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SOUTH HAMS SALCOMBE HARBOUR BOARD - TUESDAY, 12TH JULY, 2011

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Agenda Letter** (Pages 1 - 2)

2. **Reports**

Reports to Harbour Board:

a) Item 7 - Annual Report (Pages 3 - 4)

b) Item 8 - Final Accounts 2010/11 (Pages 5 - 26)

c) Item 9 - Topical Harbour Issues (Pages 27 - 30)

d) Item 10 - Performance Management (Pages 31 - 44)

e) Item 11 - Matters for Future Consideration (Pages 45 - 48)

3. **Minutes** (Pages 49 - 54)

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Agenda Item 1

To: Chairman & Members of the Salcombe Harbour Board
(Cllrs R J Carter, M J Hicks and S A E Wright)
Co-opted Members – Mr J Barrett, Mr T Bass,
Mr C C Harling, Mr H Marriage, Mr M O'Brien and Mr P Waring)

Our Ref: CS/KT

cc: Remainder of Council for information
Usual press and officer circulation

4 July, 2011

Dear Member

A meeting of the **Salcombe Harbour Board** will be held in the **Main Hall, Cliff House, Salcombe** on **Tuesday, 12 July, 2011**, at **2.30 pm** when your attendance is requested.

Yours sincerely

Kathryn Trant
Senior Member Support Officer

<p>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT KATHRYN TRANT THE SENIOR MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861185</p>
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A G E N D A

1. **Minutes** - to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 6 June, 2011 (pages 1 to 7);
2. **Urgent Business** - brought forward at the discretion of the Chairman;
3. **Division of Agenda** - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
4. **Declarations of Interest** – Members are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;
5. **Public Question Time** – a period of up to 15 minutes is available to deal with questions from the public;
6. **Feedback from Harbour Community Forums** – to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board, and to appoint new Members required as a result of changes at annual Council;

7. **Annual Report** – to consider a report which outlines the way in which the Harbour Board operates and describes the progress made during the previous financial year (pages 8 to 34);
8. **Final Accounts 2010/11** – to consider a report which advises Members of the Harbour’s final trading position in 2010/2011 together with brief details of the main variations from the original budget (pages 35 to 48);
9. **Topical Harbour Issues** – to consider a report which updates the Harbour Board and public on a range of topical Harbour issues (pages 49 to 51);
9. **Performance Management** – to consider a report which set out the Harbour’s performance against agreed Performance Indicators (PIs) (pages 52 to 63);
10. **Matters for Future Consideration** – to consider a report which identifies matters for future consideration (pages 64 to 66).

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N.B. Legal and financial officers will not, as a general rule, be present throughout all meetings, but will be on standby if required. Members are requested to advise the Member Support Service in advance of the meeting if they require any information of a legal or financial nature.

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MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER

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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

7

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	12 July 2011
REPORT TITLE	Annual Report
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To present the Harbour Board's Annual Report.

RECOMMENDATION

That the Harbour Board RESOLVES to publish the Annual Report 2011.

1. BACKGROUND

- 1.1 The Harbour Board Published the Strategic Business Plan in 2007 (SH7/07).
- 1.2 The Strategic Business Plan introduced the concept of the Harbour Board reporting annually on their progress against this plan.

2. MATTERS FOR FUTURE CONSIDERATION

- 2.1 **Publication of the Annual Report.** The Annual Report 2011 reports the progress made against the Boards Strategic Objectives up to 31 March 2011 and is at Enclosure 1.

3. LEGAL IMPLICATIONS

- 3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).
- 3.2 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

4.1 There are no new financial implications as a result of this report; however there will be some minor costs for printing and distribution of documents estimated at no more than £200.

5. Risk Assessment

5.1 The risk management implications are:

Opportunity	Issues / Obstacles	Benefits
To report annually against progress will ensure that the Harbour Board meets their statutory obligations and that there is real improvement in the service offered to users of Salcombe harbour.	The Harbour Authority is not delivering a satisfactory service to harbour users. Stakeholder accountability will ensure harbour policies and strategies remain relevant.	The Harbour Board, through its contact with harbour Community Forums and by reporting against objectives set in the Strategic Business Plan will ensure it remains relevant and that Harbour funds are invested wisely.

Corporate priorities engaged:	CP2: Good Jobs CP3: Retain the districts character CP5: An accessible Council CP6: Value for money
Consideration of equality and human rights:	There are no equality or human rights issues with this report
Biodiversity considerations:	None
Sustainability considerations:	None
Crime and disorder implications:	None
Background Papers:	Strategic Business Plan 1st Edition dated 2 August 2007. Constitution of the Salcombe Harbour Board (as adopted by Council on 25 June 2009)
Appendices attached:	Appendix 1 – Annual Report 2011

Ian Gibson
Harbour Master

Salcombe Harbour Board
12 July 2011

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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

8

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	12 July 2011
REPORT TITLE	Final Accounts 2010/11
Report of	Head of Finance Head of Service – Salcombe Harbour
WARDS AFFECTED	All South Hams

Summary of report:

This report advises Members of the Harbour’s final trading position in 2010/2011 together with brief details of the main variations from the original budget. A summary of harbour reserves and balances is also provided.

Financial implications: A trading surplus of £50,425 was generated in 2010/2011

RECOMMENDATIONS:

That the Board RESOLVES to note the final accounts for 2010/2011 as set out within Appendix A.

Officer contact:

John Smith Principal Accountant john.smith@southhams.gov.uk 01803 861417

1. BACKGROUND

- 1.1 The 2010/11 budget was set at a break-even position.
- 1.2 The Harbour’s trading accounts have now been finalised, pending external audit certification during August 2011. The accounts have been prepared on an accruals basis and take account of all relevant income streams and expenditure items. The final outturn position for the year is a surplus of £50,425. This is after the following exceptional items:-

a. Four items of expenditure totalling £33,971 that would have otherwise had to be funded from reserves. These were minor pontoon work at Frogmore £2,391, a replacement dory £4,205, installation of Grove crane £17,475, and improvements to tender berthing at Whitestrand £9,900.

And income from:-

b. Sale proceeds of £2,618 from the sale of equipment and scrap.

When adjusted for the above items the surplus generated from normal trading activities would have been £81,778.

- 1.3 The accounts show how funds have been used to deliver services and form an essential part of public accountability. Inevitably, circumstances that arise throughout the year often differ from the budgeted position, giving rise to financial variations. However, the overall impact is mitigated by continuous monitoring and timely decision making where corrective action is required.

2. ISSUES FOR CONSIDERATION

2.1 Trading Performance - Expenditure

The table below identifies the main variations from budget. Overall, actual expenditure exceeded the budget by £57,264. However, when adjusted for the items funded from revenue £33,971 (see 2a above and net of £17,000 budget) and Items being funded from Reserves (dredging) £83,621 this means that actual expenditure was £26,328 below budget. As in previous years decisions regarding expenditure levels have been taken within a control framework, having regard to increased levels of income generated during the year.

Item	Explanation	Forecast (Under)/Over expenditure £
Harbour Employees	A reduction in overtime payments and reduced cost of seasonal staff along with additional income from SHDC re boat washing and boat licences.	(24,383)
	Employers Liability insurance budget is included under premises.	3,398
	Training, medical fees & recruitment.	<u>3,476</u>
	Total Employee Variances	(17,509)
Repairs & Maintenance	Overspend due to R&M costs for the Harbour Office and Workshops.	
a. General Repairs & Maintenance		827
b. Piers, Landings & Pontoons	Refurbishment of tender berthing pontoons at Whitestrand, Normandy Bridge and the pontoon extension at Kingsbridge and Southpool.	3,501

	No major failures of the navigation marks and beacons this year resulted in an under expenditure.	(2,464)
c. Marks & Beacons		
	Under spend due to reduced amount of repairs required and lower tender price for chains.	(19,271)
d. Moorings		
	Total R&M Variance	(17,407)
Rents	Duchy rent charge is based on actual income earned from the Fundus. Income in the year was higher than budgeted which increases the rent charge.	5,812
Insurance	New policy split out the various covers and is now included under Employee and transport costs as well. Overall saving with new policy is £13,113.	(25,155)
Other Premises variances	Various	<u>543</u>
	Total Premises Variances	(36,207)
Equipment	No furniture or equipment was purchased during the year.	(1,158)
Printing, Stationery & Advertising	Various minor variations	52
Communications	Savings on postage and telephone charges	(1,459)
Protective clothing		(863)
Cash Collection Charges	Charge relates to card payments	539
Shower Tokens		(2,295)
Other Supplies & Services variances	Miscellaneous minor variances.	<u>(2,468)</u>
	Total Supplies & Services Variances	<u>(7,652)</u>

Transport	Higher R&M costs following unscheduled replacement launch engine (£9,812) and Transport insurance (£8,644) budget under Premises. Offset by other minor variations (£-413).	18,042
Capital Charges		(3)
New Projects Funded from Revenue	Frogmore Pontoon.	2,391
	Whitestrand Tender Berthing	9,900
	Grove Crane	17,475
	Replacement Dory	4,205
	Less contribution from reserves	(17,000)
	Total new projects funded from Revenue	16,971
Total Expenditure Variations		26,358

2.2 Trading Performance - Income

The 2010/11 budget included a 2% increase for all charges other than visiting yachts, these charges were frozen. This was intended to generate sufficient additional income to cover expenditure levels, and enabled a balanced budget to be set. Overall, income received during the year has out-performed the budget by £24,067 after adjusting for the contribution from Revenue reserve re dredging. The table below shows the main areas of variations from budget.

Item	Explanation	Forecast Under/(Over) Income £
Harbour Dues	Increase almost entirely due to additional casual dues collected at the Boat Park, which also offset a small reduction in income from both resident and visiting vessels.	(4,919)
Mooring Hire	Some additional income from Batson pontoons following installation of new pontoons with additional berths. Additional berths replaced unused facilities in upper reaches of the estuary. Further income from the Dentridge Commercial pontoons and increased mooring income from Visiting yachts.	(18,310)

Miscellaneous	Small boat pontoon systems	(6,394)
	Water Taxi Service	3,237
	Mooring Licences	7,319
	Security Patrol	772
	Proceeds from sale of equipment and scrap metal.	(2,618)
Interest Received	Interest is payable on reserve balances. Interest rates have fallen due to the recession resulting in lower interest being earned.	1,700
Other minor variations	Various	(4,854)
Total Income Variations		(24,067)

2.3 The Overall Position

The net position after taking into account variations in both income and expenditure is a generated surplus of £50,425. This will be confirmed once the Harbour accounts have been subject to external audit verification during August 2011. A schedule of actual income and expenditure against budget is included at Appendix A.

A Balance Sheet Extract is included as Appendix B.

The generated surplus will be incorporated into the General Reserve. An analysis of the closing position of each of the Harbour reserves is included at Appendix C

4. LEGAL IMPLICATIONS

4.1 The Statutory Powers that apply to this report are the Local Government Act 1972, Section 151 and The Pier and Harbour Order (Salcombe) Confirmation Act 1954.

5. FINANCIAL IMPLICATIONS

5.1 The financial implications of this report are that a trading surplus of £50,425 was generated in 2010/11. It is pleasing to report that the Harbour has generated a trading surplus for the 2010/11 financial year as well as being able to finance additional project work from revenue generated during the year without having to further deplete reserves. This will bolster retained reserves, and will assist with the financing of future initiatives for the benefit of the Harbour users.

6. RISK MANAGEMENT

6.1 The risk management implications are:

Opportunities	Benefits
The report enables informed discussion relating to the budget and accounts for the Harbour	Finalised accounts allow planning for future projects to be considered in an informed manner
Issues/Obstacles/Threats	Control measures/mitigation
Accounts have yet to be subject to the external audit process	Harbour accounts have been prepared with regard to relevant accounting standards and practices. It is unlikely that the external audit process will change the overall position.

Corporate priorities engaged:	Budget considerations support all Council priorities
Statutory powers:	Local Government Act 1972, Section 151; The Pier and Harbour Order (Salcombe) Confirmation Act 1954.
Considerations of equality and human rights:	None directly arising from this report
Biodiversity considerations:	None directly arising from this report
Sustainability considerations:	None directly arising from this report
Crime and disorder implications:	None directly arising from this report
Background papers:	Corporate Finance working papers
Appendices attached:	Appendix A: Schedule of income and expenditure against budget Appendix B: Balance Sheet extract Appendix C: Analysis of closing position of Harbour Reserves

John Smith
Principal Accountant

Ian Gibson
Harbour Master

Salcombe Harbour Board
12 July 2011

Highways, Roads and Transport Services: Salcombe Harbour

Cost Code: HA Service Manager: Ian Gibson

Revenue Outturn 2010/2011

Actual #REF!	Actual #REF!		Budget #REF!	Actual #REF!
£	£		£	£
		Employees:-		
306,444	324,599	Harbour	346,500	328,991
		Premises-Related Expenditure:-		
19,372	11,850	General Repairs and Maintenance	13,600	14,427
37,772	37,302	Security Patrol	38,600	38,143
20,653	8,821	Piers, Landings and Pontoons	3,300	6,801
781	6,434	Marks and Beacons	3,500	1,036
68,112	56,267	Moorings	74,800	55,529
26,331	26,641	Insurances	26,700	1,545
13,194	16,335	Electricity, Water and Rates	15,300	15,681
105,421	109,638	Rents	104,600	110,412
6,229	7,705	Refuse Collection / Office Cleaning	7,600	8,220
		Supplies and Services:-		
6,926	7,117	Equipment	9,100	7,942
10,509	11,921	Printing, Stationery and Advertising	10,900	10,952
8,623	5,797	Communications (Radios, Telephones, Postage etc.)	8,300	6,841
4,879	4,083	Protective Clothing	5,000	4,137
3,725	3,938	Credit Card Handling Charges	4,000	4,539
20,890	20,898	Miscellaneous	25,200	20,437
33,648	50,668	Transport-Related Expenses (Launches etc.)	37,700	55,742
58,781	53,400	Central Support Services	53,100	53,100
21,000	26,000	Contribution to Renewals Reserve	26,000	26,000
50,000	45,000	Contribution to Pontoon Repair / Replacement Reserve	45,000	45,000
80,116	45,658	New Projects Funded From Revenue	17,000	33,971
34,947	0	Items being met from Reserves	0	83,621
21,087	29,997	Capital Charges (Net)	30,000	29,997
959,440	910,068	TOTAL EXPENDITURE	905,800	963,064
(253,642)	(271,751)	Harbour Dues	(251,600)	(256,519)
(375,782)	(414,637)	Mooring Hire	(391,400)	(409,710)
(113,552)	(115,500)	Small Boat Pontoon Systems	(118,100)	(124,494)
(37,078)	(36,741)	Water Taxi Service	(39,000)	(35,763)
(29,637)	(24,245)	Mooring Licences	(31,400)	(24,081)
(37,519)	(37,532)	Security Patrol Fees	(38,600)	(37,828)
(69,021)	(34,808)	Miscellaneous	(30,700)	(38,174)
(34,947)	0	Reserve Funding of items being met from Reserves	0	(83,621)
(9,700)	(5,800)	Interest	(5,000)	(3,300)
(960,878)	(941,013)	TOTAL INCOME	(905,800)	(1,013,489)
(1,438)	(30,946)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(50,425)

Committee: Salcombe Harbour

Service : Salcombe Harbour

SUBJECTIVE HEADING	ACTUALS				Budget 10/11 £	Actual July 10/11 £	Year End Forecast 10/11 £	2011//12 Inflation		Growth/ Reduction	Budget 11/12	Notes
	07/08	08/09	09/10	10/11				%	£			
	£	£	£	£								
COST CENTRE : 3410												
EMPLOYEES - OPERATIONAL	291,097	306,444	324,599	328,991	346,500	133,958	342,600		0	3,700	350,200	
Wages: Summer Seasonal staff Permanent Staff	22,773	25,642	28,511	24,528	33,900	14,748	33,900	0.0%	0	600	34,500	Increase re £250 Government pay award
Employers NI & Super	43,110	45,174	48,011	50,424	53,700	17,613	53,700	0.0%	0	1,700	55,400	
Salaries (inc. Shift Pay)	273,761	287,331	291,630	298,099	296,000	99,279	296,000	0.0%	0	3,200	299,200	April increments + £250 Government pay award
Overtime	0	0	6,145	5,642	12,200	3,179	12,200	0.0%	0	(2,200)	10,000	Agreed with Ian Gibson
Recharge to Headquarters	(45,300)	(49,950)	(49,000)	(52,300)	(49,000)	0	(49,000)	0.0%	0	0	(49,000)	
Boat Licence Income	(4,984)	(3,834)	(4,379)	(7,060)	(3,900)	(1,650)	(3,900)			0	(3,900)	
Coast Protection Notice Boards	0	0	0	(816)	0	(839)	(800)			(600)	(600)	Agreed recharge with James Stubbs for arranging advertising.
Staff Training	1,334	2,007	2,558	6,171	3,000	1,425		0.0%	0	500	3,500	
Medical Fees / Other	0	75	40	323		203	500			500	500	
Recruitment	404	0	1,082	582	600	0		0.0%	0	0	600	
Employers Liability Insurance				3,398								Previously budgetted under Premises

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Committee: Salcombe Harbour

Service : Salcombe Harbour

SUBJECTIVE HEADING	ACTUALS				Budget 10/11 £	Actual July 10/11 £	Year End Forecast 10/11 £	2010/11 Inflation		Growth/Reduction	Budget 11/12	Notes
	07/08 £	08/09 £	09/10 £	10/11 £				%	£			
COST CENTRES : 3410,3415,3420,3425												
PREMISES (ASSET) RELATED EXPENSES	237,959	294,081	280,994	251,793	288,000	112,978	11,900		1,600	8,000	297,600	
General R&M	5,570	8,479	8,527	9,477	6,500	100		0.0%	0	1,700	8,200	Budget realignment
Tools, Materials and O.H. & C.S.	5,387	9,642	2,590	4,217	5,300	1,812		0.0%	0		5,300	
Health & Safety	1,274	1,105	316	558	1,200	393		0.0%	0		1,200	
Communications R&M	362	146	418	175	600	0		0.0%	0		600	
GENERAL R&M	12,593	19,372	11,850	14,427	13,600	2,305	0		0	1,700	15,300	
SECURITY PATROL	36,229	37,772	37,302	38,143	38,600	20,496		2.0%	800	0	39,400	No price increase for 3 years.
PIERS, LANDINGS & PONTOON	15,159	16,869	8,821	6,801	3,300	4,001		0.0%	0	5,500	8,800	Budget realignment
MARKS & BEACONS	2,675	781	6,434	1,036	3,500	41		0.0%	0		3,500	
Foreshore Moorings	7,006	12,486	4,133	6,089	8,300	2,279		0.0%	0		8,300	
Deepwater Moorings	39,275	55,508	6,628	1,304	3,500	0		0.0%	0		3,500	
Diving Maintenance Support			22,169	21,350	23,000	21,350					23,000	
Chain Purchase			23,337	21,153	35,000	21,153				-7,700	27,300	Budget realignment
Replacement Mooring Buoys				5,632	5,000	584					5,000	
Materials used for third party work		119	0	0		0		0.0%	0		0	
MOORINGS	46,281	68,112	56,267	55,529	74,800	45,366	0		0	-7,700	67,100	
Premises-Related Insurance	22,941	26,331	26,641	1,545	26,700			0.0%	0		26,700	
Payments Within Excess						42						
INSURANCE	22,941	26,331	26,641	1,545	26,700	42	0	0	0	0	26,700	Actual total insurances for 2011/12 = £18,989.89
Electricity	1,882	1,328	3,711	2,857	2,300	1,312		0.0%	0	0	2,300	09/10 included old billing for workshop meters not read for number of years
Gas	122	1,748	1,822	751	1,600	577		10.0%	200	300	2,100	
Water	476	-46	132	131	700	16		0.0%	0	-500	200	Contribution to SHDC for water from Pub Cons
Rates	9,768	10,164	10,670	11,941	10,700	11,941	11,900	3.9%	400	1,500	12,600	Rateable Value increased from 22000 to 29000 in 2010/11. agreed inflation with RCP.
UTILITY CHARGES	12,247	13,194	16,335	15,681	15,300	13,846	11,900		600	1,300	17,200	
Workshop (1)	10,333	10,333	12,621	12,712	12,300	0		0.0%	0	300	12,600	Next rent review due from April 2012
Workshop (2)	2,660		0	0	0	0		0.0%	0	0	0	Workshop returned to Council from 31 March 2007
Rent To Duchy	68,544	95,088	97,017	97,700	92,300	22,830		0.0%	0	6,200	98,500	Based on income. Increased to reflect 2009/10 income levels
RENT	81,537	105,421	109,638	110,412	104,600	22,830	0		0	6,500	111,100	
Trade Waste Collection charges	8,297	4,529	5,599	4,864	5,600	1,415		3.0%	200	0	5,800	Previously charged fixed amount now Bartech will charge per lift.
General Office Costs (including Cleaning)	0	1,700	2,107	3,356	2,000	2,636		0.0%	0	700	2,700	Growth due to workshop now being cleaned.
REFUSE COLLECTION/OFFICE CLEANING	8,297	6,229	7,705	8,220	7,600	4,051	0		200	700	8,500	

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Committee: Salcombe Harbour

Service : Salcombe Harbour

SUBJECTIVE HEADING	ACTUALS				Budget 10/11 £	Actual July 10/11 £	Year End Forecast 10/11 £	2010//11 Inflation		Growth/ Reduction	Budget 11/12 £	Notes
	07/08	08/09	09/10	10/11				%	£			
	£	£	£	£								
COST CENTRES : 3410, 3435, 3445												
SUPPLIES AND SERVICES:	56,811	55,551	53,753	54,848	62,500	16,679	0	0	0	-5,300	57,200	
Furniture & Fittings	0	348	0	0	1,500	0					1,500	
Equipment - New and R&M	1,538	506	605	5,858	1,400						1,400	
Hardware, Software and IT Support & maintenance	3,497	6,072	6,512	2,083	6,200	1,400					6,200	
EQUIPMENT	5,035	6,926	7,117	7,942	9,100	1,400	0			0	9,100	
Printing & Stationery (incl Tide Tables)	6,244	5,141	6,656	6,058	5,600	3,454				600	6,200	As per IG.
Harbour Guide	4,287	4,830	4,605	4,670	4,700	0	0.0%	0			4,700	
Advertising	464	538	659	224	600	94					600	
PRINTING STATIONERY & ADVERTISING	10,995	10,509	11,921	10,952	10,900	3,548	0			600	11,500	
Postage	3,478	3,553	3,024	3,435	2,800	3,121				200	3,000	Increased to reflect higher postal charges.
Telephones	4,526	4,796	2,498	3,131	5,200	1,555					5,200	
Licence Fees	275	275	275	275	300	0				0	300	
COMMUNICATIONS	8,279	8,623	5,797	6,841	8,300	4,676	0			200	8,500	
PROTECTIVE CLOTHING	3,009	4,879	4,083	4,137	5,000	2,333					5,000	
CASH COLLECTION EXPENSES	3,538	3,725	3,938	4,539	4,000	2,664				0	4,000	
Fees and Subscriptions Incl Port Marine Safety	3,778	4,038	4,052	3,920	4,900					-500	4,400	
Conference Expenses/Subsistence	234	535	328	483	700	130					700	
Tier Two Response	820	826	826	826	800						800	
General Office Expenditure	128	685	408	45	0					400	400	
Water Dispenser	482		408	238	400						400	
Legal Fees	1,193		440	0	0	-7					0	
Shower Tokens	3,320	3,787	3,216	3,705	6,000	1,935				-6,000	0	As per I Gibson
Estuary Officer Contribution	16,000	10,000	10,200	10,200	10,400				0		10,400	As per agreement
Chairman - Salcombe Harbour	0	1,020	1,020	1,020	2,000				0		2,000	
MISCELLANEOUS	25,955	20,890	20,898	20,437	25,200	2,058	0			-6,100	19,100	

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Committee: Salcombe Harbour										10/11 BUDGET		
Service : Salcombe Harbour										WORKING PAPER		
SUBJECTIVE HEADING	ACTUALS				Budget 10/11	Actual July 10/11	Year End Forecast 10/11	2010/11 Inflation		Growth/Reduction	Budget 11/12	Notes
	07/08	08/09	09/10	10/11				%	£			
COST CENTRE : 3410	£	£	£	£	£	£	£	£	£	£		
TRANSPORT RELATED EXPENSES	49,795	33,648	50,668	55,742	37,700	24,600	2,500			7,700	45,400	
Fixed car payments (I Gibson)	1,979	2,011	2,186	2,178	2,100	638		0.00	-	100	2,200	Increased to reflect 09/10 charges
Variable car allowances	1,314	785	483	783	800	1,163					800	
Repairs & Maintenance:												
Harbour Van	1,222	609	4,545	1,431	900	210		0.00	-	1,000	1,900	
Launches General	24,099	11,934	22,846	21,123	15,000	12,323		0.00	-	5,000	20,000	
Water Taxi Expenses	4,767	3,294	0	0	0	0					0	
Crane	1,810	1,784	5,619	6,739	1,900					-400	1,500	Previously these were a single heading under Premises.
Fork Lift Truck				344	0	378					1,500	1,500
Mooring Barge	2,361	512	2,981	475	2,500	123	2,500	0.0%		500	3,000	Budget moved from Premises sheet
Transport Insurance	0	0	0	8,644	0	0	0	0.00	-			Previously charged under Premises
Fuel:												
Launches	12,244	12,719	12,008	14,026	14,500	9,765					14,500	
HEADQUARTERS ALLOCATION	53,200	58,781	53,400	53,100	53,100	0	0			0	-1,100	53,000
Personnel & Payroll	10,700	12,603	10,800	11,100	11,100			0.00	-	-300	10,800	-200
Strategic Director - Operations	11,400	2,333	3,800	3,000	3,000			0.00	-	800	3,800	0
Drawing Office	500	1,275	700	1,300	1,300			0.00	-	-400	900	0
Environmental Health	500	1,181	1,400	1,200	1,200			0.00	-	200	1,400	0
Financial Services	12,600	11,261	13,500	11,600	11,600			0.00	-		12,600	-200
IT Section	1,400	8,821	5,000	6,900	6,900			0.00	-	-1,900	5,000	-100
Legal	2,600	4,357	3,800	4,400	4,400			0.00	-	-400	4,000	-100
Property Services	1,700	5,093	4,500	5,000	5,000			0.00	-	-400	4,600	-100
Committee & Member Services	7,100	7,836	4,800	4,600	4,600			0.00	-	200	4,800	-100
Improvement & Development Team (Formerly PR)	2,700	1,935	2,900	1,900	1,900			0.00	-	1,000	2,900	0
Internal Audit	2,000	2,086	2,200	2,100	2,100			0.00	-	100	2,200	0
CAPITAL CHARGES	21,349	21,087	29,997	29,997	30,000	0	0	0	0	10,100	40,100	
Leasing Payments												
Debt Charges (Depreciation & interest)	20,237	34,358	64,788	75,573	30,000	0				10,100	40,100	Includes new loan for replacement of Whitestrand Landing
(Surplus)/Deficit on Capital Charges	1,112	(13,271)	(34,791)	(45,576)	0					0	0	
CAPITAL PROJECTS FUNDED FROM REVENUE											0	
CONTRIBUTION TO RENEWALS RESERVE	27,900	21,000	26,000	26,000	26,000	0	26,000				26,000	
CONTRIBUTION TO PONTOON RESERVE	10,000	50,000	45,000	45,000	45,000	0	45,000				45,000	0
ITEMS TO BE MET FROM REVENUE	18,458	80,116	45,658	33,971	17,000	31,146	5,000			2,000	12,000	Increase to provide for disposal of pontoons £5k pa.
Disposal of Pontoons			2,110	0	5,000	0	5,000				2,000	
Frogmore Pontoon				2,391	2,000	2,391	0				0	
Improvements to tender berthing at Whitestrand				9,900	10,000	9,900	0				5,000	
Installation of Grove crane				17,475		14,650						Approved £18000 Renewals Reserve if not sufficient revenue
Replacement Dory				4,205		4,205						
Environmental Projects 2011/12											5,000	
ITEMS FUNDED FROM RESERVES.	23,926	0	34,947	83,621	0	0	0	0	0	0	0	
Estuary Dredging				83,621								

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Committee: Salcombe Harbour										10/11 BUDGET		
Service : Salcombe Harbour										WORKING PAPER		
SUBJECTIVE HEADING	ACTUALS				Budget 10/11	June 10/11	Proj 10/11	2010/11 Inflation		Growth/Reduction	Estimate 11/12	Notes
	07/08	08/09	09/10	10/11				%	£			
COST CENTRES : 3410, 3425	£	£	£	£	£					£		
HARBOUR DUES												
Annual	(131,308)	(153,787)	(162,358)	(148,752)	(160,300)	(146,325)	(148,000)			11,000	(149,300)	
Casual Dinghies	(18,385)	(25,606)	(20,446)	(27,555)	(21,800)	(16,119)	(28,800)			(7,000)	(28,800)	
Casual Yachts	(66,370)	(64,459)	(71,973)	(63,172)	(58,500)	(32,789)	(68,800)			(10,300)	(68,800)	
Casual Collected via Creek Boat Park	(15,495)	(9,790)	(16,975)	(17,040)	(11,000)	(10,715)	(13,000)			(2,000)	(13,000)	
MOORING HIRE											0	
Annual Deep Water	(126,437)	(152,388)	(157,252)	(155,992)	(159,200)	(155,408)	(157,200)			0	(159,200)	
Casual Deep Water	(67,964)	(58,515)	(68,942)	(73,572)	(57,000)	(40,376)	(63,000)			(6,000)	(63,000)	
Annual Foreshore	(100,686)	(122,483)	(131,299)	(129,736)	(126,800)	(129,615)	(129,600)			(8,200)	(135,000)	
Casual Foreshore	(24,247)	(42,395)	(46,075)	(39,923)	(38,400)	(34,152)	(44,400)			(6,000)	(44,400)	
Dentridge Mooring	0	0	(11,069)	(10,486)	(10,000)	(10,486)	(10,500)				(10,000)	
MOORING LICENCES	(23,483)	(29,637)	(24,245)	(24,081)	(31,400)	(24,081)	24,400			6,500	(24,900)	
SECURITY CHARGE	(35,593)	(37,519)	(37,532)	(37,828)	(38,600)	(37,760)	(37,800)			(800)	(39,400)	
WATER TAXI SERVICE	(39,486)	(37,078)	(36,741)	(35,763)	(39,000)	(19,861)	(37,000)			2,000	(37,000)	
PONTOONS											0	
Shadycombe Creek Comm Users	(12,862)	(14,816)	(12,975)	(13,474)	(15,400)	(13,271)	(13,300)			1,200	(14,200)	
V Quay, Batson & Kingsbridge	(69,917)	(81,236)	(85,929)	(93,017)	(84,300)	(92,601)	(92,300)			(3,100)	(87,400)	
Whitestrand Licence Fees	(2,606)	(2,846)	(2,592)	(3,488)	(2,800)	(3,488)	(3,400)				(2,800)	
Whitestrand Pontoon July/August	(14,218)	(14,655)	(14,004)	(14,515)	(15,600)	(9,001)	(14,600)			1,000	(14,600)	
Miscellaneous Income	(61,650)	(69,021)	(34,808)	(38,174)	(30,700)	(16,763)	(31,700)				(30,200)	
Sale of Leaflets	(30)	0	(20)	0	0	0	0				0	
Sale of Tide Tables	(78)	(188)	(166)	(140)	(200)	(95)	(200)				(200)	
Miscellaneous	(1,582)	(2,170)	(2,615)	(3,098)	(2,200)	(1,150)	(2,200)				(2,200)	
Fire Patrol	(25)	(25)	(25)	(25)	0	(25)	0				0	
Whitestrand Boat Park	(1,768)	0	0	(2,508)	(2,300)	(2,508)	(2,500)				(2,300)	
Whitestrand Notice Board	(556)	(633)	(704)	(718)	(600)	(718)	(700)				(600)	
Towing Charge	0	(538)	(230)	(278)	0	(81)	0				0	
Crane hire incl wage costs	(2,524)	(3,607)	(2,026)	(2,617)	(3,000)	(297)	(2,000)		1,000		(2,000)	
Hire of Mooring Barge	(3,682)	(1,245)	(3,062)	(2,852)	(500)	(769)	(800)		(500)		(1,000)	
Hire of Fork Lift Truck	(1,555)	0	(25)	(168)	0	0	0				0	
Boatyard Maintenance	(9,634)	(2,722)	(1,065)	(388)	0	0	0				0	
Pontoon for Fishermen, the Spur	(711)	(782)	(723)	(783)	(800)	(783)	(800)				(800)	
Hire of Safety Launch	(879)	(579)	(479)	(134)	(500)	0	(500)				(500)	
Store Boxes at Ditch End	(1,176)	(1,365)	(1,478)	(1,689)	(1,400)	(1,689)	(1,700)				(1,400)	
WiFi Spark Commission	(268)	(785)	(634)	(587)	(800)	(96)	(800)				(800)	
Harbour Guide	(6,770)	(6,811)	(6,765)	(7,510)	(6,900)	0	(6,900)				(6,900)	
Sale of Equipment	0	(3,000)	(2,392)	(2,618)	0	(1,072)	(1,100)				0	
Fuel Duty Repayment	(3,278)	(2,467)	(3,566)	(3,595)	(2,500)	(1)	(2,500)				(2,500)	
Cont. from L&R re Security Patrol	(5,600)	(5,600)	(5,600)	(5,600)	(5,600)	(5,600)	(5,600)				(5,600)	
Contribution from GRF Re: Refuse	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)				(1,900)	
Legal Costs Recovered	(211)	(50)		(476)	0	0	0				0	
Under lease Kingsbridge Estuary	(1,958)	(1,380)	(1,394)	(494)	(1,500)		(1,500)				(1,500)	
Under/Over Bankings	(143)	227	62	6	0	21	0				0	
Recovery of VAT on Water Taxi Income	(17,320)	(18,403)	0	0	0	0	0				0	
RNLI Contribution to Dredging	0	(15,000)	0	0	0	0	0				0	
			(935,214)	(926,568)								
CONTRIBUTION FROM BALANCES												
CONT. FROM RENEWALS RESERVE			(34,947)	(83,621)								
INTEREST	(10,500)	(9,700)	(5,800)	(3,300)	(5,000)	0	(5,000)				(5,000)	
											Effect of lower interest rates.	

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Salcombe Harbour Balance Sheet Extract for the Year Ending 31st March 2011

Appendix B

Fixed Assets

	Gross Valuation As at 31.3.2011 £	Accumulated Depreciation As at 31.3.2011 £	Net Book Value As at 31.3.2011 £
Total Infrastructure Assets - Pontoons, Bouys, etc	788,337	248,421	539,916
Land & Buildings	120,000	3,000	117,000
Total Vehicles, Plant & Machinery	149,764	135,452	14,312
	<u>1,058,101</u>	<u>386,872</u>	<u>671,229</u>

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Reserves, Debtors and Prepayments

	Balance As at 31.3.2011 £
General (Revenue Account) Reserve	134,688
Pontoons Reserve	140,613
Renewals Reserve	123,341
Harbour Debtors	2,085
Non Refundable Deposits(held against 2009/10 bookings)	102,646
	<u>503,373</u>

Refundable Deposits

	£
Pontoon Waiting List	11,875
Deep Water Mooring Waiting List	31,660
Foreshore Mooring Waiting List	11,720
	<u>55,255</u>

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Pontoons Reserve

	£
Balance 1st April 2010	93,513
ADD	
Contribution 2010/2011	45,000
Interest	<u>2,100</u>
	140,613
Less expenditure on:-	

Balance as at 31st March 2011 **140,613**

Renewals Reserve

	£
Balance 1st April 2010	97,841
ADD	
Contribution 2010/2011	26,000
Interest	<u>1,500</u>
	125,341
Less expenditure on:-	
Garbage Reception Pontoon (capital)	2,500

Balance as at 31st March 2011 **122,841**

General (Revenue Account) Reserve

	£
Balance 1st April 2010	167,884
ADD	
Surplus 2010/2011	<u>50,425</u>
Less expenditure on:-	
Dredging	83,621

Balance as at 31st March 2011 **134,688**

Total Reserves Balances as at 31 March 2011 **398,142**

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AGENDA
ITEM

9

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

9

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	12 July 2011
REPORT TITLE	TOPICAL HARBOUR ISSUES
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To update the Harbour Board and Public on a range of Topical Harbour Issues.

RECOMMENDATION

That the Harbour Board RESOLVES to:

- a. Congratulate Mr Goodhead on the award of the UKHMA Bursary for the International Diploma for Harbour Masters and to finance the additional associated costs of the course;**
- b. Support Frogmore Boatyard's application for a slipway for the Boatyard's use, through the planning process.**

1. BACKGROUND

- 1.1 Progress has been made on a range of operational issues in preparation for the forthcoming season.

2. ISSUES FOR CONSIDERATION

2.1 UKHMA Bursary

2.1.1 The UK Harbour Masters' Association (UKHMA), in conjunction with maritime training provider ibc Academy, awarded their 2011 Training Bursary to Mr Philip Goodhead, one of the Harbour Authority Mooring Officers. The award, which is worth some £1600, counts towards the one-year distance learning course managed by ibc Academy (formerly Lloyd's Maritime Academy) leading to the International Diploma for Harbour Masters.

2.1.2 The ibc Academy International Diploma for Harbour Masters distance learning course aims to provide the marine safety and management knowledge potentially required by harbour masters and port captains around the world. This also includes their deputies and staff, as well as others with responsibility for the marine functions of a port or harbour.

This harbour master training programme is also for anyone with an interest in preparing themselves to enter this profession.

2.2 Frogmore Boatyard

2.2.1 The management of Frogmore Boatyard have expressed an interest in constructing a slipway from their land onto the foreshore just south of the public landing pontoon. The slipway will enable yachts to be slipped for maintenance without having to drop their masts, which is currently necessary when using the slip at the head of the Creek, because of the overhead cables between the slipway and the boatyard. This adds to the cost of the service which has to be passed onto the customer.

2.2.2 It will be a long process and will require the support of the landowner, the Duchy of Cornwall, Natural England and will also require planning permission and a licence from the Marine Management Organisation.

2.2.3 At this stage of the process the Boatyard would like to know they have the support of the Harbour Authority, before committing time and resources into the planning process.

3. LEGAL IMPLICATIONS

3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).

3.2 The District Council will have the opportunity to comment upon this request when it becomes a formal planning application. At this stage comments are being sought in the Council's capacity, through the Board, only as Harbour Authority and as Members will readily appreciate, that means that the response should be confined to matters relevant to the Harbour Authority's concerns. Members may wish to consider making only a preliminary response at this stage until more information is provided, when a formal position can be adopted.

3.3 Making a preliminary response at this stage will also assist those Members who may, in their capacity as either parish, town or district council members, have to give their views when determining any application that the Boatyard may make in future.

3.4 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

4.1 The Harbour Authority will contribute the balance of the Harbour Master's Diploma, a cost of £1,600 from the Harbour's annual training budget.

5. RISK ASSESSMENT

5.1 The risk management implications are:

Risk/Opportunity	Issues / Obstacles	Mitigation
The Harbour Authority is striving to deliver an improving service to harbour users.	The Harbour Board, through its contact with harbour Community Forums has identified a number of improvements which can benefit both resident and visiting yachtsmen and improve the reputation of Salcombe Harbour.	A better service in a safe environment for estuary users.
Corporate priorities engaged:	CP2: Good Jobs CP3: Retain the districts character CP5: An accessible Council CP6: Value for money	
Consideration of equality and human rights:	There are no equality or human rights issues with this report	
Biodiversity considerations:	None	
Sustainability considerations:	None	
Crime and disorder implications:	None	
Background Papers:	Strategic Business Plan 1st Edition dated 2 August 2007.	
Appendices attached:	None	

Ian Gibson
Harbour Master

Salcombe Harbour Board
12 July 2011

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AGENDA
ITEM
10

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
10

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	12 July 2011
REPORT TITLE	PERFORMANCE MANAGEMENT
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To report the Harbour's performance against agreed Performance Indicators (PIs).

RECOMMENDATION

That the Harbour Board RESOLVES to Note Harbour Performance against agreed Performance Indicators.

1. BACKGROUND

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

2. ISSUES FOR CONSIDERATION

2.1 This report of Harbour Performance Indicators covers the period from 1 April to 30 June 2011. The detailed report against the agreed performance Indicators with comments for the period is at Appendix A. Detailed comments below are limited to where targets have not been met or have over performed by a considerable margin:

2.1.1 SH 22(L) **Health and Safety – Accidents involving members of staff.** There was one minor incident this quarter during which a member of the workshop team strained their shoulder whilst replacing the wheel onto the crane after maintenance.

2.1.2 SH22A(L) **Health and Safety – Accidents involving members of the public.** There were two incidents. One involved a man who fell into the estuary whilst getting into his tender. He was quickly recovered but was not wearing a lifejacket. The other involved a man who slipped on Normandy Pontoon Bridge. No injuries were sustained.

- 2.1.3 SH32A(L) **Staff days Lost to unauthorised Absence.** During the reporting period two members of staff were absent for long periods due in one case to a bad back and in the other stress. Both staff members are back at work and hopefully no long term problems.
- 2.1.4 SH34(L), SH35(L), SH36(L) **Visiting Yachts.** Visiting yacht numbers are up by 4% over the first quarter last year. However because the average length of stay has increased from 1.5 to 1.8 nights income has increased by a massive 18%. This can be attributed to the excellent weather this spring and some strong winds which have kept boats in harbour. It is also possible that the spring discounts which have been offered for the past three years are beginning to reap dividends.
- 2.1.5 SH37(L) **Yacht Taxi.** The number of taxi passengers carried is up by 20% over the first quarter last year. The Board asked for a correlation to be made between the number of visiting yachts and the number of yacht taxi passengers carried. A direct correlation between visiting yachts and taxi passengers suggests that this year for each visiting yacht there were four taxi journeys (compared to 3.5 last year). There is no way of knowing how many local boat owners have used the taxi, but 19% (1,480) journeys were paid for with the concession tickets, which are more likely to be local boat owners rather than visitors, but not exclusively so. Last year in the first quarter there were 950 journeys paid for by concession tickets which was 13% of all journeys, indicating that the concession tickets are becoming more popular as they provide excellent value for money.
- 2.1.6 SH40(L) **Water Quality – Pollution Incidents.** South West Water reported one instance when there had been an overflow event that meets the trigger criteria at this bathing water. This report is part of a reporting trial, whereby following incidents such as this notices are displayed at the Blue Flag Beaches.

3. LEGAL IMPLICATIONS

- 3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).
- 3.2 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications as a result of this report. This report highlights performance issues which may have financial implications at a later date. Should this be the case a separate report will be brought forward for the Harbour Board's consideration.

5. Risk Assessment

5.1 The risk management implications are:

Risk/Opportunity	Issues / Obstacles	Mitigation
The setting and monitoring of realistic Performance Targets will enable the Harbour Board to ensure that statutory obligations are met and that there is real improvement in the service offered to users of Salcombe harbour.	The Harbour Authority is not delivering a satisfactory service to harbour users. Trends and issues can be identified early and policies and strategies developed to address issues.	The Harbour Board, through its contact with harbour Community Forums and by setting and monitoring performance standards will be in a position to amend the Strategic Business Plan ensuring it remains relevant and that Harbour funds are invested wisely.

Corporate priorities engaged:

CP2: Good Jobs
 CP3: Retain the districts character
 CP5: An accessible Council
 CP6: Value for money

Consideration of equality and human rights:

There are no equality or human rights issues with this report

Biodiversity considerations:

Harbour Board performance and policies have a bearing on biodiversity.

Sustainability considerations:

The harbour performance needs to be considered regularly to ensure current policies are sustainable.

Crime and disorder implications:

The Report considers reported marine crime within the Estuary.

Background Papers:

None

Appendices attached:

1. Salcombe Harbour Performance Management Grid.

Ian Gibson
Harbour Master

Salcombe Harbour Board
 12 July 2011

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SALCOMBE HARBOUR BOARD – PERFORMANCE MANAGEMENT REPORT 2011/12

Lead Officer – Ian Gibson

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS
			----- ACTUAL FOR 2008/9							
SH1 (L)	A visual check of all harbour owned and maintained facilities, landings, pontoons, mooring berths, navigational marks and beacons.	2011/12	Monthly	3 inspections	3				☺	
		2010/11	Monthly	3 inspections	3	3	3	3		
SH2 (L)	Defects rectification of major harbour infrastructure and facilities.	2011/12	Investigated within 24 hours, repaired within 7 days	All Defects not repaired within 7 days	0				☺	
		2010/11	As for 2011/12	As for 2011/12	0	0	0	0		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH3 (L)	Launch serviceability	2011/12	Apr to Sep 8 available Sep to Mar 4 available	4 Available	7				☺	
		2010/11	As for 2011/12	4 Available	7	8	3	3		
SH4 (L)	Major Plant un-serviceability (Crane, Barge, Fork lift truck & Van)	2011/12	Available except for planned maintenance periods, defects rectified within 5 working days.	0	0				☺	
		2010/11	As for 2011/12	0	0	1	0	0		
SH5 (L)	Slipways and steps Inspected and cleaned	2011/12	Inspected weekly, cleaned Monthly	3	3				☺	
		2010/11	As for 2011/12	3	3	3	3	3		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH6 (L)	Failure of navigation lights and marks will be rectified or Local Notice to Mariners issued	2011/12	Within 24 hours	0	0				☺	
		2010/11	Within 24 hours	0	0	0	0	0		
SH7 (L)	Patrol of estuary and harbour to ensure no hazards to navigation exist	2011/12	Daily	91	91				☺	
		2010/11	Daily	92	91	92	89	90		
SH8 (L)	Inspection and preventative maintenance of Deep water and Foreshore Moorings	2011/12	100% Annually	100%					☺	Mooring Maintenance scheduled for winter months in preparation for 2012 season
		2010/11	100% Annually	100%			100%			

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH20 (L)	Compliance with Port Marine safety Code	2011/12	100% Annual audit	Compliance	Compliance				☺	Interim inspection in July 2011, full audit completed December 2011
		2010/11	100% Annual audit	Compliance	Interim Inspection	Compliance	Annual Inspection	Compliance		
SH21 (L)	Compliance with Merchant Shipping Act 1995 Section 198(1) Trinity House inspection of local aids to navigation.	2011/12	100% Annual Audit	Compliance	Annual Inspection				☺	Annual Inspection completed successfully on 29 June 2011
		2010/11	100% Annual Audit	Compliance	Annual Inspection	Compliance	Compliance	Compliance		
SH22 (L)	H&S Incidents and accidents (Staff)	2011/12	10% reduction year on year	≤1	1				☺	1 x Strained shoulder whilst replacing crane wheel
		2010/11	10% reduction year on year		0	1	1	0		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH22 A (L)	H&S Incidents and accidents (Public)	2011/12	10% reduction year on year	≤1	2				☺	1 x Member of public slipped on Normandy Bridge. 1xMan Overboard from Houseboat, whilst embarking in tender
		2010/11	10% reduction year on year		5	9	1	0		
SH23 (L)	Speeding Offences detected	2011/12	5% annual reduction	≥10	7				☺	
		2010/11	5% annual reduction		11	48	0	0		
SH24 (L)	Minor Collisions	2011/12	5% annual reduction	≥1	0				☺	
		2010/11	No Target		6	8	1	0		
SH30 (L)	Crime figures	2011/12	10% annual reduction	≤5	5				☺	
		2010/11	10% annual reduction		6	18	7	5		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
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SH31 (L)	Night Security Patrols	2010/11	100% of contracte d patrols	100%	100%				☺	
		2009/10	100% of contracte d patrols		100%	100%	100%	100%		
SH32 (L)	Permanent Staff Turnover	2010/11	< 10% annually	0	0				☺	
		2009/10	< 10% annually		1	2	0	0		
SH32A (L)	Staff days Lost to unauthorised Absence	2010/11	< 10% annually	≤10	62				☹	Two members of staff were absent for long periods, Back pain and Stress.
		2009/10	< 10% annually		11	7	18	24		
SH33 (L)	Customer Complaints	2010/11	10% annual reduction	≤8	2				☺	1xCustomer mooring being used by a visitor 1xcustomer complained boat being damaged by other harbour users
		2009/10	10% annual reduction		8	4	0	0		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH34 (L)	Income from visiting yachts	2010/11	5% increase	52,000	58,550				☺	18% increase for first quarter over last years figures
		2009/10	5% increase		49,524	103,307	3,494	748		
SH35 (L)	Visiting Yachts	2010/11	5% Increase	2,104	2,094				☺	4% increase in visiting yacht numbers
		2009/10	5% increase		2,004	4,381	91	39		
SH36 (L)	Visiting Yacht Nights	2010/11	Increase length of stay to 1.5 nights	1.5	1.8				☺	Income up more than visiting yacht numbers because yachts are staying longer.
		2009/10	Increase length of stay to 1.5 nights		1.55	1.39	3.6	1.1		
SH37 (L)	Yacht Taxi – Passengers carried	2010/11	5% Annual increase in passenger usage	7,385	8,427				☺	The number of taxi passengers carried is up by 20% over the 1 st quarter last year. Each visiting yacht making 4 taxi journeys (compared to 3.5 last year). This equation does not take into account resident usage.
		2009/10	5% Annual increase in passenger usage		7,034	14,574	189	32		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2009/10 ACTUAL FOR 2008/09	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH40 (L)	Water Quality Recorded number of pollution incidents	2010/11	Pollution Incidents	0	1				☹	SWW reported one instance when there had been an overflow event that meets the trigger criteria at this bathing water.
		2009/10	Pollution Incidents	No Data	0	3	0	4		
SH41 (L)	Guided Events	2010/11	3/Quarter	3	3				☺	
		2009/10	Monthly		6	7	5	4		
SH42 (L)	Litter Pick Up Events	2010/11	Quarterly	1	3				☺	
		2009/10	Quarterly		2	2	2	2		
SH43 (L)	Recycling yacht refuse	2010/11	Annual Increase		0				☺	Quantities calculated only once each season. This will be done in September.
		2009/10			0	3.16 tonnes	0	0		

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AGENDA
ITEM

11

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

11

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	12 July 2011
REPORT TITLE	MATTERS FOR FUTURE CONSIDERATION
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To identify matters for future consideration by the Harbour Board.

RECOMMENDATION

That the Harbour Board RESOLVES to:

- a. **note the report;**
- b. **hold a Harbour Board workshop in 19 July to consider the Strategic Business Plan 2012-17.**

1. BACKGROUND

- 1.1 The Harbour Board Constitution states that Matters for Future Consideration should be reviewed by the Board at each meeting.

2. MATTERS FOR FUTURE CONSIDERATION

2.1 Harbour Board Dates

2.1.1 The following dates have been set for Harbour Board Meetings:

- 2.1.1.1 26 September 2011
- 2.1.1.2 7 November 2011
- 2.1.1.3 30 January 2012
- 2.1.1.4 26 March 2012
- 2.1.1.5 28 May 2012
- 2.1.1.6 9 July 2012
- 2.1.1.7 24 September 2012

2.2 Strategic Business Plan 2012 - 2017

2.2.1 The 1st round of consultation closed 6 May 2011, a compendium of all the feedback was presented at the Board meeting on 6 June along with a summary of the initial work completed by the Board at the workshop on 16 February.

2.2.2 There will be a Harbour Board workshop at Follaton House on 19 July to work through the issues raised by the consultation and prepare an outline plan for consideration at the Harbour Board meeting on 26 September.

2.3 The Harbour Board Annual Report

2.3.1 To be published at the Harbour Board meeting on 9 July 2012.

2.4 Performance Management

2.4.1 Reviewed quarterly with the report for the 2nd quarter of financial year 2011/12 being presented on 7 November 2011.

2.5 Year End Budget Report 2010/11

2.5.1 To be presented to the Board on 9 July 2012.

2.6 Harbour Annual Inspection

2.6.1 To take place on the morning of 9 July 2012.

2.7 Budget 2012/13

2.7.1 To be presented to the Board on 26 September 2011.

2.8 Fees and Charges 2012/13

2.8.1 To be presented to the Board on 26 September 2011.

2.9 Moorings Policy

2.9.1 The Moorings Policy was last reviewed in 2007 and is due for a review in 2012.

2.10 Salcombe Town Landings

2.10.1 Plans progressing to install the replacement town landings before the 2012 season. When the Board approved the proposal it was suggested that the Board working Group should continue until the pontoons are installed and commissioned to ensure the new arrangements are publicised fully to smooth the transition.

2.10.2 It is proposed that the working group meet in October, prior to works commencing.

2.11 Compliance with the Port Marine Safety Code

2.11.1 The Harbour is audited bi-annually by the designated person. A report of the Audit will be brought to the Board on 30 January 2012.

3. LEGAL IMPLICATIONS

3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).

3.2 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

4.1 There are no new financial implications as a result of this report, however this is not necessarily the case for the work which will follow.

5. Risk Assessment

5.1 The risk management implications are:

Risk/Opportunity	Issues / Obstacles	Mitigation
The Harbour Authority is striving to deliver an improving service to harbour users.	The Harbour Board, considers many routine issues annually, topical items will be brought to the Board as they arise.	A better service in a safe environment for estuary users.

Corporate priorities engaged:	CP2: Good Jobs CP3: Retain the districts character CP5: An accessible Council CP6: Value for money
Consideration of equality and human rights:	There are no equality or human rights issues with this report
Biodiversity considerations:	None
Sustainability considerations:	None
Crime and disorder implications:	None
Background Papers:	Strategic Business Plan 1st Edition dated 2 August 2007. Constitution of the Salcombe Harbour Board (as adopted by Council on 25 June 2009)
Appendices attached:	None

Ian Gibson
Harbour Master

Salcombe Harbour Board
12 July 2011

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON TUESDAY, 12 JULY 2011**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr R J Carter (Chairman)	*	Mr J Barrett
*	Cllr M J Hicks	*	Mr T Bass
*	Cllr S A E Wright	∅	Dr C C Harling (Vice Chairman)
		*	Mr H Marriage
		*	Mr M O'Brien
		*	Mr P Waring

Also in attendance
Cllr K R H Wingate

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Head of Service (Salcombe Harbour), Principal Accountant and Senior Member Support Officer

SH.12/11 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 6 June 2011 were confirmed as a correct record and signed by the Chairman.

SH.13/11 URGENT MATTERS

The Chairman advised that he had one item of urgent business to be raised as an exempt item at the end of the meeting.

SH.14/11 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

Cllr S A E Wright declared a personal interest in all agenda items by virtue of him having worked in a self employed capacity in the Harbour and also having a mooring.

SH.15/11 PUBLIC QUESTION TIME

There were no public questions raised at this time.

SH.16/11 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums, during which reference was made to:-

Salcombe Kingsbridge Estuary Conservation Forum

The Conservation Forum met on the 28 June. They had elected a new Chairman, Tony Watson, who had previously been a successful Commodore of the Yacht Club and had expertise that he could bring to the role. The meeting went on to discuss a number of ongoing issues around the Harbour.

Salcombe Kingsbridge Estuary Association (SKEA)

A letter was drafted to the Chairman of SKEA to determine their future intentions in relation to acting as a Community Forum. As yet, a response had not been received.

Kingsbridge Estuary Boat Club

Since the last meeting of the Harbour Board, the Boat Club had met for a social event. The only issue to discuss was the possible new pontoon, however, discussions on this are ongoing.

South Devon & Channel Shellfishermen

The only current issue for the Shell fishermen was the Fish Quay.

Cllr Wright advised the Board that, following the request made to him at the previous meeting, he had arranged for a number of commercial operators to come together as a Forum. They agreed to meet on a regular (twice a year) basis, and be known as the Kingsbridge and Salcombe Marine Business Forum. The key objectives of the Forum were agreed as follows:

- Support local businesses;
- Improve communication;
- Improve long-term sustainability of local businesses; and
- Jointly promote the Estuary as an Area of Outstanding Natural Beauty and improved safe accessibility.

All Board Members agreed that the Kingsbridge and Salcombe Marine Business Forum should be included as an additional Forum.

It was then:

RESOLVED

That the Kingsbridge and Salcombe Marine Business Forum be accepted as a new Harbour Community Forum.

SH.17/11 **ANNUAL REPORT**

The Board considered a report which outlined the way in which the Harbour Board operated and described the progress made during the previous financial year

The Harbour Master introduced the report, and explained that the report was written against the five year plan. Following a brief discussion, the annual report was agreed.

It was then:

RESOLVED

That the Annual Report 2011 be published.

SH.18/11 **FINAL ACCOUNTS 2010/11**

Consideration was given to a report which advised Members of the Harbour's final trading position in 2010/11 together with brief details of the main variations from the original budget.

The Principal Accountant took Members through the report, and advised that a healthy surplus had been made. The Harbour Master commented that his only concern was that pay had been frozen for three years and, whilst this made setting the budget easy, there would potentially be an issue once the pay freeze ended as staffing costs were a major expense.

During discussion, the following points were raised:

- (a) Savings had been made by using proper procurement processes, which had helped to bring a number of costs under control;
- (b) The reduction in income from Deep Water Moorings was due to a number of Mooring contracts being cancelled at the last minute. This issue had been addressed at the previous meeting of the Harbour Board (minute SH.06/11 refers);
- (c) In response to a number of figures being different to their estimate, the Principal Accountant explained that as the budget was set in September, this was undertaken without up to date information from the current year which was not available until after October;
- (d) A number of Members queried the HQ cost allocations. In response, the Executive Member for Finance and Audit suggested an additional recommendation that he and the Principal Accountant assess the HQ cost allocations to identify any savings or efficiencies that could be made, particularly in light of the management restructure.

It was then:-

RESOLVED

1. That the Board note the final accounts for 2010/2011 (as set out in the presented appendix A to the agenda report); and

2. That the Executive Member for Finance and Audit work with the Principal Accountant for Salcombe Harbour to identify any savings or efficiencies that could be made to the HQ cost allocation element of the budget.

SH.19/11 **TOPICAL HARBOUR ISSUES**

The Board considered a report which updated it on developments on a number of operational issues within Salcombe Harbour.

In introducing the report, the Harbour Master made reference to the achievement of Mr Goodhead on the award of the UKHMA Bursary for the International Diploma for Harbour Masters and the fact that this route was now the way forward for Harbour Masters to gain a qualification recognised by the UK Harbour Master's Association in line with recognised National Occupational Standards.

The Harbour Master moved on to the second element of the report which was Frogmore Boatyard's application for a slipway. During discussion, the following points were raised:

- The Harbour Master explained that the Board would be a consultee to this application, which would need an MMO Licence, along with others such as the Duchy and Natural England, however, at this stage he wished to gauge if there was broad support for the proposal;
- Most Members were generally supportive of the proposal, although it was recognised that some issues such as signage and landscaping would be addressed as planning matters rather than via the Harbour Board;
- A Member wanted it known that this proposal was supported as a standalone proposal for an established boatyard. Another Member raised the distinction between a slipway and a jetty;
- A Member asked if information was forthcoming in relation to power washing on the proposed slipway. The Harbour Master advised that this could be imposed as a condition of the licence.

It was then:

RESOLVED:

That:-

1. the Board congratulate Mr Goodhead on the award of the UKHMA Bursary for the International Diploma for Harbour Masters and agree to finance the additional associated costs of the course;
2. Support be given to Frogmore Boatyard's application for a slipway for the Boatyard's use, through the planning process.

SH.20/11 **PERFORMANCE MANAGEMENT**

The Board was asked to consider a report relating to the Harbour's performance against agreed Performance Indicators (PIs).

The Harbour Master took Members through the main points of the report. A discussion ensued which related to water pollution, and it was agreed that the Chairman would again write to the Chairman of South West Water in relation to incidents of pollution.

It was then:-

RESOLVED

That the Harbour's Performance against agreed Performance Indicators be noted.

SH.21/11 **MATTERS FOR FUTURE CONSIDERATION**

The Board considered a report which identified matters for future consideration by the Harbour Board.

The Harbour Master introduced the report, and advised Members that this report was their opportunity to get items onto the Board agenda.

He concluded this item by reminding Members of the workshop which would take place on 19 July 2011.

It was then:-

RESOLVED:

- i) That the report be noted; and
- ii) That a Harbour Board Workshop be held on 19 July 2011 to consider the Strategic Business Plan 2012-17.

SH.22/11 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

SH.23/11 **SALCOMBE FISH QUAY**

As referred to above under Urgent Matters (minute SH.13/11 above refers), the Board discussed the Salcombe Fish Quay. Following a discussion, the Board wished for its strong concerns to be forwarded to the Head of Assets accordingly.

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

Chairman