 times per day)	£1,956.55	£2,347.86

Annual Ferry Landing Licence (Jubilee Pier and Kingsbridge)

Category A2 (Category A landing > 20 times per day)	£1,778.68	£2,134.42
Category C (craft carrying > 50 passengers landing < 10 times per day)	£889.34	£1,067.21

Commercial passenger vessels

For every ship or vessel which shall enter the harbour per metre or part thereof	£0.96	£1.15
Additionally, per passenger landed	£0.58	£0.70

Merchant Vessels

For every ship or vessel which shall enter the harbour Under 100 tonnes (per tonne N.R.T.)	£0.53	£0.64
Of and over 100 tonnes (per tonne N.R.T.)	£0.63	£0.76

Tugs

Per day or part thereof	£26.86	£32.23
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On goods shipped, unshipped or transhipped within the harbour:

(Provided that no rates or charges are payable on shellfish) Per tonne	£1.51	£1.81
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Marine Contractors

Daily charge for on Quays and Slipways (not including Parking)	£12.50	£15.00
Annual charge for on Quays and Slipways (not including Parking)	£166.67	£200.00

Annual Marine Advertising Boards (VAT Exempt)

Whitestrand	£51.47	£51.47
Whitestrand (Small Front Space)	£30.70	£30.70
Ferry Pier Notice Boards and East Portlemouth	£51.47	£51.47
Ferry Pier Notice Boards and East Portlemouth (Double Sized)	£102.94	£102.94

Licensing

Pleasure Boat Licence (per vessel per annum) South West Cat 1: Hire Boats (VAT Exempt)	£49.00	£49.00
Pleasure Boat Licence (per vessel per annum) South West Cat DTp: Passenger Certified Boats (VAT Exempt)	EXEMPT*	EXEMPT*

*Exemption applies on production of current relevant DTp certification

A reduction of 20% will be made in the case of hire boat operators presenting a minimum of six boats for examination at any one time.

Boatman / Operator Licence Initial (VAT Exempt)	£105.00	£105.00
Boatman/ Operator / Assistant Boatman's Licence (per person per annum) (VAT Exempt)	£35.00	£35.00

A charge of 50% of the appropriate fee will be made in the case of re-examination. (VAT Exempt)

Harbour Authority Service Charges

Barge Hire (Min 4 hours)	£660.00	£792.00
Barge Hire per day	£1,320.00	£1,584.00
Barge Hire per week	£6,600.00	£7,920.00
Launch Hire per hour (1 hour min)	£77.00	£92.40
Launch Hire per day	£550.00	£660.00
Launch Hire per week	£2,750.00	£3,300.00
Launch Routine Towage (< 30 mins)	£33.00	£39.60
Fork Lift Truck Hire per hour	£77.00	£92.40
Fork Lift Truck Hire per day	£550.00	£660.00
Fork Lift Truck Hire per week	£2,750.00	£3,300.00
Fork Lift Truck Hire (< 30 mins)	£33.00	£39.60
Crane Hire per hour (1 hour min)	£110.00	£132.00
Crane Hire per day	£770.00	£924.00
Crane Hire per week	£3,850.00	£4,620.00
Additional member of staff per hour	£37.02	£44.42
Towage Penalty Fee	£83.33	£100.00

Winter Storage on Batson Boatpark

Winter Storage Temporary, per metre per week. December / January / February only	£3.50	£4.20
Winter Storage Salcombe Zone 1 (per metre, 1st October-31st March or part thereof)	£52.50	£63.00
Winter Storage Salcombe Zone 2 (per metre, 1st October-30th April or part thereof)	£74.38	£89.25
Hire Powerboat Props per month	£35.00	£42.00
Hire Powerboat Props per season	£175.00	£210.00
Hire Yacht Cradle per month	£43.75	£52.50
Hire Yacht Cradle per season	£227.50	£273.00
Slipway Hoist, per metre per lift (Minimum charge £132/8m craft)	£13.75	£16.50
Scrubbing Grid Environmental charge, per metre	£1.32	£1.58
Repair berth (daily)	£16.67	£20.00

Fish Quay Commercial

Annual Spur charge for Fishing vessels, per registered metre	£59.53	£71.44
Daily Spur charge for visiting Fishing vessels	£41.82	£50.18
Overnight berthing alongside Fish Quay, per registered metre of vessel	£2.09	£2.51
Fish Quay Pontoon maximum length 5.5m	£75.08	£90.10
Temporary laying up on slipway over tide by agreement	FOC	FOC
Annual Parking Permits for reserved spaces - Fishermen	£496.88	£596.26
Annual Charge for loading/unloading catch on quay for Commercial Vehicles from 7.5-40 tons unladen weight.	£1,666.67	£2,000.00
Annual Charge for loading/unloading catch on quay for Commercial Vehicles from 3.5-7.5 tons unladen weight. Inc Fuel	£916.67	£1,100.00
Annual Charge for loading/unloading catch on quay for Commercial Vehicles up to 3.5 ton unladen weight.	£484.17	£581.00
Use of Quays for commercial cars and vehicles up to 3.5 tons unladen weight, per working day or part**	£20.83	£25.00
Use of Quays for commercial vehicles from 3.5 -7.5 tons unladen weight, per working day or part to include fuel tankers**	£41.67	£50.00
Use of Quays for commercial vehicles from 7.5-40 tons unladen weight, per working day or part**	£83.33	£100.00
**does not include spur charge payers who pay for reserved parking spaces.		
Overnight parking for any commercial vehicles	£25.00	£30.00
Temporary storage - yacht trailers, crab pots and other tackle, per square metre per day by agreement:	£0.42	£0.50
Lay-up berth on quay - Maximum 11 metres and 9 ton vessel - maximum stay to be agreed at booking, per 24 hours	£10.00	£12.00
Lay-up berth on quay - Maximum 11 metres and 9 ton vessel - maximum stay to be agreed at booking, per 7 days	£49.33	£59.20
Temporary laying up on any slipway or alongside any Harbour Quay (not launching or slipping), per metre per day or part:	£1.67	£2.00
Wet Fish, landing charge of 1.5% of the gross value of each catch declared on landing (i.e. £1000 landing = £15 fee)	FOC	FOC
Electricity, per Token	£0.83	£1.00

Batson Creek Boat Park

Resident's Compound (Creek Boat Park space 1st April-30th September)	£413.13	£520.00
Boat Park Daily	£8.33	£10.50
Boat Park Daily (LARGE SPACE)	£12.50	£15.75
Boat Park Weekly	£50.00	£73.50
Boat Park Weekly (LARGE SPACE)	£75.00	£110.25
Trailer Parking Daily (under 4.5m)	£5.00	£6.30
Trailer Parking Daily (over 4.5m)	£6.67	£8.40
Trailer Parking Weekly (under 4.5m)	£30.00	£44.10
Trailer Parking Weekly (over 4.5m)	£40.00	£58.80

Visitors Foreshore Mooring Hire (for those arriving from LAND) Max length 8m

Visitors Foreshore Mooring Hire per berth per day 1st April to 30th September	£15.00	£18.00
Visitors Foreshore Mooring Hire per berth per week 1st April to 30th September	£75.00	£90.00
Visitors Foreshore Mooring Hire per berth per day 1st October to 31 March	£7.50	£9.00
Visitors Foreshore Mooring Hire per berth per week 1st October to 31 March	£37.50	£45.00

Water Taxi Charges, there is no return ticket price (zero VAT rated)

Child Single Fare (under 16, when accompanied by an adult)	£0.50	£0.50
Adult Off Town Single Fare	£1.50	£1.50
Adult The Bag Single Fare	£2.00	£2.00
Adult Above Tosnos Point Single Fare and East Portlemouth	£3.00	£3.00

Discounted Water Taxi Tickets (x20 Books) (zero VAT rated)

Adult Off Town x20	£20.00	£20.00
Adult The Bag x20	£30.00	£30.00
Adult Above Tosnos Point (and East Portlemouth) x20	£40.00	£40.00

Visitors Deepwater Moorings and Dues (for all craft with or without an engine arriving from SEA)

N.B. charges apply to the overall length of the vessel ROUNDED UP TO THE NEAREST METRE (excluding bowsprit) for each overnight stay. Rafting up (with multiple boats on a particular berth) should be expected when busy.

Charges for multihulled vessels (or vessels unsuitable to raft against) may be increased by 100% if such vessel requires single occupancy of a visitors berth. This is subject to availability and the agreement of the deputising Harbour Master.

Daily Dues only (mooring charges waived 1st Oct to 31st March) (per metre)	£0.83	£1.00
Daily Moorings and Dues APRIL, MAY & SEPTEMBER 25% DISCOUNT (per metre)	£1.25	£1.50
Daily Moorings and Dues JUNE, JULY & AUGUST (per metre)	£1.67	£2.00
Part Day (per vessel, short stay-not overnight)	£4.17	£5.00

Visitors walk-ashore prebookable berths on Whitestrand Pontoon 19:00-08:00 ONLY, 24m of capacity ONLY (draught dependant)

*timescale, location and capacity may be adjusted during the winter period where no evening harbour taxi operates

Salcombe Town Landing Overnight - 1st October to 31st March (per metre)	£1.67	£2.00
Salcombe Town Landing Overnight - April, May & September (per metre)	£2.08	£2.50
Salcombe Town Landings Overnight - June, July and August (per metre)	£2.50	£3.00

Winter Storage Afloat

Deep Water Mooring (inc isolated pontoons) 1st Oct to 31 March (price per metre)	£91.88	£110.25
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