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SOUTH HAMS SALCOMBE HARBOUR BOARD - MONDAY, 24TH SEPTEMBER, 2012

Agenda, Reports and Minutes for the meeting

Agenda No Item

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

2. **Reports**

Reports to Harbour Board:

a) Item 9 - Budget Report (Pages 3 - 26)

b) Item 10 - Fees and Charges 2012/2013 (Pages 27 - 36)

c) Item 11 - Deep Water Moorings Options (Pages 37 - 40)

d) Item 12 - Performance Management (Pages 41 - 54)

e) Item 13 - Matters for Future Consideration (Pages 55 - 58)

3. **Minutes** (Pages 59 - 64)

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Agenda Item 1

To: Chairman & Members of the Salcombe Harbour Board
(Cllrs R J Carter, M J Hicks, KRH Wingate and S A E Wright)
Co-opted Members – Mr J Barrett, Mr C C Harling,
Mr H Marriage, Mr M Mackley, Mr A Thomson and Mr P Waring)

Our Ref: CS/KT

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

14 September, 2012

Dear Member

A meeting of the **Salcombe Harbour Board** will be held in the **Main Hall, Cliff House, Salcombe** on **Monday, 24 September, 2012**, at **2.30 pm** when your attendance is requested.

Yours sincerely

Kathryn Trant
Member Services Manager

**FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT KATHRYN TRANT
THE SENIOR MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861185**

A G E N D A

1. **Apologies for Absence;**
2. **Minutes** - to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 9 July, 2012 (pages 1 to 4);
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. **Localism and the New Code of Conduct** – an Update from the Deputy Monitoring Officer on the New Code of Conduct;
6. **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;
7. **Public Question Time** – a period of up to 15 minutes is available to deal with questions from the public;

8. **Feedback from Harbour Community Forums** – to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board;
9. **Budget Report** – to consider a report which sets out how the 2013/14 budget builds upon the principles adopted in the Salcombe Harbour Strategic Business Plan and details the financial impact of the proposals contained therein (pages 5 to 20);
10. **Fees and Charges 2012/2013** – to consider a report which enables Board Members to recommend the Harbour rates and charges for 2013/14 (pages 21 to 30);
11. **Deep Water Moorings Options** – to consider a report which informs the Board of plans to make better use of the Coad Cove Pontoons by trialling the use of finger berths for vessels up to 8 metres which will free up more space to accommodate larger vessels (pages 31 to 34);
12. **Performance Management** – to consider a report which reports the Harbour performance against agreed Performance Indicators (pages 35 to 46);
13. **Matters for Future Consideration** – to consider a report which identifies matters for future consideration (pages 47 to 49).

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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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AGENDA
ITEM

9

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

9

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	24 September 2012
REPORT TITLE	2013/14 BUDGET
Report of	Head of Finance Head of Service – Salcombe Harbour
WARDS AFFECTED	Salcombe and Malborough, Westville and Alvington, Saltstone, Kingsbridge North and Kingsbridge East

Summary of Report

The 2013/14 budget builds upon the principles adopted in the Salcombe Harbour Strategic Business Plan and details the financial impact of the proposals contained therein.

Financial implications: It is prudent financial management for a balanced budget to be set and allows a realistic review of fees and charges.

RECOMMENDATION:

That the Board RECOMMENDS to Council that the 2013/14 budget items set out within the report is approved.

Officer contact:

Pauline Henstock, Principal Accountant pauline.henstock@southhams.gov.uk 01803 861377

RECOMMENDATION

1. BACKGROUND

1.1 The Salcombe Harbour Strategic Business Plan 2012-2017 dated 26 March 2012 was endorsed and adopted at the Council meeting on 19 July 2012 (SH 31/12). This document sets out, in principle, the challenges and opportunities facing the Harbour over the coming years, together with an assessment of their financial implications.

1.2 The formulation of a detailed budget for the forthcoming year, 2013/14, will allow the financial implications to be understood in detail and to

ensure that adequate resources are in place to deliver the services identified through the business planning process.

- 1.3 The Harbour, like all organisations, has finite resources. The budget has been considered with the utmost regard to the affordability and value for money for Harbour users and the financial wellbeing and sustainability of the Harbour over the medium to long term.
- 1.4 The 2013/14 budget, as detailed in this report, links strongly to the approved Business Plan and is based on the assumptions and strategic direction contained therein.
- 1.5 It is incumbent upon the Harbour to set a balanced budget. Accordingly, proposals to generate sufficient additional income to match the level of expenditure detailed herein are the subject of a further report to be considered at the 24 September meeting.

2. ISSUES FOR CONSIDERATION

2.1 Budget Pressures

- 2.1.1 Harbour expenditure requirements have been reviewed in detail, taking into account both the aspirations of the Business Plan document and other considerations, such as the impact of much higher inflation.
- 2.1.2 Wherever possible, efficiency savings have been identified and these have been built into the budget accordingly.
- 2.1.3 The anticipated net income and expenditure position is shown at Appendix A, with the 2012/13 budget used as a baseline position. Variations from this baseline, both in terms of the additional resource requirements and identified efficiencies are discussed in detail below, grouped by category of budget head.

2.2 Employee Costs

- 2.2.1 Staff costs form the single largest area of expenditure for the Harbour, roughly 38% of the Harbour expenditure budget. The 2013/14 budget assumes a 1% pay award and includes an increase in employers pension contributions from 13.8% to 15.2%. The movement of staff through the pay structure has also been built into the budget. Staffing levels and associated costs are kept under constant review to ensure they remain appropriate to the requirements of the business.

- 2.2.2 The table below details the variations from the 2012/13 baseline.

	£	£
Staffing Budget 2012/13		355,000
Additional Requirements:		

Additional employers NI & Superannuation contributions and staff increments – automatic progression to next scale point	14,000	
Total Additional Requirements		14,000
Savings :		
Boat Licensing Income	(3,100)	
Notice Boards	(200)	
Total Savings		(3,300)
Net Additional Requirements / (Savings)		10,700
Staffing Budget 2013/14		365,700

2.3 Premises Related Expenditure

2.3.1 Premises related expenditure encompasses costs relating directly to the Harbour infrastructure assets and as such has seen very high inflationary pressure especially in relationship to commodity prices such as steel in the past 12 months. These have had to be reflected within R&M costs.

2.3.2 The table below details the variations from the 2012/13 baseline.

	£	£
Premises Budget 2012/13		286,000
Additional Requirements & Inflationary Pressures		
General R&M, Tools etc, Health & Safety	1,000	
Utility Charges	2,700	
Rent	2,900	
Total Additional Requirements		6,600
Savings :		
Piers, Landings & Pontoons	(1,200)	
Moorings	(18,700)	
Refuse Collection/cleaning	(1,600)	
Total Savings		(21,500)
Net Additional Requirements / (Savings)		(14,900)
Premises Budget 2013/14		271,100

2.4 Supplies and Services

2.4.1 Expenditure classified as Supplies and Services relates to items directly linked to the provision of the Harbour's services, including

communications, protective clothing, minor equipment and general office supplies.

2.4.2 The table below details the variations from the 2012/13 baseline.

	£	£
Supplies & Services Budget 2012/13		61,000
Additional Requirements & Inflationary Pressures		
Cash collection costs – charge is based on payments by cards	1,100	
Postage & telephones	400	
Total Additional Requirements		1,500
Savings:		
Equipment	(500)	
Total Savings		(500)
Net Additional Requirements / (Savings)		1,000
Supplies & Services Budget 2013/14		62,000

2.5 Transport

2.5.1 Transport related expenditure includes the costs of operating and maintaining the Harbour launches, water taxis and vehicles. It has been necessary to reflect very high levels of inflation affecting fuel costs.

2.5.2 Due to changes in the new Insurance Policy the relevant charges relating to the launches and other vehicles/equipment are now included within this section whereas in the past were shown under premises.

2.5.3 The table below details the variations from the 2012/13 baseline.

	£	£
Transport Budget 2012/13		65,900
Additional Requirements & Inflationary Pressures		
Harbour Vehicle	100	
Mobile Crane	3,300	

Insurance	9,000	
Total Additional Requirements		12,400
Savings		
Launches	(8,000)	
Fork Lift Truck	(500)	
Mooring Barge	(2,000)	
Fuel	(1,400)	
Total Savings		(11,900)
Net Additional Requirements / (Savings)		500
Transport Budget 2013/14		66,400

2.6 Support Services

2.6.1 Central functions, such as Personnel & Payroll, Information Technology, Finance, Property advice, Strategic Capacity etc. are provided by the District Council. An accurate time recording system is used throughout the Council, which allows the identification of actual time spent by SHDC employees on Harbour activities. This in turn provides the basis for the level of costs which are recharged to the Harbour. As the Harbour is a ring-fenced account, no subsidy is allowed either from or to the Harbour in respect of central costs. This is subject to an annual audit by The Audit Commission.

2.6.2 The table below details the variations from the 2012/13 baseline.

	£	£
Support Services		51,000
Inflationary Pressures:	300	
Total Additional Requirements		300
Support Services		51,300

2.7 Contributions to Harbour Reserves

2.7.1 The Harbour holds 3 reserves:

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

2.7.2 The business planning process included a full appraisal of existing reserve balances and levels of contribution. The principle adopted in the Business Plan, and discussed and approved by the Harbour Board at the 6 June 2008 meeting, is that sufficient funds should be set aside on an annual basis to provide for the replacement of Harbour assets.

2.7.3 This does, however, need to be viewed in terms of affordability and value for money as annual contributions cannot impact on fees and charges in a prohibitive fashion. In light of this, and as set out in the Business Plan, it is recognised that it is not feasible to fund all replacements through accumulated reserves; and that borrowing will also be utilised.

2.7.4 A summary of estimated reserve balances is included at Appendix B.

2.7.5 The table below details the variations from the 2012/13 baseline.

	£	£
Reserve Contributions Budget 2012/13		71,000
Increased contribution to Pontoon reserve	5,000	
Net Additional Requirements / (Savings)		5,000
Reserve Contributions Budget 2013/14		76,000

2.8 Projects Funded from Reserves

2.8.1 The following projects are anticipated to be funded from Reserves during 2013/14:

- 2.8.1.1 Renewals Reserve:
 - Launch Engine £7,200
- 2.8.1.2 Pontoon Reserve:
 - Kingsbridge Project £150,000
- 2.8.1.3 General Reserve
 - Kingsbridge Pontoon project £100,000

2.9 New Projects Funded From Revenue

2.9.1 The 2013/14 budget includes provision to fund new projects from revenue to the value of £15,000. This comprises the following:

- £5,000 Pontoon Disposal
- £5,000 Improvements to Tender Berthing at Whitestrand
- £5,000 Environmental Projects, based on Phosphate Free Salcombe

2.10 Capital Charges

2.10.1 Capital charges refer to the cost of servicing loans which have been provided by the District Council for the purchase of Harbour assets. Repayment obligations for 2013/14 relate to 5 loans, as detailed below. Also included is the repayment for the proposed Kingsbridge Project since this, if approved, would impact on the revenue accounts.

Description	Loan Date	Loan Amount £	Term (Yrs)	Payment 13/14 £
Whitestrand Pontoon Safety Improvements	2003/04	48,854	25	4,147
Piling in the Bag	2003/04	11,983	25	1,018
Residents' Pontoon	2007/08	150,000	25	11,735
Batson Pontoon	2009/10	190,000	25	13,100
Kingsbridge Pontoons	2013/14	50,000	25	5,100
Total				35,100

2.10.2 The annual repayment due during 2013/14, which includes the repayment of both principal and interest, is £35,100. This is an increase of £5,100 from 2012/13 based on the Kingsbridge Pontoon project requiring a loan of £50,000 to supplement reserves.

2.11 The Overall Expenditure Position

2.11.1 The overall impact of the variations detailed above is shown in the table below.

	£	£
Total Expenditure Budget 2012/13		934,900
Additional Requirements	44,900	
Savings	(37,200)	
Net Additional Requirements / (Savings)		7,700

Total Expenditure Budget 2013/14		942,600

2.12 Income

2.12.1 In order to balance the budget to a net break-even position, it is proposed that a review is undertaken of the Harbour's fees and charges. Proposals have been outlined in this regard, and are detailed in a further report to be considered at the 26 September Board meeting.

	£	£
Total Income Budget 2012/13		(934,900)
Reduced Income available within the budget:		
Security Levy	2,400	
Miscellaneous	4,400	
Reduced Income		6,800
Total Income Budget 2013/14		(928,100)

2.13 Budget Deficit

	£	£
Total Expenditure Budget 2013/14		942,600
Total Income Budget 2013/14		(928,100)
Budget Deficit		14,500

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 The report identifies a funding gap of £14,500, before any review of charges. It is anticipated that the shortfall can be met by various amendments to the existing charging structure, as identified in a further report to be considered at the 24 September meeting.

5. RISK ASSESSMENT

5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
The Harbour Authority set a balanced budget, ensuring there is sufficient income to finance the anticipated expenditure. If there is additional unexpected expenditure or less income than forecast, the budget will not balance	3	2	6	The Harbour maintains three different reserves, one for replacement of plant and vessels, one for the replacement of pontoons and a General Reserve. In the event of the budget not balancing at the end of the Financial year and surplus goes into the General Reserve and shortfall would be covered from this reserve.

Corporate priorities engaged:

- CP2: Good Jobs
- CP3: Retain the districts character
- CP4: A clean district
- 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's budget will affect policies which have a bearing on biodiversity.

Sustainability considerations:

Harbour Board's budget is designed to be sustainable and support sustainable policies.

Crime and disorder implications:

The Budget includes the continuation of the Night Security patrol, aims of which are to reduce marine crime

Background Papers:

Strategic Business Plan 2nd Edition dated 26 March 2012.

Appendices attached:

- Appendix A: Anticipated net income and expenditure
- Appendix B: Summary of estimated reserve balances

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REVENUE BUDGET 2013/2014

Actual 2010/2011	Actual 2011/2012		Budget 2012/2013 (At outturn prices)	Budget 2013/2014 (At outturn prices)	Variance Budget to Budget
£	£		£	£	£
		Employees:-			
328,991	333,307	Harbour	355,000	365,700	10,700
		Premises-Related Expenditure:-			
14,427	16,765	General Repairs and Maintenance	16,100	17,100	1,000
38,143	37,680	Security Patrol	39,400	39,400	0
6,801	5,218	Piers, Landings and pontoons	9,200	8,000	(1,200)
1,036	7,789	Marks and Beacons	3,700	3,700	0
55,529	56,372	Moorings	76,700	58,000	(18,700)
1,545	1,444	Insurances	2,000	2,000	0
15,681	16,010	Utility Charges	18,700	21,400	2,700
110,412	112,505	Rents	111,100	114,000	2,900
8,220	5,245	Refuse Collection /Office Cleaning	9,100	7,500	(1,600)
251,794	259,030		286,000	271,100	(14,900)
		Supplies and Services:-			
7,942	5,677	Equipment	9,500	9,000	(500)
10,952	9,697	Printing, Stationery and Advertising	12,000	12,000	0
6,841	7,386	Communications (Radios, Telephones, Postage etc.)	9,600	10,000	400
4,137	5,230	Protective Clothing	5,000	5,000	0
4,539	5,701	Credit Card Handling Charges	5,500	6,600	1,100
20,437	25,962	Miscellaneous	19,400	19,400	0
54,848	59,654		61,000	62,000	1,000
55,742	50,675	Transport-Related Expenses (Launches etc.)	65,900	66,400	500
53,100	53,000	Support Services	51,000	51,300	300
26,000	26,000	Contribution to Renewals Reserve	26,000	26,000	0
45,000	45,000	Contribution to Pontoon Reserve	45,000	50,000	5,000
33,971	4,867	New Projects Funded From Revenue	15,000	15,000	0
29,997	29,997	Capital Charges (Net)	30,000	35,100	5,100
879,443	861,530	TOTAL EXPENDITURE	934,900	942,600	7,700
(256,519)	(263,002)	Harbour Dues	(265,000)	(265,000)	0
(409,709)	(418,869)	Mooring Hire	(411,900)	(411,900)	0
(124,494)	(126,554)	Small Boat Pontoon Systems	(124,500)	(124,500)	0
(35,763)	(40,832)	Water Taxi Service	(36,000)	(36,000)	0
(24,081)	(25,345)	Mooring Licences	(24,400)	(24,400)	0
(37,828)	(38,921)	Security Patrol Fees	(39,400)	(37,000)	2,400
(38,174)	(42,141)	Miscellaneous	(30,200)	(25,800)	4,400
(3,300)	(2,100)	Interest	(3,500)	(3,500)	0
(929,868)	(957,763)	TOTAL INCOME	(934,900)	(928,100)	6,800
(50,425)	(96,233)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	14,500	14,500

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Committee: Salcombe Harbour

13/14 BUDGET

Service : Salcombe Harbour

WORKING PAPER

SUBJECTIVE HEADING	ACTUALS			Budget 12/13 £	2013//14 Inflation		Growth/ Reduction £	Budget 13/14 £	Notes
	COST CENTRE : 3410	09/10 £	10/11 £		11/12 £	%			
EMPLOYEES - OPERATIONAL	324,599	328,991	333,307	355,000		7,300	3,400	365,700	
Wages: Summer Seasonal staff	28,511	24,528	29,942	33,900	1.0%	300	600	34,800	
Employers NI & Super	48,011	50,424	56,283	60,300		4,000	5,100	69,400	
Salaries (inc. Shift Pay)	291,630	298,099	295,992	299,300	1.0%	3,000	200	302,500	
Overtime	6,145	5,642	5,699	10,000			800	10,800	
Recharge to Headquarters	(49,000)	(52,300)	(52,500)	(52,500)				(52,500)	
Boat Licence Income	(4,379)	(7,060)	(9,594)	(3,900)			(3,100)	(7,000)	
Coast Protection Notice Boards	0	(816)	(1,213)	(800)			(200)	(1,000)	
Staff Training	2,558	6,171	3,552	3,600				3,600	
Medical Fees / Other	40	323	426	500				500	
Recruitment	1,082	582	964	600				600	
Employers Liability Insurance	0	3,398	3,756	4,000				4,000	

Page 15

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SUBJECTIVE HEADING	ACTUALS			Budget 12/13 £	2013//14 Inflation		Growth/ Reduction £	Budget 13/14 £	Notes
	09/10 £	10/11 £	11/12 £		%	£			
COST CENTRES : 3410,3415,3420,3425									
PREMISES (ASSET) RELATED	280,994	251,793	259,030	286,000		800	(15,700)	271,100	
EXPENSES									
General R&M	8,527	9,477	9,643	8,600			1,400	10,000	
Tools, Materials and O.H. & C.S.	2,590	4,217	4,619	5,600			(600)	5,000	
Health & Safety	316	558	2,016	1,300			200	1,500	
Communications R&M	418	175	487	600				600	
GENERAL R&M	11,850	14,427	16,765	16,100		0	1,000	17,100	
SECURITY PATROL	37,302	38,143	37,680	39,400				39,400	
PIERS, LANDINGS & PONTOON	8,821	6,801	5,218	9,200			(1,200)	8,000	
MARKS & BEACONS	6,434	1,036	7,789	3,700			0	3,700	
Foreshore Moorings	4,133	6,089	5,049	8,700			(3,700)	5,000	
Deepwater Moorings	6,628	1,304	5,422	3,700			300	4,000	
Diving Maintenance Support	22,169	21,350	21,325	27,600			(7,600)	20,000	New 3 Year contract let at significantly reduced cost .
Chain Purchase	23,337	21,153	19,573	31,400			(7,400)	24,000	
Replacement Mooring Buoys	0	5,632	5,003	5,300			(300)	5,000	
MOORINGS	56,267	55,529	56,372	76,700		0	(18,700)	58,000	
Premises-Related Insurance	26,641	1,545	1,444	2,000			0	2,000	
INSURANCE	26,641	1,545	1,444	2,000		0	0	2,000	
Electricity	3,711	2,857	2,237	2,600				2,600	
Gas	1,822	751	1,016	2,700				2,700	
Water	132	131	200	200			2,300	2,500	
Rates	10,670	11,941	12,557	13,200	3.0%	400		13,600	Increased by September RPI annually
UTILITY CHARGES	16,335	15,681	16,010	18,700		400	2,300	21,400	
Workshop (1)	12,621	12,712	12,621	12,600	3.0%	400		13,000	
Rent To Duchy	97,017	97,700	99,884	98,500			2,500	101,000	17.5% of income from fundus
RENT	109,638	110,412	112,505	111,100		400	2,500	114,000	
Trade Waste Collection charges	5,599	4,864	2,423	6,100			(2,100)	4,000	
General Office Costs (including Cleaning)	2,107	3,356	2,822	3,000			500	3,500	
REFUSE COLLECTION/OFFICE CLEANING	7,705	8,220	5,245	9,100		0	(1,600)	7,500	

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SUBJECTIVE HEADING	ACTUALS			Budget 12/13 £	2013//14 Inflation		Growth/ Reduction £	Budget 13/14 £	Notes
	09/10 £	10/11 £	11/12 £		%	£			
COST CENTRES : 3410, 3435, 3445									
SUPPLIES AND SERVICES:	53,753	54,848	59,654	61,000		1,600	(600)	62,000	
Furniture & Fittings	0	0	0	1,500			(500)	1,000	
Equipment - New & R&M	605	5,858	2,272	1,500				1,500	
Hire of equipment	0	0	705	0				0	
Hardware, Software and IT Support & maintenance	6,512	2,083	2,701	6,500				6,500	
EQUIPMENT	7,117	7,942	5,677	9,500		0	(500)	9,000	
Printing & Stationery	6,656	6,058	5,170	6,500				6,500	
Harbour Guide	4,605	4,670	3,980	4,900				4,900	
Advertising	659	224	547	600				600	
PRINTING STATIONERY & ADVERTISING	11,920	10,952	9,697	12,000		0	0	12,000	
Postage	3,024	3,435	5,024	4,100	39.0%	1,600	800	6,500	Increase in 2nd class mail charge Web based e harbours may ultimately reduce the postage costs.
Telephones	2,498	3,131	2,138	5,200			(2,000)	3,200	
Licence Fees	275	275	225	300				300	
COMMUNICATIONS	5,797	6,841	7,386	9,600		1,600	(1,200)	10,000	
PROTECTIVE CLOTHING	4,083	4,137	5,230	5,000				5,000	
CASH COLLECTION EXPENSES	3,938	4,539	5,701	5,500			1,100	6,600	
Fees and Subscriptions (inc Port Marine Safety)	4,052	3,920	3,830	4,400				4,400	
Conference Expenses/Subsistence	328	483	877	1,000				1,000	
Tier Two Response	826	826	826	800			200	1,000	
General Office Expenditure	408	45	5,088	400				400	
Water Dispenser	408	238	0	400				400	
Legal Fees	440	0	170	0				0	
Other Professional Fees	0	0	2,000	0				0	
Shower Tokens	3,216	3,705	1,751	0				0	
Estuary Officer Contribution	10,200	10,200	10,400	10,400			(200)	10,200	
Chairman - Salcombe Harbour	1,020	1,020	1,020	2,000				2,000	
MISCELLANEOUS	20,898	20,437	25,962	19,400		0	0	19,400	

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Committee: Salcombe Harbour				13/14 BUDGET					
Service : Salcombe Harbour				WORKING PAPER					
SUBJECTIVE HEADING	ACTUALS			Budget 12/13 £	2013/14 Inflation		Growth/Reduction £	Budget 13/14 £	Notes
	COST CENTRE : 3410	09/10 £	10/11 £		11/12 £	%			
TRANSPORT RELATED EXPENSES	50,668	55,742	50,675	65,900		1,200	(700)	66,400	
Fixed car payments	2,186	2,178	2,238	2,200				2,200	
Variable car allowances	483	783	554	800				800	
Repairs & Maintenance:									
Harbour Van	4,545	1,431	2,239	2,100	3.0%	100		2,200	
Launches General	22,846	21,122	5,690	22,000	3.0%	700	(8,700)	14,000	
Crane	5,619	6,739	2,002	1,700		400	2,900	5,000	
Fork Lift Truck		344	493	1,700			(500)	1,200	
Mooring Barge	2,981	475	417	3,000			(2,000)	1,000	
Transport Insurance	0	8,644	23,039	14,000			9,000	23,000	
Fuel:									
Launches	12,008	14,026	14,004	18,400			(1,400)	17,000	
HEADQUARTERS ALLOCATION	53,400	53,100	53,000	51,000		300	0	51,300	
Personnel & Payroll	10,800	11,100	10,800	9,900	1.0%	100		10,000	Assumes 1% pay award
Strategic Director - Operations	3,800	3,000	3,800	3,300	1.0%	0		3,300	
Drawing Office	700	1,300	900	900	1.0%	0		900	
Environmental Health	1,400	1,200	1,400	1,400	1.0%	0		1,400	
Financial Services	13,500	11,600	12,600	11,500	1.0%	100		11,600	
IT Section	5,000	6,900	5,000	5,500	1.0%	100		5,600	
Legal	3,800	4,400	4,000	4,200	1.0%	0		4,200	
Property Services	4,500	5,000	4,600	4,600	1.0%	0		4,600	
Committee & Member Services	4,800	4,600	4,800	4,800	1.0%	0		4,800	
Improvement & Development Team (Formerly PR)	2,900	1,900	2,900	2,700	1.0%	0		2,700	
Internal Audit	2,200	2,100	2,200	2,200	1.0%	0		2,200	
CAPITAL CHARGES	29,997	29,997	29,997	30,000		0	5,100	35,100	
Leasing Payments									
Debt Charges (Depreciation & interest)	64,788	75,573	35,490	30,000			5,100	35,100	As per Strategic Business Plan - increased borrowing
(Surplus)/Deficit on Capital Charges	(34,791)	(45,576)	(5,493)	0			0	0	
CONTRIBUTION TO RENEWALS RESERVE	26,000	26,000	26,000	26,000		0	0	26,000	
CONTRIBUTION TO PONTOON RESERVE	45,000	45,000	45,000	45,000		0	5,000	50,000	0
ITEMS TO BE MET FROM REVENUE	45,658	33,971	4,867	15,000		0	0	15,000	
Disposal of pontoons	2,110	0	0	5,000				5,000	
Legal costs associated with new Duchy Lease	709	0	0	0				0	
Preliminary costs for Kingsbridge dredging	2,037	0	0	0				0	
Knigsbridge Visitors Pontoon	252	0	0	0				0	
Refund of dredging licence	(750)	0	0	0				0	
Replacement engine Winstone	7,961	0	0	0				0	
Replacement for damaged engine	3,885	0	0	0				0	
Victoria Pontoon Piles	8,193	0	0	0				0	
Stamp Duty on Duchy Lease	10,331	0	0	0				0	
Minor Pontoon Work	10,930	0	0	0				0	
Frogmore Pontoon	0	2,391	0	0				0	
Improvements to tender berthing at Whitestrand	0	9,900	0	5,000				5,000	
Installation of Grove crane	0	17,475	0	0				0	
Replacement Dory	0	4,205	0	0				0	
Environmental Projects	0	0	0	5,000				5,000	
Whitestrand Plastic Pontoons	0	0	4,867	0				0	
ITEMS FUNDED FROM RESERVES.	34,947	83,621	0	0		0		0	
1008008 Replacement Dory	3,719	0	0	0				0	
1008009 Replacement Dory Engine	3,522	0	0	0				0	
1008013 Knigsbridge Visitor Pontoon	9,597	0	0	0				0	
1008011 Mooring Barge Major Overall	18,109	0	0	0				0	
Estuary dredging	0	83,621	0	0				0	

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Committee: Salcombe Harbour				13/14 BUDGET					
Service : Salcombe Harbour				WORKING PAPER					
SUBJECTIVE HEADING	ACTUALS			Budget 12/13 £	2013/14 Inflation		Growth/ Reduction £	Estimate 13/14 £	Notes
	09/10 £	10/11 £	11/12 £		%	£			
COST CENTRES : 3410, 3425									
HARBOUR DUES									
Annual	(162,358)	(148,752)	(150,036)	(151,400)				(151,400)	
Casual Dinghies	(20,446)	(27,555)	(28,285)	(28,800)				(28,800)	
Casual Yachts	(71,973)	(63,172)	(66,865)	(68,800)				(68,800)	
Casual Collected via Creek Boat Park	(16,975)	(17,040)	(17,816)	(16,000)				(16,000)	
MOORING HIRE									
Annual Deep Water	(157,252)	(155,992)	(160,275)	(158,000)				(158,000)	
Casual Deep Water	(68,942)	(73,572)	(77,771)	(70,000)				(70,000)	
Annual Foreshore	(131,299)	(129,736)	(127,890)	(131,900)				(131,900)	
Casual Foreshore	(46,075)	(39,923)	(40,575)	(42,000)				(42,000)	
Dentridge Mooring	(11,069)	(10,486)	(12,358)	(10,000)				(10,000)	
MOORING LICENCES	(24,245)	(24,081)	(25,345)	(24,400)				(24,400)	
SECURITY CHARGE	(37,532)	(37,828)	(38,921)	(39,400)			2,400	(37,000)	
WATER TAXI SERVICE	(36,741)	(35,763)	(40,832)	(36,000)				(36,000)	
PONTOONS									
Shadycombe Creek Comm Users	(12,975)	(13,474)	(13,536)	(14,200)				(14,200)	
V Quay, Batson & Kingsbridge	(85,929)	(93,017)	(95,583)	(92,900)				(92,900)	
Whitestrans Licence Fees	(2,592)	(3,488)	(3,937)	(2,800)				(2,800)	
Whitestrans Pontoon July/August	(14,004)	(14,515)	(13,498)	(14,600)				(14,600)	
Miscellaneous Income	(34,808)	(38,174)	(42,141)	(30,200)				(25,800)	
Sale of Leaflets	(20)	0	0	0				0	
Sale of Tide Tables	(166)	(140)	(270)	(200)				(200)	
Miscellaneous	(2,615)	(3,098)	(3,166)	(2,200)			(800)	(3,000)	
Fire Patrol	(25)	(25)	(25)	0				0	
Whitestrans Boat Park	0	(2,508)	0	(2,300)			2,300	0	
Whitestrans Notice Board	(704)	(718)	(732)	(600)			(100)	(700)	
Towing Charge	(230)	(278)	(409)	0			(300)	(300)	
Crane hire incl wage costs	(2,026)	(2,617)	(4,654)	(2,000)			(900)	(2,900)	
Hire of Mooring Barge	(3,062)	(2,852)	(2,767)	(1,000)				(1,000)	
Hire of Fork Lift Truck	(25)	(168)	(227)	0			(200)	(200)	
Boatyard Maintenance	(1,065)	(388)	(850)	0				0	
Pontoon for Fishermen, the Spur	(723)	(783)	(799)	(800)				(800)	
Hire of Safety Launch	(479)	(134)	(65)	(500)			500	0	
Store Boxes at Ditch End	(1,478)	(1,689)	(1,846)	(1,400)			(300)	(1,700)	
WIFI Spark Commission	(634)	(587)	(74)	(800)			300	(500)	
Harbour Guide	(6,765)	(7,510)	(8,340)	(6,900)			(1,100)	(8,000)	
Sale of Equipment	(2,392)	(2,618)	(5,923)	0				0	
Fuel Duty Repayment	(3,566)	(3,595)	(3,000)	(2,500)			(500)	(3,000)	
Cont. from L&R re Security Patrol	(5,600)	(5,600)	(5,600)	(5,600)			2,600	(3,000)	
Contribution from GRF Re: Refuse	(1,900)	(1,900)	(1,900)	(1,900)			1,400	(500)	
Legal Costs Recovered	0	(476)	(929)	0				0	
Under lease Kingsbridge Estuary	(1,394)	(494)	(494)	(1,500)			1,500	0	Reduce to zero, Dutchy taking this back out of Balwick
Under/Over Bankings	62	6	(71)	0				0	
	(935,214)	(926,568)	(955,663)	(931,400)			6,800	(924,600)	
CONTRIBUTION FROM BALANCES									
CONT. FROM RENEWALS RESERVE	(34,947)	(83,621)	0	0			0	0	
INTEREST									
	(5,800)	(3,300)	(2,100)	(3,500)			0	(3,500)	

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HARBOUR BALANCES

APPENDIX B

Pontoons Reserve

	£
Balance 1st April 2012	86,213
ADD	
Contribution 2012/2013	45,000
Interest 0.85%	700
	<u>131,913</u>

Less anticipated expenditure

Estimated Balance as at 1st April 2013 **131,913**

ADD	
Contribution 2013/2014	50,000
Interest 0.85%	1,100
	<u>183,013</u>

Less anticipated expenditure

Kingsbridge pontoons (150,000)

Balance as at 31st March 2014 **33,013**

General (Revenue Account) Reserve

	£
Balance 1st April 2012	183,561
	<u>183,561</u>

Less anticipated expenditure

Harbour System updates (25,200)

Whitestrand shower block (13,838)

Estimated Balance as at 1st April 2013 **144,523**

	<u>144,523</u>
--	----------------

Less anticipated expenditure

Kingsbridge pontoons (100,000)

Balance as at 31st March 2014 **44,523**

Renewals Reserve

	£
Balance 1st April 2012	120,929
ADD	
Contribution 2012/2013	26,000
Interest 0.85%	1,000
	<u>147,929</u>

Less anticipated expenditure

Garbage pontoon (13,920)

Estimated Balance as at 1st April 2013 **134,009**

ADD	
Contribution 2013/2014	26,000
Interest 0.85%	1,100
	<u>161,109</u>

Less anticipated expenditure

Launch engine (7,200)

Balance as at 31st March 2014 **153,909**

Estimated Total Reserves Balances as at 31 March 2014 **£231,445**

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AGENDA
ITEM
10

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
10

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	24 September 2012
REPORT TITLE	REVIEW OF CHARGES
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	Salcombe and Malborough, Westville and Alvington, Saltstone, Kingsbridge North and Kingsbridge East

Summary of Report

This report has been prepared to enable Board Members to recommend the Harbour rates and charges for 2013/2014.

RECOMMENDATION

The Harbour Board **RECOMMENDS** to Council:

- a. the changes to the charging policy set out in paragraph 2.1 of this report be approved; and
- b. the proposed charges as presented in Appendix A be approved, for implementation from 1 April 2012.

Officer contact:

Ian Gibson – 01548 843791 (Internal 7104)

1. BACKGROUND

1.1 The proposed fees and charges for 2013/14 are based on the outline proposals set out in the Salcombe Harbour Strategic Business Plan 2nd Edition and adopted by Council on 19 July 2012 (**SH 62/11**). The forecast, based on inflation of 4% and a pay award of 1%, was for an annual price increase of 6.7%. Lower actual inflation and operating efficiencies have been able to deliver a lower increase than forecast.

1.2 The budget gap for 2013/14 is £14,500.

2. ISSUES FOR CONSIDERATION

2.1 Proposals for 2013/14 Dues and Charges

2.1.1 **Third Party Liability Insurance**. It is proposed that there be no change to the current level of third party liability insurance cover for

all vessels using the Harbour. It is currently £3 million which is the industry standard.

- 2.1.2 **Facility Retention Deposit.** The deposit required to secure a harbour facility was set at £125 in June 2011 (SH6/11). It is proposed that this level of deposit be maintained for 2013/14.
- 2.1.3 **Foreshore Facility Rebate.** Several years ago, in an attempt to make better use of foreshore mooring facilities, the Board agreed to a rebate to customers who are not using their mooring and make it available to the harbour to re-let to the public on a weekly basis. The level was set at £15/week for each week the facility is re-let. It is proposed to maintain this level of rebate.
- 2.1.4 **Electricity.** As part of the improvements to the Salcombe Town Landings, electricity is now available on Whitestrand and Normandy pontoons. Overnight berthing is made available on Whitestrand Pontoon between 1900 and 0800 when commercial activity has ceased. It is proposed to levy a charge of £3.00/night, inclusive of VAT for shore power.
- 2.1.5 **Visiting Vessels arriving from sea:** Salcombe's charges for visiting vessels are still relatively high¹ which has over the recent past contributed to the harbour's reputation for being expensive and providing limited facilities. Whilst Salcombe's combined dues and charges for visiting yachtsmen remain at 23% more per metre than Dartmouth, it is proposed to freeze these charges for a seventh consecutive year. The out of season discounts, introduced in 2008 have so far proved to be extremely popular, particularly with local yachtsmen. Since the low of 5,597 visiting yachts in 2008, visiting yacht numbers have been slowly recovering and had reached 6,506 in 2010/11 dipping again to 5,981 in 2011/12. It is accepted that visiting yacht numbers are highly weather dependant, but the positive trend over the past four seasons are in part attributed to the discounts in the shoulder months. It is therefore proposed that the range of discounts and promotions be continued through 2013/14 season as detailed in the table below:

Outline Dates	Charges Discounts and Promotions
1st October to 31 March	<ul style="list-style-type: none"> • Harbour Dues Only (50% of full Harbour Dues and Mooring Charge) • Either <ul style="list-style-type: none"> ○ a stay of 3 nights or more paid for on arrival is rewarded with an additional free night • or <ul style="list-style-type: none"> ○ Weekly moorings and dues, paid for on arrival,

¹ In 2012/13 Dart Harbour Charged £1.50/metre for Harbour Dues and swinging mooring compared to £1.85 in Salcombe.

	will be charged at 5.5 x the daily rate.
1 April to 1 June and 1 September to 30 September	<ul style="list-style-type: none"> • Harbour Dues + 50% of Mooring Charge i.e. (75% of full Harbour Dues and Mooring Charge) • Either <ul style="list-style-type: none"> ○ a stay of 3 nights or more paid for on arrival is rewarded with an additional free night • or <ul style="list-style-type: none"> ○ Weekly moorings and dues, paid for on arrival, will be charged at 5.5 x the daily rate. • Vessels stormbound may, at the discretion of the Harbour Master, be offered a concession of a further 50% reduction in mooring charge after the first three days to a maximum of 7 days, thereafter full charges will be levied.
1 June to 31 August,	<ul style="list-style-type: none"> • Full Harbour Dues + Mooring Charge • Either <ul style="list-style-type: none"> ○ a stay of 3 nights or more paid for on arrival in June is rewarded with an additional free night. A stay of 3 nights or more in July and August, paid for on arrival, is rewarded with a free night in September or October. • or <ul style="list-style-type: none"> ○ Weekly moorings and dues, paid for on arrival, will be charged at 5.5 x the daily rate. • Vessels stormbound in June may, at the discretion of the Harbour Master, be offered a concession of a 50% reduction in mooring charge after the first three days to a maximum of 7 days, thereafter full charges will be levied. • Craft attending major events, including Owners' Club, Yacht Club Cruises and rallies etc. are offered a discount of 20%, where the sum is collected en bloc by the organising body.

2.1.6 Visiting Vessels on Foreshore Mooring Facilities: The relaxation of the rule restricting the number of days that a boat can pay casual daily dues from three days to seven days in any calendar year, introduced in 2012/13, has proved to be very popular for occasional visitors and is recommended to continue.

2.1.7 Visiting Vessels Foreshore Mooring Discounts: The discount scheme for foreshore moorings introduced in 2012/13 have not come into effect yet and therefore, it is proposed to continue with this discount for a further year. The proposal is that mooring charges should be discounted by 50% from 1 October to 30 April.

- 2.1.8 **Taxi Charges:** The taxi plays an integral part of the operation of Salcombe Harbour and contributes considerably to the overall value for money for the services provided by the Harbour Authority and provides a viable option to individual tenders, thus addressing the ongoing congestion at Whitestrand. Taxi usage has increased from 21,000 passengers in 2009 to 23,000 in 2010 and 24,870 in 2012. As the taxi remains a self funding service, It is proposed to freeze taxi prices for an ninth consecutive year and continue the fare concessions².
- 2.1.9 **Island Cruising Club:** On 28 March 2011 (**SH53/10**), the Board agreed to a proposal from the ICC regarding the moorings allocated to that organisation. The agreement was for the Harbour Authority to withdraw all of the facilities currently allocated to the Island Cruising Club at the end of the 2011/12 season. The Harbour Authority would then subsequently consider separate requests from the Island Cruising Club, the Egremont Trust and ICC Salcombe Ltd in November 2011 for the allocation of mooring facilities for the 2012/13 season. Upon re-allocation, the mooring licences were changed to harbour serviced moorings. The serviced moorings used directly by the charity, The Egremont Trust, would be offered at a discounted rate to the normal mooring charge. A discount of 75% on the charity's moorings was given in 2012/13, with the level of discount reducing by 5% annually until a discounted level of 50% is reached, this would be in 2017 when the level of discount would be reviewed again. The discount on the Egremont Charity Moorings will therefore be 70% for the 2013/14 season.
- 2.1.10 **Night Security Patrol:** In 2010 the Harbour Authority entered into a three year contract for the Night Security patrol. One of the terms of this contract was a 1.5% increase in the contract price for the following two years. It is proposed to pass this price increase on.
- 2.1.11 **Canoes, kayaks, Sailboards, Stand up Paddle Boards and rowing boats.** The Policy is to charge dues on canoes, kayaks, stand up paddleboards and rowing boats. The proposed charge for 2013/14 is £7.40/day or £10.40/year. During 2012 the Harbour Authority received a complaint about charging harbour dues for canoes and the Harbour Master agreed to bring the subject to the Board for review. Harbour Bye-Law 19 requires all vessels using the harbour to be registered with the issued sticker prominently displayed on the vessel. The charge is minimal for these vessels but enables a control and check of their use.

Many of these vessels are found drifting within the harbour and out to sea, having a Salcombe Plaque on them enables the owner to be contacted and costly Search and Rescue averted. Although these vessels do not make great demands on the harbour's navigation, infrastructures and patrol requirements, they do use facilities and should therefore contribute to the operation of the harbour. It is proposed that these vessels continue to be subject to harbour Dues.

2.1.12 **All other categories:** It is proposed to increase all other categories of Harbour charges and dues by 2% (see Appendix A). It is estimated that this increase will generate in the region of £14,500 additional income, covering the anticipated deficit in the budget.

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). Harbour Act 1964
- 3.2 The Harbour Authority has a wide discretion under the Order Act as amended by the Harbour Act 1964 to demand, take and recover dues from ships, passengers and goods arriving at Salcombe or using harbour facilities.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed budget for 2013/14 has a shortfall of £14,500. To fund this shortfall requires an increase to most Harbour Fees and Charges of 2%.

5. RISK ASSESSMENT

- 5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
The Harbour Authority must raise sufficient funds from the levy of Harbour Dues to ensure the Statutory functions are fulfilled. Inflation exceeds the anticipated levels and or the pay award is greater than anticipated and the harbour budget goes into deficit.	3	2	6	Harbour Revenue Reserve account would have to underwrite the deficit.

Corporate priorities engaged:	CP2: Good Jobs CP3: Retain the districts character CP4: A clean district CP5: An accessible Council CP6: Value for money
Consideration of	There are no equality or human rights issues with this

equality and human rights:	report
Biodiversity considerations:	The budget for the operation of the harbour underpins all the biodiversity initiatives supported by the Harbour Authority
Sustainability considerations:	The budget for the operation of the harbour underpins the sustainability of the harbour and its operations.
Crime and disorder implications:	The budget finances a security patrol within the Harbour limits.
Background Papers:	Strategic Business Plan 2012-2017 dated 26 March 2012. Financial Services Working papers SH 53/10 ICC Moorings
Appendices attached:	1. Proposed Salcombe Harbour Board Charges 2013/14.

Ian Gibson
Harbour Master

Salcombe Harbour Board
24 September 2012

APPENDIX A - SALCOMBE HARBOUR - PROPOSED CHARGES FOR 2013/2014 (excluding VAT)

DETAIL	2012/13 NET RATE £	Calculated 2013/14 increases based on a 2% increase					Proposed Charges for 2013/14				
		Proposed Increase %	Increase £	NET RATE £	VAT 20% £	Gross Charge £	ROUNDED	NET RATE £	VAT 20% £	Gross Charge £	Actual Increase %
Section A											
Canoes, kayaks, Sailboards, Stand Up Paddle Boards and rowing boats	£8.50	2.00%	0.17	8.67	1.73	£10.40		8.67	1.73	10.40	2.00%
Sailing dinghies and any vessel without an engine upto 4.5 metres in length	£17.00	2.00%	0.34	17.34	3.47	£20.81	£20.80	17.33	3.47	20.80	1.94%
Dues up to 4.5 m	A £24.83	2.00%	0.50	25.33	5.07	£30.40		25.33	5.07	30.40	2.01%
Over 4.5 m	B £18.83	2.00%	0.38	19.21	3.84	£23.05	£23.00	19.17	3.83	23.00	1.81%
High Powered Craft up to 4.5 m	=Ax1.5 £37.25	2.00%	0.75	38.00	7.60	45.60		38.00	7.60	45.60	2.01%
Over 4.5 m	=Bx1.5 £28.25	2.00%	0.57	28.82	5.76	34.58	£34.50	28.75	5.75	34.50	1.77%
Daily Charge (Maximum 7 days) Visitor	£5.88	2.00%	0.12	6.00	1.20	7.20		6.00	1.20	7.20	2.04%
Daily dues	£0.75	0.00%	0.00	0.75	0.15	0.90		0.75	0.15	0.90	0.00%
Daily mooring and dues	£1.54	0.00%	0.00	1.54	0.31	1.85		1.54	0.31	1.85	0.00%
Weekly dues	£4.21	0.00%	0.00	4.21	0.84	5.05		4.21	0.84	5.05	0.00%
Weekly mooring and dues	£8.42	0.00%	0.00	8.42	1.68	£10.10		8.42	1.68	10.10	0.00%
Part Day	£4.42	0.00%	0.00	4.42	0.88	£5.30		4.42	0.88	5.30	0.00%
SECTION B Commercial Passenger Vessels - visiting											
	£0.83	2.00%	0.02	0.85	0.17	1.02		0.83	0.17	1.00	0.00%
plus per metre							£1.00	0.83	0.17	1.00	0.00%
per passenger landed	£0.52	2.00%	0.01	0.53	0.11	0.64		0.53	0.11	0.64	1.92%
SECTION C											
Merchant Vessels under 100 tons	£0.46	2.00%	0.01	0.47	0.09	0.56		0.47	0.09	0.56	2.17%
Over 100 tons	£0.53	2.00%	0.01	0.54	0.11	0.65		0.54	0.11	0.65	1.89%
SECTION D											
Hull boats up to 4.5 metres	=Ax2 £49.66	2.00%	0.99	50.65	10.13	£60.78	£60.80	50.67	10.13	60.80	2.03%
Over 4.5 metres	=bx2 £37.66	2.00%	0.75	38.41	7.68	£46.09	£46.00	38.33	7.67	46.00	1.78%
SECTION E											
Tugs	£22.95	2.00%	0.46	23.41	4.68	28.09		23.41	4.68	28.09	2.00%
SECTION F											
Laying up Merchant Vessels ashore	£14.79	2.00%	0.30	15.09	3.02	17.58		15.09	3.02	17.58	2.03%
Laying up Merchant Vessels afloat	£0.91	2.00%	0.02	0.93	0.19	1.12		0.93	0.19	1.12	2.20%
SECTION G											
Goods shipped	£1.37	2.00%	0.03	1.40	0.28	1.68		1.40	0.28	1.68	2.19%
SECTION H											
Foreshore mooring licence	£5.69	2.00%	0.11	5.80	1.16	6.96	£7.00	5.83	1.17	7.00	2.46%
(Minimum charge payable)	x6 £34.16	2.00%	0.68	34.84	6.97	41.81	£42.00	35.00	7.00	42.00	2.46%
Boatyard Mooring Charge/metre	£8.53	2.00%	0.17	8.70	1.74	10.44	£10.50	8.75	1.75	10.50	2.58%
(Minimum charge payable)	x6 £51.24	2.00%	1.02	52.26	10.45	62.71	£63.00	52.50	10.50	63.00	2.46%
Deep Water mooring licence	£7.92	2.00%	0.16	8.08	1.62	9.70		8.08	1.62	9.70	2.02%
(Minimum charge payable)	x6 £47.43	2.00%	0.95	48.38	9.68	58.06	£58.20	48.50	9.70	58.20	2.26%
Boatyard Mooring Charge/metre	£11.86	2.00%	0.24	12.10	2.42	14.52	£14.55	12.12	2.43	14.55	2.19%
(Minimum charge payable)	x6 £71.16	2.00%	1.42	72.58	14.52	87.10	£87.30	72.75	14.55	87.30	2.23%

APPENDIX A - SALCOMBE HARBOUR - PROPOSED CHARGES FOR 2013/2014 (excluding VAT)

DETAIL	2012/13 NET RATE £	Calculated 2013/14 increases based on a 2% increase					Proposed Charges for 2013/14					
		Proposed Increase %	Increase £	NET RATE £	VAT 20% £	Gross Charge £	ROUNDED	NET RATE £	VAT 20% £	Gross Charge £	Actual Increase %	
SECTION I												
Laying up private vessels	£9.92	2.00%	0.20	10.12	2.02	12.14		10.12	2.02	12.14	2.02%	
SECTION J - Crime Prevention charges												
	Category 1	£4.63	1.50%	0.07	4.70	0.94	£5.64		4.70	0.94	5.64	1.51%
	Category 2	£30.39	1.50%	0.46	30.85	6.17	£37.02		30.85	6.17	37.02	1.51%
	Category 3	£12.88	1.50%	0.19	13.07	2.61	£15.68		13.07	2.61	15.68	1.48%
SECTION K - Whitestrand Pontoon Licence (Resident Commercial)												
	Category A	£207.45	2.00%	4.15	211.60	42.32	253.92		211.60	42.32	253.92	2.00%
	Category A1	£414.89	2.00%	8.30	423.19	84.64	507.83		423.19	84.64	507.83	2.00%
	Category A2	£1,659.50	2.00%	33.19	1,692.69	338.54	2031.23		1,692.69	338.54	2,031.23	2.00%
	Category B	£414.89	2.00%	8.30	423.19	84.64	507.83		423.19	84.64	507.83	2.00%
	Category B1	£829.74	2.00%	16.59	846.33	169.27	1015.60		846.33	169.27	1,015.60	2.00%
	Category B2	£3,318.99	2.00%	66.38	3,385.37	677.07	4062.44		3,385.37	677.07	4,062.44	2.00%
	Category C	£829.74	2.00%	16.59	846.33	169.27	1015.60		846.33	169.27	1,015.60	2.00%
	Category C1	£1,659.50	2.00%	33.19	1,692.69	338.54	2031.23		1,692.69	338.54	2,031.23	2.00%
SECTION L												
Mooring Advertising Boards at Whitestrand	£48.50	2.00%	0.97	49.47	0.00	49.47		49.47	0.00	49.47	2.00%	
<u>Mooring Hire Deep Water</u>												
Above Tosnos	C	£52.23	2.00%	1.04	53.27	10.65	£63.92		53.27	10.65	63.92	1.99%
(Minimum charge payable)	=Cx7.5	£391.74	2.00%	7.83	399.57	79.91	£479.48	£399.53	399.53	79.91	479.44	1.99%
Boatyard Above Tosnos	D=Cx1.5	£78.35	2.00%	1.57	79.92	15.98	£95.90	£79.91	79.91	15.98	95.89	1.99%
(Minimum charge payable)	=Dx7.5	£587.61	2.00%	11.75	599.36	119.87	£719.23	£599.33	599.33	119.87	719.20	1.99%
All other areas including pontoons	E	£62.15	2.00%	1.24	63.39	12.68	£76.07		63.39	12.68	76.07	2.00%
(Minimum charge payable)	=Ex7.5	£466.12	2.00%	9.32	475.44	95.09	£570.53	£475.43	475.43	95.09	570.52	2.00%
Boatyard Mooring	F=Ex1.5	£93.23	2.00%	1.86	95.09	19.02	£114.11		95.09	19.02	114.11	2.00%
(Minimum charge payable)	=Fx7.5	£699.18	2.00%	13.98	713.16	142.63	£855.79	£713.18	713.18	142.64	855.82	2.00%
<u>Mooring Hire Foreshore</u>												
Visitors per day		£10.93	2.00%	0.22	11.15	2.23	13.38	£13.40	11.17	2.23	13.40	2.20%
Visitors per week		£60.33	2.00%	1.21	61.54	12.31	73.85	£73.80	61.50	12.30	73.80	1.94%
Resident	G	£37.45	2.00%	0.75	38.20	7.64	45.84		38.20	7.64	45.84	2.00%
(Minimum charge payable)	=Gx4.5	£165.58	2.00%	3.31	168.89	33.78	£202.67	£171.90	171.90	34.38	206.28	3.82%
Boatyard Mooring	H=Gx1.5	£56.18	2.00%	1.12	57.30	11.46	£68.76		57.30	11.46	68.76	1.99%
(Minimum charge payable)	=Hx4.5	£252.83	2.00%	5.06	257.89	51.58	£309.47	£257.85	257.85	51.57	309.42	1.99%
Batson & Victoria Quay Pontoon (per season)												
Single Category max 2.0 metre wide berth		£235.95	2.00%	4.72	240.67	48.13	288.80		240.67	48.13	288.80	2.00%
Category 4 - 2.3 metre wide berth (Batson Only)		£301.08	2.00%	6.02	307.10	61.42	368.52		307.10	61.42	368.52	2.00%
Boatyard Mooring - 2.0 metre wide berth		£353.91	2.00%	7.08	360.99	72.20	433.19		360.99	72.20	433.19	2.00%
Boatyard Mooring - 2.3 metre wide berth		£451.63	2.00%	9.03	460.66	92.13	£552.79		460.66	92.13	552.79	2.00%

APPENDIX A - SALCOMBE HARBOUR - PROPOSED CHARGES FOR 2013/2014 (excluding VAT)

DETAIL	2012/13 NET RATE £	Calculated 2013/14 increases based on a 2% increase					Proposed Charges for 2013/14					
		Proposed Increase %	Increase £	NET RATE £	VAT 20% £	Gross Charge £	ROUNDED	NET RATE £	VAT 20% £	Gross Charge £	Actual Increase %	
Shadycombe pontoons (annual)												
Category 2	£203.35	2.00%	4.07	207.42	41.48	248.90		207.42	41.48	248.90	2.00%	
Category 3	£235.95	2.00%	4.72	240.67	48.13	288.80		240.67	48.13	288.80	2.00%	
Category 4	£300.89	2.00%	6.02	306.91	61.38	368.29		306.91	61.38	368.29	2.00%	
Boatyard Category 2	£305.03	2.00%	6.10	311.13	62.23	373.36		311.13	62.23	373.36	2.00%	
Boatyard Category 3	£353.91	2.00%	7.08	360.99	72.20	433.19		360.99	72.20	433.19	2.00%	
Boatyard Category 4	£451.63	2.00%	9.03	460.66	92.13	552.79		460.66	92.13	552.79	2.00%	
Kingsbridge Pontoon												
Category 3 - 2.0 metre wide berth	£217.07	2.00%	4.34	221.41	44.28	265.69		221.41	44.28	265.69	2.00%	
Category 4 - 2.3 metre wide berth	£277.01	2.00%	5.54	282.55	56.51	339.06		282.55	56.51	339.06	2.00%	
Boatyard Category 3	£325.57	2.00%	6.51	332.08	66.42	398.50		332.08	66.42	398.50	2.00%	
Boatyard Category 4	£415.51	2.00%	8.31	423.82	84.76	508.58		423.82	84.76	508.58	2.00%	
Sturbox Mooring Rental	£125.50	2.00%	2.51	128.01	25.60	153.61		128.01	25.60	153.61	2.00%	
Fish Quay Pontoon	£47.93	12.00%	5.75	53.68	10.74	64.42		53.68	10.74	64.42	12.00%	
Whitestrand Boat Park	£127.74	2.00%	2.55	130.29	26.06	156.35		130.29	26.06	156.35	2.00%	
Water Taxi Charges												
City fare from any point	£0.50	0.00%	0.00	0.50		£0.50		0.50	0.00	0.50	0.00%	
Adult Fares												
Off Town	£1.50	0.00%	0.00	1.50		1.50		1.50	0.00	1.50	0.00%	
The Bag	£2.00	0.00%	0.00	2.00		2.00		2.00	0.00	2.00	0.00%	
Trips to and from areas above Tosnos Point	£3.00	0.00%	0.00	3.00		3.00		3.00	0.00	3.00	0.00%	
Minimum charge outside normal hours	£20.00	0.00%	0.00	20.00		20.00		20.00	0.00	20.00	0.00%	
Discount 20x Water Taxi Tickets												
Off Town	£20.00	0.00%	0.00	20.00		20.00		20.00	0.00	20.00	0.00%	
The Bag	£30.00	0.00%	0.00	30.00		30.00		30.00	0.00	30.00	0.00%	
Trips to and from areas above Tosnos Point	£40.00	0.00%	0.00	40.00		40.00		40.00	0.00	40.00	0.00%	
Whitestrand Pontoon Charge July & August												
Residents & Visitors Per Month	£26.58	2.00%	0.53	27.11	5.42	£32.53		£32.50	27.08	5.42	32.50	1.88%

Water Taxi charges include VAT

APPENDIX A - SALCOMBE HARBOUR - PROPOSED CHARGES FOR 2013/2014 (excluding VAT)

DETAIL	2012/13 NET RATE £	Calculated 2013/14 increases based on a 2% increase					Proposed Charges for 2013/14				
		Proposed Increase %	Increase £	NET RATE £	VAT 20% £	Gross Charge £	ROUNDED	NET RATE £	VAT 20% £	Gross Charge £	Actual Increase %
Harbour Authority Services charges											
Barge Hire Minimum 4 hours	£520.80	2%	10.42	531.22	106.24	637.46		531.22	106.24	637.46	2.00%
Barge Hire Per Day	£1,041.60	2%	20.83	1,062.43	212.49	1274.92		1,062.43	212.49	1,274.92	2.00%
Barge Hire per week	£5,208.00	2%	104.16	5,312.16	1,062.43	6374.59		5,312.16	1,062.43	6,374.59	2.00%
Launch hire minimum 1 hour	£65.10	2%	1.30	66.40	13.28	79.68		66.40	13.28	79.68	2.00%
Launch Hire per day	£520.80	2%	10.42	531.22	106.24	637.46		531.22	106.24	637.46	2.00%
Launch Hire per week	£2,604.00	2%	52.08	2,656.08	531.22	3187.30		2,656.08	531.22	3,187.30	2.00%
Launch routine towage (less than 30 mins)	£25.00	2%	0.50	25.50	5.10	30.60		25.50	5.10	30.60	2.00%
FLT hire minimum 1 hour	£65.10	2%	1.30	66.40	13.28	79.68		66.40	13.28	79.68	2.00%
FLT Hire per day	£520.80	2%	10.42	531.22	106.24	637.46		531.22	106.24	637.46	2.00%
FLT Hire per week	£2,604.00	2%	52.08	2,656.08	531.22	3187.30		2,656.08	531.22	3,187.30	2.00%
FLT Small task (less than 30 mins)	£25.00	2%	0.50	25.50	5.10	30.60		25.50	5.10	30.60	2.00%
Crane Hire minimum 1 Hours	£88.60	2%	1.77	90.37	18.07	108.44		90.37	18.07	108.44	2.00%
Crane Hire per day	£708.80	2%	14.18	722.98	144.60	867.58		722.98	144.60	867.58	2.00%
Crane hire per week	£3,544.00	2%	70.88	3,614.88	722.98	4337.86		3,614.88	722.98	4,337.86	2.00%
Hourly rate for additional member of staff	£23.50	2%	0.47	23.97	4.79	28.76		23.97	4.79	28.76	2.00%
Salcombe Town Landings - Electricity	£2.50	New Charge	0.00	2.50	0.50	3.00		2.50	0.50	3.00	0.00%
Winter Storage Afloat 1 Oct to 31 March			Annual Dues + 50% Annual Mooring								

AGENDA
ITEM

11

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

11

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	24 September 2012
REPORT TITLE	DEEP WATER MOORING OPTIONS
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	Salcombe and Malborough, Westville and Alvington, Saltstone, Kingsbridge North and Kingsbridge East

Summary of Report

To inform the Harbour Board of plans to make better use of the Coad Cove Pontoons by trialling the use of finger berths for vessels up to 8 metres which will free up more space to accommodate larger vessels.

RECOMMENDATION

That the Harbour Board RESOLVES to Note the planned changes to the berthing arrangements on the Coad Cove Pontoons and review the outcome of the trial in October 2013.

Officer contact:

Ian Gibson – 01548 843791 (Internal 7104).

1. BACKGROUND

1.1 There is a long waiting list of customers who would like to have a deep water mooring in Salcombe Harbour. There are currently 156 customers waiting for a deep water mooring.

1.2 There is a relatively healthy turnover of moorings up to 11m; however accommodating requests for moorings for boats over 12m is more difficult with 29 customers waiting for a mooring from a pool of only 52 available facilities. The consequence of these statistics is that vessels larger than 12m will wait much longer for a mooring than those under 12m.

1.3 The Residents' deep water pontoons in Coad Cove were replaced with the current pontoons in their current configuration in 2008.

1.4 The pontoons that were removed in 2008 were in a very poor state of repair and consequently, the size of boats on the pontoons had been reduced. There was therefore a legacy of a large number of relatively small boats

accommodated on the pontoons which had to be accommodated onto the new pontoons. The majority of these small vessels are still on the Coad Cove deep water pontoons.

1.5 At the annual allocation for the past two seasons, when small berths have been given up they have been consolidated into fewer larger berths. This has helped the waiting to some extent, but it is a relatively slow process. The table below describes the number of berths available on both the Coad Cove Pontoons and the Deep Water Swinging moorings in size bands.

	Coad Cove Pontoons available berths	Swinging Moorings available berths	Total Available Deep Water Moorings	Waiting List at August 2012
5-6m	4	17	21	5
6-7m	10	21	31	22
7-8m	16	38	54	20
8-9m	4	30	34	17
9-10m	10	33	43	26
10-11m	4	38	42	23
11-12m	7	18	25	15
12-13m	2	20	22	11
13-14m	1	5	6	7
14-15m	1	6	7	3
15-16m	0	4	4	1
16-17m	0	6	6	2
17-18m	0	0	0	2
18-19m	0	1	1	1
19-20m	1	4	5	1
>20m	0	1	1	1

- There are relatively few berths for vessels over 12m, particularly on the Coad Cove Pontoons.
- The most popular size moorings are in the 9 to 11m band, again there are relatively few of these moorings particularly on the Coad Cove Pontoons.

2. ISSUES FOR CONSIDERATION

2.1 To provide singing moorings for vessels of 12m is a challenge, particularly as the harbour moorings were laid out when a 10m boat was considered large. The challenge is to stimulate some movement in the waiting list and provide some bigger berths to the waiting list.

2.2 One option would be to make some of the swinging moorings fore and aft. This uses less swinging room, however these moorings are not popular with our customers as they are difficult to use. Another option would be to change the configuration of the Coad Cove Pontoons. The only disadvantage of utilising finger berths is that they would be orientated across the tide.

However, Pontoon B, located just south of Tosnos Point is well sheltered from the ebb tide and generally experiences an eddy of northerly flow and the flood is rather weaker than the eastern side of the estuary. In summary the disadvantage is considerably mitigated by the geography of

the estuary with Pontoon B not being suffering too much from strong tidal currents.

- 2.3 By utilising finger berths for boats up to 8m less pontoon will be utilised for each berth therefore more 12 to 20m berths can be created, as the following table demonstrates:

Linear Pontoon length	Number of 8m alongside berths	Number of Finger berths deployed	Number of 8m finger berths	Net gain in pontoon length
7m	0	1	2	9m
13m	1	2	4	19m
20m	2	3	6	28m
27m	3	4	8	37m
34m	4	5	10	46m
41m	5	6	12	55m
48m	6	7	14	64m
55m	7	8	16	73m
62m	7	9	18	82m
69m	8	10	20	91m

- 2.4 It is proposed to trial the concept for the 2013 season with the highlighted example which would utilise 4 finger berths on the west side (inside) of Pontoon B. This will accommodate 8 x 8 metre boats in the space that previously would have accommodated only 3 x 8m boats, providing a net gain of 37m. This additional pontoon space can then be made into alongside berths for larger vessels, so stimulating some serious movement in the waiting list.
- 2.5 A review of the trial would be undertaken in the autumn of 2013, if successful the remainder of the inside of Pontoon B would be fitted with fingers for the 2014 season.

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 The cost of each finger is £1319 plus VAT. The initial cost of four fingers is £5276 plus VAT, which would be met from the in year budget for pontoon maintenance. If successful, the remaining 6 fingers at a cost of £7914, would be financed by the Pontoon Reserve in 2013/14.
- 4.2 The additional income, at 2012 figures, for the additional 37m of pontoon available in 2013, would be £2759. The additional income from an additional 91m of pontoon would be £6786. The investment would deliver a return in year two.

5. RISK ASSESSMENT

5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
There is an opportunity to reduce the waiting list and deliver heightened income by changing the configuration of the Coad Cove deep water pontoons	2	2	4	There is very little risk in this proposal. Financially it delivers an excellent return, paying for the investment in year 2. It would also help move the waiting list on, particularly for larger vessels which are difficult to accommodate on swinging moorings.
The trial fails, only reason for failure that could possibly be foreseen is the cross tide making use of the finger berths difficult.	2	3	6	If the trial is a complete failure, the fingers could be removed and sold. The additional boats accommodated in 2013 would have to be found alternative moorings. This would have to be accommodated in the 2014 allocations.

Corporate priorities engaged:

Community Life
Economy
Environment

Consideration of equality and human rights:

There are no equality or human rights issues with this report

Biodiversity considerations:

Harbour Board's policies have a bearing on biodiversity.

Sustainability considerations:

The Harbour policies need to consider sustainability.

Crime and disorder implications:

None

Background Papers:

None

Appendices attached:

None

Ian Gibson
Harbour Master

Salcombe Harbour Board
24 September 2012

AGENDA ITEM 12

SOUTH HAMS DISTRICT COUNCIL

AGENDA ITEM 12

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	24 September 2012
REPORT TITLE	PERFORMANCE MANAGEMENT
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	Salcombe and Malborough, Westville and Alvington, Saltstone, Kingsbridge North and Kingsbridge East

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 2012. 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 exceeded by a considerable margin:

2.1.1 SH 5(L) Slipways and steps Inspected and cleaned. **Kingsbridge slipway** is breaking up which makes it difficult for the Harbour Authority to keep the slipway clean and free of slippery weed. Slipway remains serviceable but needs remedial work. **Cliff House Garden steps**, were damaged by storms during the winter and finally collapsed on 13 June. The Cliff House Garden steps have been removed by the Harbour Authority awaiting a SHDC decision on repair options. Both assets belong to SHDC.

2.1.2 SH9 (L) Mooring Failures. There were two moorings failed on 13 June during the severe storm experienced that day. Both were Mooring Licences with tackle laid and maintained by the customer,

not the Harbour Authority. Both customers had signed to say that the mooring tackle had been inspected and maintained.

- 2.1.3 SH22(L) Health and Safety Incidents and Accidents (Staff). One minor injury to member of Administration Staff.
- 2.1.4 SH22A(L) Health and Safety Incidents and Accidents (Public). One member of the Public fell into the Kingsbridge Basin at low water. Recovered by the emergency services.
- 2.1.5 SH23(L) Speeding Offences Detected. There were seven boat owners cautioned for dangerous navigation and speed offences during the 1st quarter, a similar number to last year.
- 2.1.6 SH24(L) Minor Collisions. The windy start to the season has brought an associated increase in the number of minor collisions. The five collisions included one visiting yacht and four dinghies.
- 2.1.7 SH30(L) Marine Crime. Despite having initiated a proactive crime prevention campaign in conjunction with D&C Police, which has resulted in 36 customers contacted to highlight potential opportunities they were presenting to criminals, the number of marine crimes increased in the first quarter from 5 last year to 8 this year.
- 2.1.8 SH32(L) Permanent Staff Turnover. One moorings officer resigned and was replaced during the reporting period.
- 2.1.9 SH32A(L) Staff Days lost to Sickness Absence. Although there were 23 days lost to absence during this reporting period, this was a vast improvement over the same period last year, a 63% reduction.
- 2.1.10 SH34(L) Income from Visiting Yachts. This has been a very poor start to the financial year with a 25% reduction in the income from visiting yachts.
- 2.1.11 SH 35(L) Visiting Yacht Numbers. Visiting yacht numbers directly correlate to SH34(L) Visiting Yacht Income and are down by 32% over the same period last year. This poor performance is attributed to the poor weather in the first quarter of the FY. There have been strong winds every weekend and June was the wettest since records began.
- 2.1.12 SH37(L) Yacht Taxi. The number of passengers carried in the 1st quarter is down by 26%.

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	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
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.	3	2	6	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:

Community Life
Economy
Environment

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:

Appendices attached:

1. Salcombe Harbour Performance Management Grid.

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SALCOMBE HARBOUR BOARD – PERFORMANCE MANAGEMENT REPORT 2012/13

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.	2012/13	Monthly	3 inspections	3				☺	
		2011/12	Monthly	3 inspections	3	3	3	3		
SH2 (L)	Defects rectification of major harbour infrastructure and facilities.	2012/13	Investigated within 24 hours, repaired within 7 days	All Defects not repaired within 7 days	0				☺	
		2011/12	As for 2012/13	As for 2012/13	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	2012/13	Apr to Sep 8 available Sep to Mar 4 available	7 Available	7				☺	
		2011/12	As for 2012/13	3 Available	7	8	4	3		
SH4 (L)	Major Plant un-serviceability (Crane, Barge, Fork lift truck & Van)	2012/13	Available except for planned maintenance, defects rectified within 5 working days.	0	0				☺	
		2011/12	As for 2012/13	0	0	1	0	0		
SH5 (L)	Slipways and steps Inspected and cleaned	2012/13	Inspected weekly, cleaned Monthly	3	3				☹	Cliff House Garden steps. Kingsbridge slipway.
		2011/12	As for 2012/13	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	2012/13	Within 24 hours	0	0				☺	
		2011/12	Within 24 hours	0	0	0	0	0		
SH7 (L)	Patrol of estuary and harbour to ensure no hazards to navigation exist	2012/13	Daily	90	91				☺	
		2011/12	Daily	90	91	92	89	90		
SH8 (L)	Inspection and preventative maintenance of Deep water and Foreshore Moorings	2012/13	100% Annually	100%	Complete				☺	
		2011/12	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	2012/13	100% Annual audit	Compliance	Compliance				☺	
		2011/12	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.	2012/13	100% Annual Audit	Compliance	Annual Inspection				☺	Annual inspection completed by Trinity House on 27 June.
		2011/12	100% Annual Audit	Compliance	Annual Inspection	Compliance	Compliance	Compliance		
SH22 (L)	H&S Incidents and accidents (Staff)	2012/13	10% reduction year on year	≤1	1				☹	Member of admin staff hurt her hand shaking hands with a visiting member of the Council Staff.
		2011/12	10% reduction year on year		1	1	3	1		

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)	2012/13	10% reduction year on year	≤1	1				☺	Member of the public fell into the Kingsbridge Basin.
		2011/12	10% reduction year on year		2	2	1	0		
SH23 (L)	Speeding Offences detected	2012/13	5% annual reduction	≥6	7				☹	Similar level of speeding activity to 1 st quarter last year
		2011/12	5% reduction		7	60	2	1		
SH24 (L)	Minor Collisions	2012/13	5% annual reduction	≥1	5				☹	The windy start to the season has brought an associated increase in the number of minor collisions.
		2011/12	5% annual reduction		0	39	2	1		
SH30 (L)	Crime figures	2012/13	10% annual reduction	≤4	8				☹	Adopted proactive crime prevention in conjunction with D&C Police. 36 customers contacted to highlight potential opportunities they were presenting to criminals.
		2011/12	10% annual reduction		5	12	7	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
SH31 (L)	Night Security Patrols	2012/13	100% of contracted patrols	100%	100%				☺	
		2011/12	100% of contracted patrols		100%	100%	100%	100%		
SH32 (L)	Permanent Staff Turnover	2012/13	< 10% annually	0	1				☹	One of the moorings officers resigned and has been replaced.
		2011/12	< 10% annually		0	2	0	0		
SH32A (L)	Staff days Lost to Sickness Absence	2012/13	< 10% annually	≤58	23				☺	
		2011/12	< 10% annually		62	39	98	47		
SH33 (L)	Customer Complaints	2012/13	10% annual reduction	≤1	0				☺	
		2011/12	10% annual reduction		2	2	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	2012/13	5% increase	61,477	43,736				☹	Visiting Yacht income down by 25%.
		2011/12	5% increase		58,550	103,304	5,336	1,992		
SH35 (L)	Visiting Yachts	2012/13	5% Increase	2,198	1,407				☹	Visiting yacht numbers down by 32%.
		2011/12	5% increase		2,094	3,631	239	87		
SH36 (L)	Visiting Yacht length of Stay	2012/13	Increase length of stay to 1.5 nights	1.5	2.1				☺	
		2011/12	Increase length of stay to 1.5 nights		1.8	1.37	2.07	1.25		
SH37 (L)	Yacht Taxi – Passengers carried	2012/13	5% Annual increase in passenger usage	8,848	6,168				☹	Taxi passenger numbers down by 26%.
		2011/12	5% Annual increase in passenger usage		8,427	16,007	203	184		

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
SH38 (L)	Visiting boats Harbour dues collected at Slipway	2012/13	Annual increase		7,142				☺	
		2011/12	No Information							
SH40 (L)	Water Quality Recorded number of pollution incidents	2012/13	Pollution Incidents	0	6				☹	5 x incidents of sewerage pollution on Salcombe Foreshore. 1 x washing scrap copper wire on slipway.
		2011/12	Pollution Incidents	0	1	12	3	0		
SH41 (L)	Guided Events	2012/13	3/Quarter	3	4				☺	
		2011/12	Monthly	3	3	7	5	5		
SH42 (L)	Litter Pick Up Events	2012/13	Quarterly	1	2				☺	
		2011/12	Quarterly	1	3	1	2	2		
SH43 (L)	Recycling of yacht refuse	2012/13	Annual Increase	≥ 51%	0				☺	Seasons figures will be reported at end of summer.
		2011/12	Annual Increase		0	51%	0	0		

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AGENDA
ITEM
13

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
13

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	24 September 2012
REPORT TITLE	MATTERS FOR FUTURE CONSIDERATION
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	Salcombe and Malborough, Westville and Alvington, Saltstone, Kingsbridge North and Kingsbridge East

Summary of Report

To identify matters for future consideration by the Harbour Board.

RECOMMENDATION

That the Harbour Board RESOLVES:

- a. **Note the report and key dates;**

Officer contact:

Ian Gibson – 01548 843791 (Internal 7104)

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:

- 12 November 2012
- 4 February 2013
- 8 April 2013
- 3 June 2013
- 9 July 2013
- 23 September 2013

2.3.1 Reviewed quarterly with the report for the 2nd quarter of financial year 2012/13 being presented on 12 November 2012.

2.4 Year End Budget Report 2011/12

2.4.1 To be presented to the Board in July Annually.

2.5 Harbour Annual Inspection

2.5.1 To take place in July Annually. Next year's inspection will take place on the morning of 9 July before the scheduled Board Meeting.

2.6 Moorings Policy

2.6.1 The Draft Moorings Policy Public Consultation closed on 21 September.

2.6.2 The target date for the finalisation of the Moorings Policy review is now 12 November 2012.

2.7 Compliance with the Port Marine Safety Code

2.7.1 The Harbour is audited bi-annually by the designated person. A report of the Audit forms part of the agenda of this meeting.

2.7.2 The next interim inspection will be during July 2012.

2.8 Kingsbridge – Future Berthing Options

2.8.1 The Public Consultation commenced in June and closed on 21 September 2012.

2.8.2 It is planned to hold a working group meeting to consider the Public Consultation feedback on Wednesday 10 October at 1400 in the Harbour Office.

2.8.3 A report will be drafted and brought to the Harbour Board on 12 November 2012 or, failing this, on 4 February 2013.

2.9 Long Term Security of Tenure

2.9.1 The Strategic Business Plan 2012-2017 set out within its key Strategic Objectives task 4.1 - To consider future boating trends and provide suitable and appropriate facilities and Services through an annual Harbour Board Workshop.

2.9.2 A Harbour Board workshop will be held on 24 October 2012 at Follaton House between 1000 and 1500.

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	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
The Harbour Authority is striving to deliver an improving service to harbour users	3	2	6	The Harbour Board considers many routine issues annually, topical items are brought to the Board as they arise.

Corporate priorities engaged:	Community Life Economy Environment
Statutory powers	The Pier & Harbour (Salcombe) Order Act 1954
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 2nd Edition dated 26 March 2012. Constitution of the Salcombe Harbour Board (as adopted by Council on 25 June 2009). Report on Moorings Policy dated 9 July 2012. Final Accounts Report dated 9 July 2012. PMSC Audit Report dated 30 January 2012.
Appendices attached:	

Ian Gibson
Harbour Master

Salcombe Harbour Board
24 September 2012

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 24 SEPTEMBER 2012**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr R J Carter (Chairman)	*	Mr J Barrett
*	Cllr M J Hicks	*	Dr C C Harling (Vice Chairman)
*	Cllr K R H Wingate	*	Mr M Mackley
*	Cllr S A E Wright	∅	Mr H Marriage
		*	Mr A Thomson
		*	Mr P Waring

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Chief Accountant, Principal Accountant and Member Services Manager
Item 5	SH.21/12	Deputy Monitoring Officer

SH.19/12 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 9 July 2012 were confirmed as a correct record and signed by the Chairman.

SH.20/12 URGENT BUSINESS

The Chairman advised that there were no items of urgent business.

SH.21/12 LOCALISM AND THE NEW CODE OF CONDUCT

The Deputy Monitoring Officer circulated information relating to the new Code of Conduct, and outlined the implications for Members and Co-opted Members. The key points of the new requirements were explained, and these included the following:

- Personal Interests;
- Disclosable Pecuniary Interests (DPI); and
- The role of the Independent Person.

The Deputy Monitoring Officer then advised the Board that having a mooring or payment of harbour dues constituted a contract with the Council, and therefore should be declared as a Disclosable Pecuniary Interest (DPI). In the event of declaring a DPI, a Member would have to update their Register of Interest forms immediately.

As a number of the Board Members were in this position, the Deputy Monitoring Officer granted a dispensation to all Members to enable them to take part in the meeting, (as stated in Paragraph 8.1 (c) of the Members Code of Conduct) as otherwise the meeting would be inquorate. This dispensation would be in force until the next Annual Council meeting in May 2013.

The Deputy Monitoring Officer also clarified that time limited ad hoc arrangements that were not in force at the time of Board meetings would not need to be declared as DPIs.

SH.22/12 **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:

Cllr S A E Wright, Mr J Barrett, Dr K Harling, Mr M Mackley, Mr A Thomson and Mr P Waring all declared a disclosable pecuniary interest by virtue of having moorings or paying harbour dues to the Council. As the Deputy Monitoring Officer had granted a dispensation under Paragraph 8.1 (c) of the Code of Conduct (minute SH.21/12 refers), all Members remained in the meeting and took part in the discussion and debate on all agenda items.

SH.23/12 **PUBLIC QUESTION TIME**

Members of the public were in attendance and advised that they did not wish to utilise the Public Question Time session. However, Mr J Barrett asked that he be allowed to raise an issue for discussion and the Chairman duly agreed.

Mr Barrett wished to raise concerns relating to the organisation of racing within the harbour, and added that a number of mooring holders had raised concerns with him about collisions. He asked if, in future, courses could be set away from the location of moorings.

The Harbour Master responded by outlining a number of actions that were taken during the regatta week by himself, including advice that he had given.

Members had a full discussion on this matter and a number of concerns were raised. The Harbour Master advised that he and the Chairman had attended a meeting with the Commodore of Salcombe Yacht Club and a written response was awaited to issues raised at that meeting.

SH.24/12 **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

No update given

Salcombe Kingsbridge Estuary Association (SKEA)

No update given

Kingsbridge Estuary Boat Club (KEBC)

The Harbour Master updated the Board on behalf of Mr Marriage, and advised that the KEBC had written to thank the Board for their support during the recent Fun Regatta, and also to give their response to the consultation on Future options for Kingsbridge Moorings.

South Devon & Channel Shellfishermen

Cllr R J Carter advised that meetings were being held with the Shell fishermen to inform them of developments relating to the Fish Quay

Kingsbridge and Salcombe Marine Business Forum

Cllr S A E Wright advised that the Forum had a new Chairman – Rob Hayles

SH.25/12 **BUDGET REPORT**

The Board considered a report which set out how the 2013/14 budget built upon the principles adopted in the Salcombe Harbour Strategic Business Plan and detailed the financial impact of the proposals contained therein.

The Harbour Master presented the report and introduced Pauline Henstock, Principal Accountant to the Board. Pauline would be responsible for the Harbour accounts in the future, and he also took the opportunity to thank John Smith, the previous accountant for the Harbour Board, for all his hard work.

The Harbour Master advised Members that all necessary detail was contained within the report, and that the Five Year Plan included a number of assumptions in relation to inflation. Because the actual rates of inflation were lower, combined with renegotiating contracts at a rate which kept costs down, he was able to present a budget deficit of only £14,500 before fees and charges were set.

During discussion, the following points were made:

- The increase in rent related to rent due to the Duchy based on income during 2010/11;
- The increase in cash collection costs related to payments made by credit card;
- The decrease in fuel costs resulted from moving staff into different boats e.g. diesel rather than petrol;
- Income from Whitestrand Berthing Permits issued in July and August was being reinvested to improve the facilities;
- The accounting systems between the Harbour Authority and the Council were being streamlined.

It was then:

RECOMMENDED

That the Harbour Board **RECOMMEND** to **COUNCIL** that the 2013/14 budget items set out within the presented report be approved.

SH.26/12 **REVIEW OF CHARGES**

The Board considered a report which had been prepared to enable Board Members to recommend the Harbour rates and charges for 2013/14.

The Harbour Master introduced the report and advised that once the budget had been recommended, it would now be necessary to set the fees and charges at an appropriate rate to address the proposed deficit.

He took Members through the key elements of the report, and explained the rationale for each recommendation.

One Member felt that the proposed increase for the majority of fees and charges of 2% was too low, and that they should be increased by the rate of inflation. He was concerned that a low increase this year may result in having to make a much larger increase next year. Other Members felt that a 2% increase was acceptable as the Board had an objective to keep costs for Harbour users as low as practically possible. During the discussion comparisons were made with other harbours in terms of fees charged and facilities available.

It was then:

RECOMMENDED

That the Harbour Board **RECOMMEND** to **COUNCIL** that:

1. The changes to the charging policy set out in paragraph 2.1 of the presented report be approved; and
2. The proposed charges as presented in Appendix A of the presented report be approved, for implementation from 1 April 2013.

SH.27/12 **DEEP WATER MOORING OPTIONS**

The Board considered a report that informed them of plans to make better use of the Coad Cove pontoons by trialling the use of finger berths for vessels up to 8 metres which would free up more space to accommodate larger vessels.

The Harbour Master presented the report and explained that the harbour had been laid out many years ago, when the average size of boats was smaller than today. There was now a shortage of moorings for larger vessels, and therefore the waiting list was longer. He would like to try to resolve this issue, by trialling the use of finger berths for the smaller vessels generally up to a maximum of 8m and advised that navigation would not be restricted.

Members of the Board were broadly supportive of this initiative, and saw it as responding to changes. However, they also asked that there would be absolute clarity that the total number of moorings available would not be increased. This amendment to the recommendation was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED**.

It was then:

RESOLVED

That the planned changes to the berthing arrangements on the Coad Cove pontoons be noted, providing the overall number of moorings available did not increase, and that the outcome of the trial be reviewed in October 2013.

SH.28/12 **PERFORMANCE MANAGEMENT**

The Board considered a report that reported the Harbour's performance against agreed Performance Indicators (PIs).

The Harbour Master introduced the report, and advised the Board that the report covered the first quarter of the year and therefore was a little out of date, however, there had not been an opportunity to report the findings earlier. He then took Members through the key exception items contained within the report.

It was then:

RESOLVED

That Harbour performance against agreed Performance Indicators be noted.

SH.29/12 **MATTERS FOR FUTURE CONSIDERATION**

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

The Harbour Master introduced the report and advised the Board that not a single piece of feedback had been received from the public in relation to the consultation on the Moorings Policy. He would therefore bring a report back to the next meeting of the Board.

The Board discussed the proposed date for the workshop relating to future berthing options at Kingsbridge, however, it would not be convenient for all Members of the Working Group therefore an alternative date would be circulated. It was also proposed to invite a member of Kingsbridge Town Council to attend the meetings of the Working Group to discuss feedback.

It was then:-

RESOLVED:

That the report and key dates be noted.

(Meeting commenced at 2.30 pm and concluded at 4.45 pm).

Chairman