

South Hams Salcombe Harbour Board



Title:	Agenda										
Date:	Monday, 21st November, 2016										
Time:	2.30 pm										
Venue:	Cliff House, Salcombe										
Full Members:	<p style="text-align: center;">Chairman Cllr Brazil</p> <p style="text-align: center;">Vice Chairman Dr C C Harling</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Mr M Long</td> <td>Cllr Pearce</td> </tr> <tr> <td>Mr M Mackley</td> <td>Cllr Wingate</td> </tr> <tr> <td>Mr H Marriage</td> <td>Cllr Wright</td> </tr> <tr> <td>Mr A Thompson</td> <td>Cllr Gilbert</td> </tr> <tr> <td>Mr M Taylor</td> <td></td> </tr> </table>	Mr M Long	Cllr Pearce	Mr M Mackley	Cllr Wingate	Mr H Marriage	Cllr Wright	Mr A Thompson	Cllr Gilbert	Mr M Taylor	
Mr M Long	Cllr Pearce										
Mr M Mackley	Cllr Wingate										
Mr H Marriage	Cllr Wright										
Mr A Thompson	Cllr Gilbert										
Mr M Taylor											
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:	Member.Services@swdevon.gov.uk										

1. Apologies for Absence

2. Minutes

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to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 26 September 2016;

3. Urgent Business

brought forward at the discretion of the Chairman;

4. Division of Agenda

to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;

5. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;

6. Public Question Time

a period of up to 15 minutes is available to deal with questions from the public;

7. Feedback from Harbour Community Forums

to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board;

8. Update on the LACC

verbal update of the Group Manager Commercial Services

9. Revenue Budget Monitoring 2016/17

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10. Early repayment of loans with South Hams District Council

17 - 24

11. Performance Indicators (July - September)

25 - 30

12. Report of the Harbour Master

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 26 SEPTEMBER 2016**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	∅	Dr C C Harling (Vice Chairman)
*	Cllr J A Pearce	*	Mr M Long
*	Cllr K R H Wingate	∅	Mr M Mackley
*	Cllr S A E Wright	*	Mr H Marriage
		∅	Mr A Thomson
		*	Mr M Taylor
*	Cllr R D Gilbert		

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Executive Director (Service Delivery and Commercial Development (SD&CD)), Salcombe Harbour Master, Finance Business Partner and Senior Case Manager
	SH.16/16	Support Services Specialist Manager

SH.11/16 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 11 July 2016 were confirmed as a correct record and signed by the Chairman.

SH.12/16 URGENT BUSINESS

The Chairman agreed to allow this agenda item to be utilised to remind Board Members of the forthcoming 100 year anniversary of the Salcombe Lifeboat Disaster. The Harbour Master was aware of the plans to commemorate the date on Thursday, 27 October 2016.

SH.13/16 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, and the following were made:

Cllrs Wingate and Wright and Mr Marriage and Mr Taylor all declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council. As a result of the Solicitor granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.05/16 refers).

SH.14/16 PUBLIC QUESTION TIME

In accordance with the Public Question Time procedure rules, Mr Richard Smith addressed the Board and raised the issue of buckets over outboard motors. The use of buckets was not compulsory and some boat owners had said this was an issue. Whilst it was accepted that use of buckets was not a requirement, the Harbour Master was asked to encourage the practice. The Harbour Master responded that he would do so, and the Chairman thanked Mr Smith for addressing the Board on behalf of the Kingsbridge Estuary Boat Club.

SH.15/16 FEEDBACK FROM HARBOUR COMMUNITY FORUMS

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums. The updates were given as follows:

Salcombe Kingsbridge Estuary Association (SKEA)

The representative was not in attendance at the meeting

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The representative advised that the Forum would be meeting the following day.

South Devon & Channel Shellfishermen

The representative advised that there was an issue with lorries at the Fish Quay in Dartmouth that might drive boats to Salcombe.

Kingsbridge and Salcombe Marine Business Forum

The representative advised that there were no issues to raise.

Kingsbridge Estuary Boat Club (KEBC)

The issue of buckets on motors had been raised under Public Question Time (Minute SH.14/16 refers). The representative went on to state that a number of berths on the pontoon were underused and he wondered if there was a way of allowing them to be used. He had advised the Forum that he would liaise with the Harbour Master and he hoped a solution could be found.

SH.16/16 UPDATE ON THE LOCAL AUTHORITY CONTROLLED COMPANY

The Executive Director (SD&CD) introduced the Support Services Specialist Manager who was responsible for leading the project team appointed to work through the detail required by Members ahead of a final decision on whether to go ahead with the proposal to form a Local Authority Controlled Company (LACC).

The Support Services Specialist Manager then updated Board Members on the latest position. Members of the Board were pleased that issues such as staff matters were being addressed.

During discussion, Members raised issues that were specific to the Harbour Board and it was agreed that it would be useful for a small Working Group of Board Members to meet with the LACC Joint Steering Group (JSG) to further discuss the options for Salcombe Harbour Board to consider.

It was then:

RESOLVED

That Cllrs Brazil, Pearce and Wright, and Messrs Long, Marriage and Taylor form a Working Group to meet with the LACC JSG to discuss matters relating to the LACC that were pertinent to the Board in more detail.

SH.17/16 **STRATEGIC BUSINESS PLAN 2017-2022**

A report was presented that sought approval of the adoption of the Harbour's Strategic Business Plan 2017-2022.

Members expressed their views on the Plan and confirmed that it was a good document. Members then discussed in more detail the desire to 'support a thriving local economy' and the strategies listed within the Plan to achieve that such as enhancing the ferry routes around the Harbour and establishing Kingsbridge as a destination.

Finally, Members noted that the Plan emphasised the role of the staff in making the Plan a success and that they were professional, business like and courteous.

It was then:

RESOLVED

That Council be **RECOMMENDED** to adopt Salcombe Harbour Board's Strategic Business Plan 2017-2022.

SH.18/16 **2017/18 BUDGET**

The Harbour Master presented a report that proposed the 2017/18 budget for Salcombe Harbour Authority and provided a forecast for 2016/17. He took Members through the key details and both he and the Finance Business Partner responded to questions.

During discussion, the following points were discussed:

- Whether the Authority should pass on to customers the card handling fee for payments made by credit and debit cards. The Harbour Master agreed to investigate what other Harbours do;
- It was requested that an update on assets should be included as a future agenda item. It was agreed that future budget reports would incorporate the potential liability of maintaining Council

assets;

- How best to deal with transactions between the Authority and the Council and what the options were. It was agreed that a further report regarding the potential to repay the outstanding loans be presented to the next meeting of the Board.

Finally, the Finance Business Partner was thanked for all her hard work in respect of the preparation of the budget and ongoing budget monitoring.

It was then:

RESOLVED

That Council be **RECOMMENDED** that the proposed 2017/18 budget as set out in the presented report be approved.

SH.19/16 **PROPOSED CHARGES 2017/18**

Members were presented with a report that set out proposed fees and charges to be levied to ensure that the Harbour achieved a break even position in order that it remain financial sustainable.

The Harbour Master presented the report and responded to questions of clarity.

It was then:

RESOLVED

That Council be **RECOMMENDED** that the proposed charges as set out in the presented report be approved for implementation from 1 April 2017.

SH.20/16 **1ST QUARTER PERFORMANCE INDICATORS**

The Harbour Master presented a report that summarised Salcombe Harbour's performance indicators (PIs) for the period 1 April 2016 to 30 June 2016.

He updated Members on an increase in thefts that had taken place and explained how the staff were working closely with the Police Authority.

It was then:

RESOLVED

That the Harbour Board had noted the latest PIs.

SH.21/16 **HARBOUR MASTER'S REPORT**

The Harbour Master presented a report on topical harbour issues that could be of interest to the Board or affected the Harbour.

Of particular concern was the update in relation to the secondary coastguard VHF aerial at Scoble and the Harbour Master agreed to keep this item on his report for the following meeting.

It was then:

RESOLVED

That the Harbour Board note the report.

(Meeting commenced at 2.30 pm and concluded at 4.30 pm)

Chairman

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Agenda Item 9

Report to: **Salcombe Harbour Board**
Date: **21 November 2016**
Title: **Revenue Budget Monitoring 2016/2017**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Authors: **Pauline Henstock** Roles: **Finance Business Partner**
Adam Parnell **Harbour Master**

Contact: **Tel. 01803 861377**
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E-mail: adam.parnell@swdevon.gov.uk

Recommendations:

That the Board notes the forecast income and expenditure variations for the 2016/17 financial year and the overall projected underspend of £30,500.

1. Executive summary

1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2016/17, and provides a forecast for the year end position.

1.2 Gross expenditure is set at just over £1 million in the 2016/17 balanced budget. As at 1 November 2016 a surplus of £30,500 is forecast as shown in Appendix A.

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 Appendix A shows that a surplus of £30,500 is currently forecast for 2016/17. The main reasons for this underspend are shown in the table below:

TABLE 1: 2016/17 BUDGET FORECAST

	2016/17 Budget expenditure/ (income) £	Budget variations increase/ (decrease) £	£	
APPROVED NET BUDGET			-	
Reductions in expenditure/additional income				
Mooring hire income	(438,400)	(41,300)		A
Pontoon income	(160,300)	(6,300)		B
Dues income	(272,100)	(2,400)		C
Miscellaneous income	(37,400)	(12,800)		D
Subtotal of variations			(62,800)	
Increases in expenditure/reductions in income				
Employees	383,100	13,700		E
Security Patrol	42,600	9,400		F
Rents	123,500	8,200		G
Miscellaneous net variances	-	1,000		
Subtotal of variations			32,300	
PROJECTED SURPLUS			(30,500)	

Notes

- A. **Mooring hire income** – The forecasted number of visiting yacht nights is customarily pessimistic to take account of any poor weather or other factors which keep visitors away. This has fortunately not proven to be the case despite lower visitor numbers since they have all on average stayed for longer.
- B. **Pontoon income** – This income has been generated by renting out temporarily vacant berths during the high season.
- C. **Dues income** – Slightly more vessels than anticipated visited Salcombe this year, resulting in a small increase in dues.
- D. **Miscellaneous income** – Miscellaneous income is that generated by hiring out surplus capacity e.g. hiring out the barge or plant. This year we have successfully generated better than forecast returns.
- E. **Employees** – The wages for seasonal staff were higher than budgeted (£7,400) due to them working more hours than originally anticipated. This will be monitored next years and future budgets adjusted as necessary. In addition staff training costs are expected to be higher than anticipated this year mainly due to LGV and fork lift truck refresher training.
- F. **Security Patrol** – Costs have risen due to the new contract which is significantly higher than forecast when the budget was set. This has been reflected in the 2017/18 Budget.
- G. **Rents** – Fundus rent is directly related to moorings income and pontoon income (notes A and B). As the income has been higher than budgeted so too is the rent payable to the Duchy.

4. Issues for consideration

- 4.1 Although this report takes into account reasonably foreseeable expenditure for the remainder of this financial year, the Harbour is about to embark on its winter moorings maintenance routine. Therefore some unexpected expenditure should be allowed for (eg in the event that more repair work than anticipated is required).

5. Reserves

- 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 balances as at 31 March 2017 are shown in Appendix B.

6. Proposed Way Forward

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

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	The report identifies a projected surplus of £30,500.
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.
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 2016/17

Appendix B – Harbour Balances Forecast 2016/17

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

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SALCOMBE HARBOUR REVENUE FORECAST 2016/2017
APPENDIX A
As at 1st November 2016

Actual 2014/2015	Actual 2015/2016		Budget 2016/2017 (At outturn prices)	Forecast 2016/2017	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
376,869	394,315	Harbour	383,100	396,800	13,700
		Premises-Related Expenditure:-			
29,323	26,864	General Repairs and Maintenance	19,500	20,000	500
39,063	44,456	Security Patrol	42,600	52,000	9,400
8,369	6,397	Landings and Pontoons	10,500	10,500	0
40	0	Marks and Beacons	1,500	1,500	0
55,479	59,207	Moorings	62,500	62,500	0
620	910	Insurances	1,900	1,000	(900)
22,805	22,220	Utility Charges	24,900	23,900	(1,000)
122,526	127,459	Rents	123,500	131,700	8,200
6,429	8,489	Refuse Collection /Office Cleaning	8,000	8,000	0
284,654	296,002		294,900	311,100	16,200
		Supplies and Services:-			
11,642	23,560	Equipment	19,100	17,100	(2,000)
9,235	8,417	Printing, Stationery and Advertising	11,000	8,800	(2,200)
8,933	7,718	Communications (Radios, Telephones, Postage etc.)	9,900	8,300	(1,600)
3,552	3,722	Protective Clothing	4,000	3,700	(300)
6,600	9,902	Credit Card Handling Charges	6,500	10,000	3,500
25,655	25,934	Miscellaneous	22,300	23,500	1,200
65,617	79,253		72,800	71,400	(1,400)
41,026	55,903	Transport-Related Expenses (Launches etc.)	49,200	49,200	0
51,600	51,900	Central Support Services	43,500	43,500	0
26,000	30,000	Contribution to Renewals Reserve	34,000	34,000	0
50,000	61,500	Contribution to Pontoon Reserve	61,500	61,500	0
15,000	25,000	Contribution to Marine Infrastructure Reserve	46,300	46,300	0
5,045	0	New Projects Funded From Revenue	5,000	5,000	0
41,909	144,558	Items being met from Reserves	3,200	33,200	30,000
29,997	24,800	Capital Charges (Net)	24,800	24,800	0
987,717	1,163,231	TOTAL EXPENDITURE	1,018,300	1,076,800	58,500
(274,626)	(267,328)	Harbour Dues	(272,100)	(274,500)	(2,400)
(433,693)	(457,998)	Mooring Hire	(438,400)	(479,700)	(41,300)
(160,018)	(163,633)	Small Boat Pontoon Systems	(160,300)	(166,600)	(6,300)
(35,841)	(34,693)	Water Taxi Service	(36,000)	(36,000)	0
(23,008)	(23,279)	Mooring Licences	(23,700)	(23,100)	600
(44,035)	(44,142)	Security Patrol Fees	(45,200)	(43,000)	2,200
(50,095)	(45,200)	Miscellaneous	(37,400)	(50,200)	(12,800)
(41,909)	(144,558)	Contribution from Reserves	(3,200)	(33,200)	(30,000)
(1,200)	(1,200)	Interest	(2,000)	(1,000)	1,000
(1,064,425)	(1,182,031)	TOTAL INCOME	(1,018,300)	(1,107,300)	(89,000)
(76,708)	(18,800)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(30,500)	(30,500)

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HARBOUR BALANCES FORECAST 2016/17

APPENDIX B

As at 1st November 2016

Pontoons Reserve

	£
Balance as at 1st April 2016	67,766
ADD	
Contribution 2016/2017	61,500
Interest	300
	<u>129,566</u>

Less anticipated expenditure

Projected Balance as at 31st March 2017 129,566

General (Revenue Account) Reserve

	£
Balance as at 1st April 2016	139,789
ADD	
Estimated surplus 2016/17	30,500
	<u>170,289</u>

Less anticipated expenditure

Loan repayment (30,000)

Projected Balance as at 31st March 2017 140,289

Renewals Reserve

	£
Balance as at 1st April 2016	58,383
ADD	
Contribution 2016/2017	34,000
Interest	300
	<u>92,683</u>

Less anticipated expenditure

Outboard motor (3,200)

Projected Balance as at 31st March 2017 89,483

Estimated Total Reserves Balances as at 31 March 2017

£359,338

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Agenda Item 10

Report to: **Salcombe Harbour Board**
Date: **21 November 2016**
Title: **Early repayment of loans with South Hams District Council**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Author: **Lisa Buckle** Roles: **Finance Community of Practice Lead (s.151 Officer)**

Contact: **Tel. 01803 861413**
E-mail: lisa.buckle@swdevon.gov.uk

Recommendations:

That the Board recommends to Council to agree to:-

1. The early capital repayment of £30,000 of the Residents pontoons loan in 2017/18, to be funded from the Harbour's pontoons Reserve
2. The early capital repayment of £114,000 of the Batson pontoons loan in 2019/20, to be funded from the Harbour's pontoons Reserve

That the Board recommends to:-

3. Increase the contribution to the Council's Marine Infrastructure Reserve in 2017/18 from £46,300 to £58,000, to reflect the annual depreciation of the Council's marine assets.

1. Executive summary

1.1 This report provides Members with the option of paying off the Council's loans prior to their maturity dates and includes the full financial implications of this decision.

2. Background

2.1 Salcombe Harbour currently have two loans with the Council. Details are shown in the table below:

Loan	Year of purchase	Term of loan (years)	Original Advance	Interest rate	Annual repayment	Final year of payment
Residents Pontoons	2006/07	25	£150,000	6.00%	£11,734 (£6,000 principal and £5,734 interest)	2030/31*
Batson Pontoons	2009/10	25	£190,000	4.75%	£13,100 (£7,600 principal and £5,500 interest)	2033/34

* Please note that the original year for repayment of the Residents Pontoon loan was 2030/31 but over the past couple of years the Harbour Master has built in additional repayments from the General (Revenue Account) Reserve. Taking into account the repayment of £24,000 in 2017/18, the final year of payment is currently scheduled for 2021/22.

2.2 At the Harbour Board in September, Members asked if these loans could be paid off early from the Pontoons Reserve to eliminate the high interest payments. Interest rates have dropped considerably since the loans were taken out in 2006/07 and 2009/10.

3. Outcomes/outputs

3.1 The Finance Community of Practice Lead (S151 Officer) has considered the current length and interest rate of the loans and the level of Reserves currently available to Salcombe Harbour to repay the loans.

The following option is proposed:

(a) For Salcombe Harbour to repay the Residents pontoons loan in 2017/18. This would require a capital repayment of £30,000 from the pontoons Reserve and this would save the Harbour £28,670 in interest payments.

(b) For Salcombe Harbour to repay the Batson pontoons loan in 2019/20. This would require a capital repayment of £114,000 from the pontoons Reserve and this would save the Harbour £82,500 in interest payments. By 2019/20, the Council would have income generation projects in place that would allow the Council to forego the interest payments on the loan through early capital repayment. This would also link to the Council's Medium Term Financial Strategy and the four year financial settlement being offered by the Government until 2019/20.

It is felt the above option would achieve a good balance between reducing the Harbour's reserves to repay the loans early and thereby saving interest payments and leaving a prudent level of reserves available to maintain service delivery.

If the Residents pontoons loan was paid off in 2017/18 from the pontoons Reserve this would create a revenue saving of £11,700. It is proposed that this saving is used to increase the contribution to the Marine Infrastructure Reserve to more accurately reflect the annual depreciation of the Council's marine assets.

4. Issues for consideration

4.1 As Members are aware the Harbour Master is intending to take out a further loan of £230,000 in 2017/18 to fund the proposed extensions to Batson and Shadycombe pontoons, the replacement of Dentrige pontoon and the installation of a new pontoon in Ox Bay. The interest rate is likely to be in the region of 2.2%, but this figure may change depending on interest rates nearer the time.

4.2 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 balances as at 31 March 2018 (incorporating the Residents pontoons loan repayment) is shown in Appendix A.

The projected balance on the pontoons Reserve as at 31 March 2018 is £141,566. If the recommendations in the report are approved, the pontoons Reserve would decrease by a further £114,000 in 2019/20 with the early capital repayment of the Batson pontoons loan.

6. Proposed Way Forward

It is proposed that:

The Board recommends to Council to agree to:-

- i) The early capital repayment of £30,000 of the Residents pontoons loan in 2017/18, to be funded from the Harbour's pontoons Reserve
- ii) The early capital repayment of £114,000 of the Batson pontoons loan in 2019/20, to be funded from the Harbour's pontoons Reserve

That the Board recommends to:-

Increase the contribution to the Council's Marine Infrastructure Reserve in 2017/18 from £46,300 to £58,000, to reflect the annual depreciation of the Council's marine assets.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	The early repayment of the loans will be funded from the pontoons reserve. The commitments will be £30,000 in 2017/18 for the Residents pontoons loan and £114,000 in 2019/20 for the Batson pontoons loan. This will save the Harbour £28,670 and £82,500 respectively in interest payments. In 2017/18 the saving of £11,700 is recommended to be used to increase the contribution to the Marine Infrastructure Reserve.
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.

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 – Harbour Balances Forecast 2017/2018

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

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HARBOUR BALANCES

APPENDIX A

Pontoons Reserve

	£
Balance 1st April 2016	67,766
ADD	
Contribution 2016/2017	61,500
Interest 0.5%	<u>300</u>
	129,566
Less anticipated expenditure	
Estimated Balance as at 1st April 2017	129,566
ADD	
Contribution 2017/2018	61,500
Interest 0.4%	<u>500</u>
	191,566
Less anticipated expenditure	
Cathodic protection of piles	(20,000)
Residents pontoon final loan repayment	(30,000)
Balance as at 31st March 2018	<u>141,566</u>

General (Revenue Account) Reserve

	£
Balance 1st April 2016	139,789
ADD	
Surplus forecast as at 1/11/16	30,500
	<u>170,289</u>
Less anticipated expenditure	
Residents pontoon interim loan repayment	(30,000)
Estimated Balance as at 1st April 2017	140,289
Less anticipated expenditure	
Residents pontoon interim loan repayment	(24,000)
Torqueedo electric outboards	(8,000)
Balance as at 31st March 2018	<u>108,289</u>

Renewals Reserve

	£
Balance 1st April 2016	58,383
ADD	
Contribution 2016/2017	34,000
Interest 0.5%	<u>300</u>
	92,683
Less anticipated expenditure	
Outboard motor	(3,200)
Estimated Balance as at 1st April 2017	89,483
ADD	
Contribution 2017/2018	35,000
Interest 0.4%	<u>400</u>
	124,883
Less anticipated expenditure	
Volvo D2-55 engine	(7,000)
Balance as at 31st March 2018	<u>117,883</u>

Estimated Total Reserves Balances as at 31 March 2018

£367,738

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Report to: **Salcombe Harbour Board**
Date: **21 November 2016**
Title: **2nd Quarter Performance Indicators**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: Overview & Scrutiny Committee

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

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

Author: **A Parnell** Role: **Harbour Master**
Contact: **01548 843791**

Recommendations:

1. That the Harbour Board NOTES the latest PIs

1. Executive summary. This report summarises Salcombe Harbour's performance indicators (PIs) for the period 1 Jul – 30 Sept 16.

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

3. Outcomes/outputs.

- Core duties were carried out every day during the reporting period, and there were no resource failures which had an adverse impact on out outputs.
- Customer satisfaction appears to be stable with no complaints and several compliments.
- Visiting boat income is slightly up on the 3-year average, due primarily to the stable and clement weather.
- The number on the waiting lists continues to rise with 638 names now registered. Deep water and pontoon berths continue to be the

most popular, which will be addressed by the proposed pontoon installations next year.

- There were 2 accidents requiring first aid reported: both were crushing injuries to fingers or hands while working ropes on board visiting yachts.
- There were 2 minor fires on small vessels, both of which were extinguished by crew members using hand held firefighting appliances.
- There were 2 reports of people falling overboard, but they were quickly recovered by Harbour staff and there were no long-term effects.
- Worryingly, 21 thefts were reported to the Harbour Office, with several more reported to the Police. In response, CCTV has been improved and equipment marking kits distributed for free.
- The number of speeding incidents this year is markedly higher to previous years because of a new recording regime and a focus on counter-speeding patrols.
- As briefed at the last Harbour Board meeting, one staff-member has left to work full-time for the RNLI but has retained close links with the Harbour staff.

In addition to the above, Trinity House conducted their annual inspection of our Aids to Navigation and has notified us of our continuing full compliance with regulations as a Local Lighthouse Authority.

4. Options available and consideration of risk. Continue to monitor and report; be prepared to review PIs for their utility.

5. Proposed Way Forward. Continue monitoring PIs.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Salcombe Harbour Order 1954
Financial	N	The costs of the marine crime awareness dates had previously been included in the budget
Risk	N	There is a risk of adverse reputational damage if the marine crime events cannot be successfully countered
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None

Community Safety, Crime and Disorder	N	Marine crime is addressed within this report
Health, Safety and Wellbeing	N	No adverse impacts
Other implications	N	

Supporting Information

Appendix: 2nd ¼ PI results.

Background Papers: None

Approval and clearance of report

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

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Performance Indicators

1. Performance indicators

Indicator	Type	Reporting	Target	Year	Q1 (Apr-Jun)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
1. Core duties	Operation	Major core duties not achieved	0 days	2015/16	0	0		
				Previous yr	0	0	0	0
2. Resource Availability	Operation	Major resource failures	0 days	2015/16	0	0		
				Previous yr	0	1	0	0
3. Water quality	Operation	Sampling below "good"	0	2015/16	0	0	-	-
				Previous yr	0	0	-	-
4. Customer satisfaction	Business	No. of Complaints	0	2015/16	0	0		
				Previous yr	0	0	0	0
		No. of Compliments	No target set	2015/16	3	4		
				Previous yr	3	7	3	1
5. Visiting boat income	Business	Quarterly income	> 3-yr average	2015/16	£56,382	£111,838	£	£
				3 yr avg	£45,528	£108,013	£3,365	£1,194
6. Waiting lists	Business	Deep water	No of applicants	2015/16	189	200		
				Previous yr	174	174	174	174
		Foreshore	No of applicants	2015/16	110	124		
				Previous yr	135	138	138	138
		Batson, VQ & K'bridge pontoon	No of applicants	2015/16	296	314		
				Previous yr	269	274	278	278
7. Accidents	Operation	Total number	0	2015/16	1	2		
				Previous yr	0	0	0	2*
		Major accidents	0	2015/16	1	0	0	0
				Previous yr	0	0	0	0
8. Major Incidents (speeding, crime, collisions, moorings)	Operation	Number	0	2015/16	4 Sp, 8 Theft	2 Fire, 2 MoB, 21 Theft, 32 Sp		
				Previous yr	4	3	2	0

2. **Items reported by exception.** These items will be reported by exception in the event of their occurrence.

Item	Report
Failure of nav lights or marks.	None during the reporting period
Pollution reports	None during the reporting period
Incidents and accidents	None on duty, one off duty
Permanent staff turn-over	One

Core duties

- Conduct a daily patrol of the estuary to ensure that harbour-owned and maintained facilities (slipways, steps, landings, pontoons, moorings and aids to navigation) are functional, fit for purpose and that no navigational hazards exist. Navigational hazards which cannot be rectified within 24 hrs will be promulgated by Local Notice to Mariners.
- Harbour-owned slipways and steps are inspected weekly and cleaned monthly (or more frequently if necessary).
- Inspection and preventative maintenance (or replacement) of all harbour-owned deep water and foreshore moorings will be conducted annually.
- In the rare event of a mooring failure, repairs will be effected within 7 days, during which time an alternative facility will be made available, usually within 24 hrs.
- Permanent moorings or berths surrendered to the Harbour Authority will be re-allocated within 4 working weeks.
- An up-to-date weather forecast will be displayed outside of the Harbour Office every day.

Report to: **Salcombe Harbour Board**

Date: **21 November 2016**

Title: **Harbour Master's Report**

Portfolio Area:

Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

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

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

Author: **A Parnell** Role: **Harbour Master**

Contact: **01548 843791**

Recommendations:

That the Board **RESOLVES** to note the Harbour Master's report.

1. Executive summary

1.1 There are a number of topical issues affecting the Harbour. These include the Egremont future plans, an update on staffing, the commencement of a new night security contract and an update on the recent and unwelcome spike in marine crime,

2. Buckets on propellers

2.1 At the last Harbour Board meeting it was decided that owners of vessels on Kingsbridge Pontoon would be encouraged (but not mandated) to use buckets on their raised outboards. HM has written to KEBC members via their online forum with such encouragement.

3. Underused berths

3.1 At the last Harbour Board meeting, it was noted that several berths had only been lightly used if at all. The Harbour Office has written to these berth holders and reminded them of their obligation to inform the Office if berths will be left empty for more than 48 hours. This will be closely monitored in future seasons and more robust action taken if deemed appropriate to discourage 'berth blocking'.

4. Kingsbridge-Salcombe ferry options

4.1 HM is aware of 3 separate parties who have expressed varying degrees of interest in re-establishing the Kingsbridge-Salcombe ferry route. At present all parties are still at the scoping/fact-finding stage but every encouragement is being offered. In addition, the Kingsbridge Gazette ran a small article pointing out that the route is currently empty and also encouraging its reinstatement.

5. Egremont

5.1 HM, AHM (Moorings) and AHM (Logistics and Maintenance) are scheduled to visit Egremont at Sharpness on 17th November, by which time the ultrasound test of the hull will be complete and much of the primary re-stabilisation work will have been completed. A full update will be provided to the Board.

6. Scoble VHF aerial

6.1 HM and the RNLI Station Manager continue to press UK Coastguard for resolution on the issue of the Scoble VHF aerial. To date no response has been received and so a follow-up letter has been despatched.

7. 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	N	
Risk	Y	There is a risk that the Harbour is not viewed as a secure harbour due to the recent spate of thefts. This risk is being mitigated by raising public awareness and providing security marking kits.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None

Safeguarding	N	None
Community Safety, Crime and Disorder	Y	The recent spate of thefts impacts on community safety
Health, Safety and Wellbeing		
Other implications	Y	Marine crime can have adverse reputational consequences

Supporting Information

Appendices: None.

Background Papers: None.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
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