

**MINUTES OF THE MEETING OF THE SALCOMBE HARBOUR BOARD
HELD IN THE LIBRARY, CLIFF HOUSE, SALCOMBE ON
TUESDAY, 2 DECEMBER 2003**

MEMBERS

* Cllr J S Beer - Chairman

* Mr R Wheeler - Vice-Chairman

* Cllr H D Bastone

* Mr T Bass

* Cllr J Brazil

* Mr G Foale

* Cllr R J Carter

* Mrs J Furness

* Cllr P H Cook

∅ Mr R Gilbert

* Cllr C M Pannell

* Mr E Johnson

* Cllr S L Rankin

* Mr Frank Smith

* Cllr G Rothwell

* Cllr D W S Thorning

∅ Cllr A R Vale

* Denotes attendance

∅ Denotes apology for absence

Also in attendance but not participating:
Cllr P W Hitchins

SH.11/03 **MINUTES**

The minutes of the meeting of the Board held on 14 October 2003, were confirmed as a correct record and signed by the Chairman, subject to an amendment to minute SH.7/03 'For Sale Signs' by replacing the text that it was:-

'Resolved that' with the words 'That Council be **RECOMMENDED** that the Salcombe Harbour Policy Document be amended accordingly.'

SH.12/03 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman introduced Laura Heape as a newly appointed co-opted member representing English Nature (minutes SH.6/03 and ??/03 refer).

Members were advised that, had circumstances permitted, this was to have been the Chief Customer Operations Officer's final meeting with the Board before his retirement in January 2004. The Chairman asked for the Board's thanks and good wishes to be passed on to Mr Eden.

Finally, on behalf of the Board, the Chairman congratulated the Council's Principal Accountant, Sue Gabbott, on her new post with Exeter University and thanked her for all her hard work.

SH.12/03 **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:-

- (a) Cllrs Carter, Cook and Thorning and Messrs Foale Smith and Wheeler for Item 6 'Salcombe Harbour Revenue Budget 2004/2005' (minute SH.14/03 refers) because they had moorings within the jurisdiction of the Harbour Authority.

The Senior Member Support Officer reminded the Members that, given that the meeting was to consider the percentage increase for harbour charges including moorings, such an interest was personal and prejudicial and that Members with such an interest were therefore advised to leave the meeting during the debate and the voting.

Notwithstanding the advice given, the Members reiterated their intention to remain because they believed that the interests of the groups they represented outweighed their personal interests. However, the Members all abstained from voting.

- (b) Cllr Cook for Item 7 'Topical Issues: (4) Trailer Parking Arrangements' (minute SH.15/03 refers) and took no part in the discussion.

SH.13/03 **FIRE RESCUE BOAT: BRIMSTONE**

A report was considered which, in line with the Board's request that the Harbour Master consider areas for possible savings (minute SH.5/03 refers), outlined a proposal for the disposal of the Fire Rescue Boat (Brimstone). The report detailed how the proposal would not only involve a recurrent saving to the Harbour insurance portfolio, but also annual depreciation charges. In addition, the proposal would alleviate the pressure on the Harbours 'general launch and repair maintenance' budgets.

In response to a question regarding the arrangements for ensuring the future safety of all harbour users, Members were advised of the consultation that had been undertaken with the Fire Service and various yachting groups, all of whom had expressed satisfaction with the new arrangements following the disposal of the Brimstone.

RESOLVED

That:-

1. The Harbour Master be instructed to dispose of the Fire Rescue Boat (Brimstone);
2. The disposal be in undertaken in accordance with Council's Standing Orders;
3. The proceeds from the sale of the vessel be allocated to Harbour reserves.

SH.14/03 **SALCOMBE HARBOUR REVENUE BUDGET 2004/2005**

Consideration was given to a report which had been prepared to assist Members set the Harbour's revenue budget for 2004/2005 and to determine the amount that should be raised from a review of charges.

In the report, particular reference was made to:-

- (a) the current year's performance of the Harbour Authority's budgets which indicated that a surplus of £25,000 would be generated in 2003/2004. It was proposed that if realised, such a surplus could be used to strengthen reserves, fund items of a one-off nature and to provide for contingencies;
- (b) the proposed revenue budget for 2004/2005 which included an estimated year-end shortfall of £32,900 resulting from core budget pressures (minute SH.5/03 refers);
- (c) proposals to address the funding gap:-
 - the revision of the charging bands and charging structure to derive additional income;
 - the implementation of budget reductions (see minute SH.13/03 above);
 - the anticipation of some income growth;
 - a review of charges;
- (d) the preparation of two budget options based on different assumptions about the amount of growth in income and the impact of each on harbour charges. Members were reminded of the established practice of rounding figures up or down when implementing percentage increases for ease of administration and cash collection.

In the discussion a Member suggested that the money secured from the sale of the Fire Rescue Boat (see minute SH.13/03 above) could be used to reduce the contribution to the reserves fund. It was noted, however, that such a course of action was not yet open to the Board as the vessel was not yet sold and a price could not be assumed.

RESOLVED

1. That Council be **RECOMMENDED** that the revenue budget for 2004/2005 as set out in the attached Appendix be approved;
2. That, for the purposes of addressing the budget gap referred to in (b) above, budget option 1 incorporating an assumed growth in income of £10,000 and a 2.8% increase in charges be agreed.

SH.15/03 **TOPICAL HARBOUR ISSUES**

A report was considered which sought to update the Board of any interesting current or future issues to effect the Harbour or Salcombe/Kingsbridge Estuary.

In the report, particular mention was made of the following trends and developments:-

(a) **Port Marine Safety Code**

Members' noted that, in accordance with the Port Marine Safety Code, the Salcombe Harbour Safety Management System had been reviewed. Comments on the revised issue were requested by 31 December 2003.

In the meantime, the following points were raised:-

- (a) the extent to which risk assessments were undertaken for all harbour activities and services;
- (b) training for harbour staff;
- (c) a concern that about the impression created by the reference on page 17 to the Whitestrand Pontoon. The Harbour Master said that he would re-consider the wording;
- (d) the need to reverse the ordering of the reference to the Harbour Authority and the Harbour Board on page 27.

(b) **Moorings Policy Review Working Group**

The Chairman reported that the Group set up at the last meeting of the Board (minute SH.8/03 refers) had met on 10 November 2003, and was due to meet again on 8 December 2003.

(c) **Trailer Parking Arrangements**

The Harbour Master reported that, in response to the non-availability of the park and ride field site for trailer parking in the coming year, other options including the possibility of inviting private contractors to provide this service, were being explored.

(d) **Environmental Issues**

The Marine Conservation Officer (MCO) provided an oral update on the following projects:

- The progress of the Salcombe/Kingsbridge Estuary Management Plan;
- Options for Pollution control;
- LNR Byelaws;
- The revised Port Waste Management Plan;
- West Charleton marsh Hide;
- The Little Egret Wildlife Video.

(Meeting commenced at 2.30 pm and concluded at 4.00 pm).

Chairman

Appendix

REVENUE BUDGET 2004/2005

Actual 2001/2002	Actual 2002/2003	Revised Estimate 2003/2004 (At outturn Prices)		Estimate 2003/2004 (At Nov.02 Prices)	Estimate 2004/2005 (At Nov.03 Prices)
£	£	£		£	£
243,850	252,854	278,900	Employees:-		
7,567	6,800	7,100	Harbour	269,400	280,200
			Headquarters	6,900	7,100
7,909	9,560	7,400	Premises Related Expenditure:-		
8,724	11,874	9,700	General Repairs and Maintenance	7,400	7,400
4,675	4,283	5,000	Piers, Landings and pontoons	6,200	6,400
34,992	36,243	34,900	Marks and Beacons	5,000	5,000
6,594	6,511	3,000	Moorings	34,900	35,800
3,747	6,157	8,300	Dredging	3,000	3,000
16,897	17,355	17,500	Insurances	4,300	7,900
57,159	60,944	67,700	Electricity, Water and Rates	17,300	17,500
			Rents	64,700	71,000
5,709	10,171	6,500	Supplies and Services:-		
6,935	6,697	5,200	Equipment	6,500	6,500
10,412	12,284	13,500	Printing, Stationery and Advertising	5,200	5,200
9,732	7,027	8,200	Communications (Radios, Telephones, Postage etc.)	12,500	13,100
3,196	3,325	5,400	Miscellaneous (Protective Clothing, Conferences etc.)	7,800	8,200
25,791	20,869	17,600	Refuse Collection Scheme	3,900	5,400
		800	Security Patrol	22,600	23,600
26,048	38,751	34,700	Port Marine Safety Code	800	1,000
32,481	29,300	32,900	Transport Related Expenses (Launches etc.)	32,600	34,300
16,200	17,400	18,000	Central Support Services	29,400	30,300
5,000	5,000	5,000	Contribution to Renewals Reserve	18,000	19,000
11,617	11,162	17,700	Contribution to Pontoon Repair / Replacement Reserve	5,000	5,000
-	-	700	Capital Charges (Net)	16,800	17,700
545,235	574,567	605,700	Inflation Provision	12,000	12,100
				592,200	622,700
2,811	2,276	-	Items To Be Met From Reserves	-	-
548,046	576,843	605,700	TOTAL EXPENDITURE	592,200	622,700
(172,853)	(185,288)	(200,300)	Harbour Dues	(186,600)	(186,600)
(219,717)	(238,795)	(259,500)	Mooring Hire	(237,000)	(237,000)
(51,127)	(56,791)	(60,000)	Small Boat Pontoon Systems	(58,800)	(58,800)
(30,361)	(29,336)	(33,000)	Water Taxi Service	(30,000)	(30,000)
(17,034)	(17,668)	(18,800)	Mooring Licences	(18,700)	(18,700)
(28,049)	(29,431)	(29,200)	Security Patrol Fees	(30,000)	(30,000)
(24,683)	(23,380)	(21,600)	Miscellaneous	(21,600)	(21,600)
(9,168)	(10,364)	(8,400)	Interest	(9,500)	(7,100)
(552,992)	(591,053)	(630,800)		(592,200)	(589,800)
(2,811)	(2,276)	-	Contribution from Reserves	-	-
(555,803)	(593,329)	(630,800)	TOTAL INCOME	(592,200)	(589,800)
(7,757)	(16,486)	(25,100)	(SURPLUS) / SHORTFALL	-	32,900