



East Suffolk House, Riduna Park, Station  
Road, Melton, Woodbridge, IP12 1RT

# Southwold Harbour Management Committee

## Members:

Councillor David Ritchie (Chairman)  
Councillor Maurice Cook (Vice Chairman)  
Mr David Gledhill  
Mr Richard Musgrove  
Mr Mike Pickles  
Councillor Craig Rivett  
Councillor Mary Rudd  
Councillor Letitia Smith

Members are invited to a **Meeting of the Southwold Harbour Management Committee**

to be held in the Stella Peskett Millenium Hall,  
on **Thursday, 20 October 2022 at 4.00pm**

An Agenda is set out below.

## Part One – Open to the Public

## Pages

### 1 Apologies for Absence

To receive apologies for absence, if any.

### 2 Declarations of Interest

Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3 Minutes

To confirm as a correct record the minutes of the meeting held on 22 September 2022.

**1 - 7**

- 4 Update on the Harbour Revision Order**  
To receive an update from Lara Moore, Ashfords LLP, on the Harbour Revision Order.
- 5 Projects identified by the Working Harbour Working Group ES/1316** **8 - 12**  
To receive an update in relation to projects identified by the Working Harbour Working Group.
- 6 Mid-Year Budget Monitoring Report 2022/23 ES/1317** **13 - 29**  
To consider the Mid-Year Budget Monitoring Report 2022/23.
- 7 Update from the Committee's Working Groups**  
To receive an update from the Committee's working groups.
- 8 Update from the Stakeholder Advisory Group**  
To receive an update from the Stakeholder Advisory Group.
- 9 Work Programme** **30 - 32**  
To consider the Southwold Harbour Management Committee's forward work programme.
- 10 Date of Next Meetings**  
To note the dates of the next meetings as 24 November 2022, 12 January 2023 and 9 March 2023

## **Part Two – Exempt/Confidential**

There are no Exempt or Confidential items for this Agenda.

**Close**



Stephen Baker, Chief Executive

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[www.local.gov.uk/Community-Leadership](http://www.local.gov.uk/Community-Leadership)

**Unconfirmed**



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millenium Hall, on **Thursday, 22 September 2022 at 4:00 PM**

**Members of the Committee present:**

Councillor Maurice Cook, Mr Richard Musgrove, Mr Mike Pickles, Councillor David Ritchie, Councillor Craig Rivett, Councillor Mary Rudd, Councillor Letitia Smith

**Other Members present:**

Councillor David Beavan

**Officers present:**

Kerry Blair (Head of Operations), Madeline Fallon (Senior Coastal Advisor), Andy Jarvis (Strategic Director), Alli Stone (Democratic Services Officer), Nicola Wotton (Deputy Democratic Services Manager)

**Others present:**

Amy Savage (Principle Consultant, Royal HaskoningDHV)

**1 Apologies for Absence**

Apologies for absence were received from David Gledhill.

The Chairman reported that Alastair MacFarlane had resigned from the Harbour Management Committee to take up the role of General Manager - Harbour Lands with the Council. The Chairman confirmed that a new co-opted member would be appointed.

**2 Declarations of Interest**

There were no Declarations of Interest.

**3 Minutes**

## **RESOLVED**

That the minutes of the meeting held on the 14 July 2022 be agreed as correct and signed by the Chairman.

### **4 Update from Royal Haskoning**

The meeting received a presentative from Amy Savage, Principal Consultant at Royal HaskoningDHV, on the Southwold Harbour Investment Plan. The presentation covered the project conclusions, including options for the harbour entrance structures, and proposals for dredging of the shoal bank and channel narrowing.

Mrs Savage summarised the project aims which were to develop an investment plan for the harbour to ensure future operations and survivability. The main issues to be addressed were the poor condition of the South Pier, mooring conditions at the North Wall and the influence of the future estuary tidal prism.

Mrs Savage summarised the modelling so far, including what would happen if no action was taken and the impact of the entrance structure failure on the town of Southwold and the wider estuary. The entrance structures had a residual life of <10 years for the South Pier, and >30 for the North Pier (assuming the South Pier was repaired).

Ms Savage stated that at present the preferred option for the South Pier was to replace it with a rock breakwater which would improve conditions in the entrance and at the North Wall. Additional design work was needed to refine the plan to replace the South Pier, including the alignment of the replacement structure and the positioning of culverts (to replicate the tidal flow through the 'windows' in the existing structure), and whether dredging in the channel could be included as part of these works and what the impact of this would be. Construction costs would then need to be updated to reflect the increases in construction costs in the last two years.

Mr Pickles asked whether the Environment Agency were managing the banks on the estuary or not. Officers confirmed that they were beginning to withdraw from management, those in the Harbour were being maintained at present, but they had withdrawn upstream. Mrs Savage confirmed that they might be managing banks by clearing vegetation, they may not be undertaking more extensive maintenance work or making repairs.

The Head of Operations confirmed he would speak with the Environment Agency on behalf of the Council and the Committee to confirm what their strategy was to the management and maintenance of the estuary.

Mr Pickles asked what protection the South Pier provided aside from protecting the North Pier. Mrs Savage confirmed it did reduce wave penetration into the Harbour and at the north Wall, and limited sediment movement into the Harbour.

Mrs Savage summarised another option which had been considered as part of the study to narrow the channel opposite the North Wall to reduce water levels upstream. Other issues that needed to be addressed were the flood risk to the Harbour Road and

neighbouring businesses, taking into account sea level rise, and the risk of failure of the estuary banks.

With regards to dredging of the shoal bank, this had not yet been fully assessed or modelled. Mrs Savage summarised the initial comments on the benefits and constraints of doing this. The bank did not appear to be growing, and feeling was that if it was removed it would not come back quickly, although it could reform if there was a significant storm or similar event. Mrs Savage commented that the entrance channel was fairly stable at the moment and as a result it was likely that the bank would not reform in the short term, but more work would need to be done to confirm this and the impact of dredging on the flow rates, general silting and the position of the main channel.

Mr Pickles asked how much debris entered the Harbour from Dunwich Creek. Mrs Savage confirmed that the initial surveys had included samples from around the entrance to the Creek, but not within the Creek itself.

Councillor Cook commented that the benefits of dredging seemed to outweigh the risks, and would allow easier access to the the Harbour by both businesses and visitors and make the North Wall more usable.

The Head of Operations summarised that there seemed to be a consensus on changes to the South Pier and dredging, but more work needed to be done on the modelling. Subject to modelling, this could be moved forward more quickly than other projects. With regards to protections for Harbour Road this was more difficult and would take more work to look at the impact of this on businesses and access. Works further upstream would require a lot more work as they included land which was outside the harbour's control, and would require discussions with other agencies.

Mrs Savage confirmed that the existing South Pier structure would not have to be totally removed but could form part of the new structure.

Councillor Beavan referred to an inner breakwater and extending the narrow channel, and commented that the two could work well together. He added that he would be concerned about dredging upsetting the equilibrium of the Harbour an having unintended consequences. Mrs Savage commented that how the options would work together was not clear yet, and work needed to be done to see how all the options would work in more detail so work could begin.

The Head of Operations confirmed he would discuss the extra modelling options with Royal HaskoningDHV for the shoal bank and refine the options for the channel narrowing alongside this.

## **5 Caravan Site Consultation**

The Head of Operations introduced report **ES/1281** which provided and update on plans for consultation on redevelopment of the Southwold Caravan and Campsite. The Committee's working group had met and identified a number of areas for consultation.

Consultation would be open to Southwold Caravan and Campsite Association members, locals and visitors to feedback on.

Draft questions were contained in the report. The Head of Operations confirmed that the questions would be adjusted in consultation with Councillor Smith and the working group to provide additional background information and make it clear to responders what each question referred to. Subject to further refining of these questions the consultation would start in the next week.

Councillor Smith commented that it was important to improve communication with the caravan park as part of the wider works on the site and that she would be looking to achieve this through the working group going forward.

There being no further questions, on the proposal of Councillor Ritchie and seconded by Councillor Smith it was by a unanimous vote

## **RESOLVED**

That the Harbour Management Committee (HMC) recommend that the Leader of the Council approves a consultation on the Southwold Caravan and Campsite.

## **6 Southwold Harbour Revision Order - application and consultation**

Clerks note: Councillor Rivett joined the meeting at 17:22 during this item but did not vote on the recommendations.

The Head of Operations introduced report ES/1282 which summarised the draft Harbour Revision Order (HRO) submission.

The purpose of the HRO was to update the 1933 Harbour Order which was no longer fit for purpose, to provide additional protections and powers for the Harbour, and to put the Stakeholder Advisory Group and Harbour Management Committee on a statutory footing.

The Head of Operations summarised discussions with the Stakeholder Advisory Group on HRO. Two main points had been made concerning the sale of land, and the area in which Harbour funds could be spent on defence and similar works.

Regarding the sale of land, the Advisory Group had been concerned about the inclusion of the option to sell Harbour lands. As the advisors on the HRO process, Ashfords had stated that the purpose of the Order was to benefit the Harbour and ensure that it could be sustainably managed going forward. With these aims in mind it was feasible that land might need to be sold in the future. The Head of Operations stated that the Advisory Groups main concern was that assets could be stripped from the Harbour. The draft HRO contained protections against this, including restrictions on selling land and assets which benefitted the Harbour and were essential to its running. The Stakeholder Advisory Group and Harbour Management Committee would both need to be consulted on any future sales, and should this process not be followed there could be a judicial review.

With regards to the spending of funds outside the Harbour limits, an additional form of words had been added in Article 6 (Works in the River) which permitted the Council to carry out works on areas of the estuary outside of the harbour with the purpose to protect the Harbour. This area been defined in the Draft HRO as the area upstream of the Harbour from the bailey bridge to the A12. Some members of the Advisory Group were of the view that this area could be extended to Holton, but the Marine Management Organisation(MMO) would have to be satisfied that the Harbour could generate the income to fund these works, which would result in fees and rents being increased. The Head of Operations added that it would also be difficult to prove to the MMO that this area was essential to the functioning of the Harbour.

The Head of Operations confirmed that Salt Creek and Bus Creek had been removed from the draft Harbour Revision Order as it was not clear whether they had a function as part of the Harbour, were not navigable and were not owned by the Council. If during consultation it was felt that these areas were important to the Harbour they could be put back in.

The Chairman stated that at the last meeting the point had been very clearly made that putting a prevention on selling land would be the wrong thing to do. The Harbour Order at present did allow the Council to sell land and assets without any oversight, and the HRO would prevent this. The Chairman also made the point that the Council might want to purchase land in the future but would not be able to if this provision was not put in. With regards to the areas further upstream, the Chairman agreed that this was important and needed to be discussed as part of the consultation period.

Mr Pickles agreed that the HRO should enable the Harbour Management Committee and the Council to act as flexibility as possible, and decision making going forward should not be cut off. Mr Musgrove agreed felt that the HRO included sufficient checks and balances to protect interests.

The Chairperson of the Advisory Group commented that adding in the option to sell land as part of the HRO would be wrong in the opinion of the Advisory Group and that whilst the Council might not want to sell anything at present this might change going forward.

The Chairman stated that he appreciated the concerns of the Advisory Group and that this was a sensitive area based on the past issues, but that he was certain that there were checks in place in law to ensure that the Harbour did not either over extend itself or sell assets which contributed to the Harbour.

The Head of Operations stated that should there be disagreement between the Stakeholder Advisory Group and Harbour Management Committee, the MMO would want to see both groups looking to compromise.

There being no further comments, on the proposal of Councillor Ritchie and seconded by Mr Pickles it was

**RESOLVED**



That the Harbour Management Committee recommends that the Leader of the Council

1. Approves the application of a Harbour Revision Order
2. Approves the launch of a consultation on the Harbour Revision Order
3. Approves the attached documents as part of the Harbour Revision Order submission

## **7 Update from the Committee's Working Groups**

The Chairman invited the working groups to provide an update.

Councillor Cook summarised the work of the working harbour group. The group had suggested a number of options to Officers concerning navigation, visitor mooring locations and the turning point, energy and water supply to moorings on both sides of the river. The group had also discussed the road surface and the north wall.

The Head of Operations confirmed that officers were visiting the harbour in the next week to look at these options, and reports would be brought to the working group and Committee as appropriate.

The compliance working group would be visiting the harbour with a view to looking at issues including lighting and transport/pedestrian safety. There was a great deal of work that needed to be done behind the scenes on compliance and the new General Manager would be looking at this.

The Chair of the compliance working group had resigned from the Committee to take up the role of General Manager and so a new Chair would need to be appointed. Councillor Ritchie proposed that Richard Musgrove Chair the working group, this was seconded by Councillor Rivett and agreed by the Committee.

## **8 Update from the Stakeholder Advisory Group**

The Chairperson of the Stakeholder Advisory Group was invited to provide an update.

The Chairperson commented that the processes between the groups seemed to be working, and that he was pleased that the Advisory Group was involved in the working groups and the report from Royal Haskoning DHV. Whilst the group did not fully agree with all recommendations they would continue to be part of the process.

The Chairperson and Councillor Beavan had met with the Deputy Chief Finance Officer to get clarity on the reporting of the accounts to see how this could be made clearer to people going forward.

The Chairperson commented on the reports of sewerage in the Harbour, there were areas where this was a concern. The Head of Operations stated that this was being managed by Environmental Services and that he would see what was being done and update the group. Mr Pickles commented that there were three septic tanks behind businesses in the harbour and when there was a surge these overflowed which contributed to the issues.

**9 Work Programme**

The Committee considered the forward work programme. The Chairman noted that Ashfords would attend the October meeting to update on the Harbour Revision Order consultation.

**10 Date of Next Meeting**

The dates of the next meetings were noted as 20 October 2022, 24 November 2022, 12 January 2023 and 9 March 2023.

The meeting concluded at TBC

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Chairman



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 27 January 2022

<b>Subject</b>	<b>Projects identified by the Working Harbour Working Group</b>
<b>Supporting Officer</b>	Alastair MacFarlane General Manager Southwold Harbour and Lands <a href="mailto:alastair.macfarlane@eastsoffolk.gov.uk">alastair.macfarlane@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To provide members with an update in relation to projects identified by the Working Harbour Working Group.

**Recommendation:**

That the Harbour Management committee approve ongoing work relating to the projects

## Impact Assessment

**Governance:**

The HMC is required to approve ongoing work related to these projects as laid out in their Terms of Reference

**Environmental:**

The HMC must act in the best interests of the port, which includes its ongoing sustainability and success. Environmental factors will be considered in the decisions which the HMC will make.

**Equalities and Diversity:**

No impact

**Financial:**

No impact currently. Projects will require capital spending and will be required to follow ESC procurement policy.

**Legal:**

No impact

**Risk:**

No impact

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input type="checkbox"/>
T02	Enabling our Communities	<input type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts	
1.1	A working harbour working group has been set up within the HMC to consider potential improvements and additional activity within Southwold Harbour. Several proposals have been made, detailed below.
1.2	<ol style="list-style-type: none"> <li><b>The replacement of fixed staging – the fishing vessel and visitor’s staging – opposite the Harbour Inn.</b> The proposal is to replace this with new pontoon mooring points, with power.</li> <li><b>The installation of power to the staging owned by Southwold Harbour on the Walberswick side of the river.</b></li> <li><b>The installation of power to the entire South bank of the river,</b> potentially up as far as Walberswick car park.</li> <li><b>Moving the floating moorings on the south of the river, upstream of the turning point on the south bank.</b></li> <li><b>Improvements to the road surface</b> – potentially with the installation of rock gabions to reduce the impact of ‘run off’ during tidal surges and floods.</li> <li><b>Camping field:</b> works needed to bring the ‘third field’ (currently owned by Southwold TC) into use as a summer only camping field.</li> </ol>
2 Current position	
2.1	<p><b>Several proposals have been put forward by the working harbour working group.</b></p> <p>A site meeting took place on the 28<sup>th</sup> September attended by:  Duncan Coleman (Interim Asset and Investment Manager)  Danny Clarke (Capital Projects Manager)  Sean Carter (Building Services Manager)  Alastair MacFarlane (HMC member)  Peter Simmons (Harbour master)  Mike Pickles (HMC member)</p> <p>During the meeting the following information was provided against each point:</p> <p><b>1. The replacement of the fixed staging</b>  This option included removing both the fishing vessel and visitor moorings, dredging an area towards the bank to enable pontoons to be positioned further</p>

from the channel, re-piling the river's edge and raising the car park area by between 500mm and a meter. This would both modernise the facility and allow rafting of vessels at peak times while avoiding the channel.

On a purely commercial basis this may prove prohibitively expensive and time consuming as there will be a need for dredging, piling and back fill on land that is not in the possession of the Harbour.

It is believed that the remains of the terminus buffer of the old narrow-gauge railway lies within the proposed dredge area, potentially adding to complication and cost.

Fishing vessels currently rely on the tide height twice a day allowing them to easily and safely transfer heavy equipment directly on to their vessels from the current fixed staging. Pontoon moorings have been discussed with the users, and they are prepared to accept this.

## **2. The installation of power to the staging owned by Southwold Harbour on the Walberswick side of the river.**

Power cabling could be installed on the riverbed or by using the bridge.

## **3. Moving the floating moorings on the south of the river, to upstream of the turning point on the south bank.**

There was difference of opinion between members regarding the viability and indeed the need for this.

## **4. Improvements to the road surface – potentially with the installation of rock gabions to reduce the impact of 'run off' during tidal surges and floods.**

It was felt that this would be impractical both operationally and potentially create a hazard.

Other options worthy of consideration: hexagonal matting or tarmac surfacing in vulnerable areas.

## **5. Camping field: works needed to bring the 'third field' (currently owned by Southwold TC) into use as a summer only camping field.**

This would not include the installation of fixed structures (eg toilet blocks) on the site. The intention is that the field would retain a 'wild camping' feel. We would, however, need to ensure that there is a clear access point into the field – and that the ground in that area has a surface that will be robust enough to handle foot traffic into and out of the site.

Peter Simmons and caravan park staff have done some provisional work on this, with a view to light vehicle access over the drainage ditch, ditch and surface improvements for light traffic, site preparation, solar lighting, and firefighting equipment.

	<p>It is felt that fencing of the sight would also be required for Health and Safety requirements due to proximity of open ditches.</p> <p>Should no vehicle access be available, car parking would be required on the existing site resulting in a loss of revenue as several existing pitches would need to be removed during high season, potentially making the proposal counterproductive from a revenue earning perspective or at least less commercially viable.</p>
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### 3 How to address current situation

3.1	<p>General Manager and Harbour Master to discuss with potential providers an estimate of cost to replace current staging and move floating moorings on the south of the river ESC in house assistance unavailable due specialist nature of the works.</p> <p>Assistance required from Asset Management team regarding costing for power, and road improvements.</p> <p>Capital Projects to aid with updated costings for the camping field proposals.</p>
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### 4 Reason/s for recommendation

4.1	It is recommended that the HMC approve ongoing work regarding costings and solutions.
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## Appendices

### Appendices:

None

### Background reference papers:

None



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 20 October 2022**

<b>Subject</b>	<b>Mid-Year Budget Monitoring Report 2022/23</b>
<b>Supporting Officer</b>	Lorraine Rogers Deputy Chief Finance Officer <a href="mailto:lorraine.rogers@eastsoffolk.gov.uk">lorraine.rogers@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	N/A
<b>Wards Affected:</b>	Southwold



## Purpose and high-level overview

**Purpose of Report:**

This report provides the Committee with a mid-year overview of financial performance against approved budgets for 2022/23.

**Recommendation/s:**

That the Harbour Management Committee, having noted the Mid-Year Budget Monitoring Report 2022/23 recommend this to Cabinet.

## Impact Assessment

**Governance:**

None directly arising from this report.

**Environmental:**

None directly arising from this report.

**Equalities and Diversity:**

None directly arising from this report.

**Financial:**

The financial monitoring and reporting information is provided in Section 2 and 3.

**Legal:**

None directly arising from this report.

**Risk:**

None directly arising from this report.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts																									
1.1	<p>The Terms of Reference of the Harbour Management Committee state that the Committee will;</p> <ul style="list-style-type: none"><li>• monitor performance against approved budgets and take appropriate action where this is required, and</li><li>• make a six monthly and annual report to the Cabinet reporting on performance against budget.</li></ul>																								
2 Current position																									
2.1	<p>A mid-year budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in Appendix A. Further supporting detail is provided in Appendix B. Sections 2.2 to 2.8 below, provide commentary on the mid-year position.</p>																								
2.2	<p><b>Southwold Harbour Income</b></p> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Mooring Fees/Harbour Dues</td><td>£(89,242.00)</td><td>£(84,000.00)</td><td>£(5,242.00)</td></tr><tr><td>Property Lettings</td><td>£(51,672.00)</td><td>£(33,060.00)</td><td>£(18,612.00)</td></tr><tr><td>Other Fees &amp; Charges</td><td>£(26,143.00)</td><td>£(16,414.00)</td><td>£(9,729.00)</td></tr><tr><td>Total Income</td><td>£(167,057.00)</td><td>£(133,474.00)</td><td>£(33,583.00)</td></tr></table> <p>The mid-year income position for the Harbour shows a surplus of £34k. This includes £15k of income received in advance of the second half of the year, for property rent and storage charges. Income from Mooring Fees and Harbour Dues is in line with the budget. Other income from the sale of electric use and diesel is slightly ahead of the budget by £10k.</p>	April to September 2022	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)	Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)	Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)	Total Income	£(167,057.00)	£(133,474.00)	£(33,583.00)				
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2.3	<p><b>Southwold Harbour Expenditure</b></p> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Employee Expenses</td><td>£46,223.00</td><td>£40,300.00</td><td>£5,923.00</td></tr><tr><td>Transport Expenses</td><td>£370.00</td><td>£600.00</td><td>£(230.00)</td></tr><tr><td>Premises Expenses</td><td>£11,498.00</td><td>£21,700.00</td><td>£(10,202.00)</td></tr><tr><td>Supplies &amp; Services</td><td>£41,851.00</td><td>£22,100.00</td><td>£19,751.00</td></tr><tr><td>Total Cost</td><td>£99,942.00</td><td>£84,700.00</td><td>£15,242.00</td></tr></table> <p>The mid-year expenditure position for the Harbour shows an overspend of £15k but this is expected to be managed within the overall expenditure budgets for the year.</p> <p><b>Employee Costs</b> – the £5.9k overspend to date is due to overtime of Harbour staff during the peak period. This has not been budgeted for.</p>	April to September 2022	Actuals + Commitments	Budget	Variance	Employee Expenses	£46,223.00	£40,300.00	£5,923.00	Transport Expenses	£370.00	£600.00	£(230.00)	Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)	Supplies & Services	£41,851.00	£22,100.00	£19,751.00	Total Cost	£99,942.00	£84,700.00	£15,242.00
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	<p><b>Premises Costs</b> – there is a budget provision of £9.3k for planned and responsive repairs and maintenance during the first half of the year. To date actual spend has been just over £1k, and primarily accounts for the £10k underspend on premises expenses.</p> <p><b>Supplies and Services</b> – there is £20k overspend in this area as at September. This is due to the spend on diesel for resale being ahead of the budget profile by £17k and the cost of the Harbour Revise Order Application fee of £4k which was not budgeted. As in previous years, it is anticipated the additional cost of diesel will be offset by additional resale income.</p>																																																
2.4	<p><b>Southwold Harbour Net Position</b></p> <p>The below table brings together the direct income and expenditure in Sections 2.2 and 2.3, to present the overall net summary position for the Harbour, a surplus of £18k against the budget for the year to September. Allowing for £15k of income received in advance of the second half of the year, this would reduce the position to a surplus of £3k, which indicates the account is performing in line with the budget.</p> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Mooring Fees/Harbour Dues</td><td>£(89,242.00)</td><td>£(84,000.00)</td><td>£(5,242.00)</td></tr><tr><td>Property Lettings</td><td>£(51,672.00)</td><td>£(33,060.00)</td><td>£(18,612.00)</td></tr><tr><td>Other Fees &amp; Charges</td><td>£(26,143.00)</td><td>£(16,414.00)</td><td>£(9,729.00)</td></tr><tr><td>Total Income</td><td>£(167,057.00)</td><td>£(133,474.00)</td><td>£(33,583.00)</td></tr><tr><td>Employee Expenses</td><td>£46,223.00</td><td>£40,300.00</td><td>£5,923.00</td></tr><tr><td>Transport Expenses</td><td>£370.00</td><td>£600.00</td><td>£(230.00)</td></tr><tr><td>Premises Expenses</td><td>£11,498.00</td><td>£21,700.00</td><td>£(10,202.00)</td></tr><tr><td>Supplies &amp; Services</td><td>£41,851.00</td><td>£22,100.00</td><td>£19,751.00</td></tr><tr><td>Total Cost</td><td>£99,942.00</td><td>£84,700.00</td><td>£15,242.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Direct Income/Expenditure</td><td>£(67,115.00)</td><td>£(48,774.00)</td><td>£(18,341.00)</td></tr></table>	April to September 2022	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)	Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)	Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)	Total Income	£(167,057.00)	£(133,474.00)	£(33,583.00)	Employee Expenses	£46,223.00	£40,300.00	£5,923.00	Transport Expenses	£370.00	£600.00	£(230.00)	Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)	Supplies & Services	£41,851.00	£22,100.00	£19,751.00	Total Cost	£99,942.00	£84,700.00	£15,242.00					Total Direct Income/Expenditure	£(67,115.00)	£(48,774.00)	£(18,341.00)
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2.5	<p><b>Southwold Caravan and Campsite Income</b></p> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Static Caravan Fees</td><td>£(268,686.00)</td><td>£(297,000.00)</td><td>£28,314.00</td></tr><tr><td>Touring Fees</td><td>£(279,730.00)</td><td>£(295,000.00)</td><td>£15,270.00</td></tr><tr><td>Other Fees &amp; Charges</td><td>£(7,810.00)</td><td>£(6,100.00)</td><td>£(1,710.00)</td></tr><tr><td>Total Income</td><td>£(556,226.00)</td><td>£(598,100.00)</td><td>£41,874.00</td></tr></table> <p>The mid-year income position for the Caravan and Campsite shows income to be underbudget for the year to date by £42k. The budget does include an allowance for empty static sites, but addition sites have become vacated during the year.</p>	April to September 2022	Actuals + Commitments	Budget	Variance	Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00	Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00	Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)	Total Income	£(556,226.00)	£(598,100.00)	£41,874.00																												
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	Despite the good weather during the summer season, campsite income is less than budgeted. A likely explanation is more people taking holidays abroad for the first time since the pandemic.																																																
2.6	<div><b>Southwold Caravan and Campsite Expenditure</b></div> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Employee Expenses</td><td>£97,187.00</td><td>£100,500.00</td><td>£(3,313.00)</td></tr><tr><td>Transport Expenses</td><td>£91.00</td><td>£650.00</td><td>£(559.00)</td></tr><tr><td>Premises Expenses</td><td>£101,141.00</td><td>£96,350.00</td><td>£4,791.00</td></tr><tr><td>Supplies &amp; Services</td><td>£24,270.00</td><td>£22,600.00</td><td>£1,670.00</td></tr><tr><td>Total Cost</td><td>£222,689.00</td><td>£220,100.00</td><td>£2,589.00</td></tr></table> <p>The mid-year position on expenditure for the Caravan and Campsite is in line with the budget, with a small overspend of £2k.</p> <p><b>Employee Costs</b> – direct staffing costs are underspend to September by £29k due to a vacant post (Southwold and Harbour Assets Manager) held in the establishment. This post has now been filled. This underspend has been offset by contractor costs for cleaning and security, which has exceeded the budget to date by £26k.</p> <p><b>Premises Costs</b> – the overspend to date of £5k is due to the profiling of budget against actual spend.</p>	April to September 2022	Actuals + Commitments	Budget	Variance	Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)	Transport Expenses	£91.00	£650.00	£(559.00)	Premises Expenses	£101,141.00	£96,350.00	£4,791.00	Supplies & Services	£24,270.00	£22,600.00	£1,670.00	Total Cost	£222,689.00	£220,100.00	£2,589.00																								
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2.7	<div><b>Southwold Caravan and Campsite Net Position</b></div> <p>The below table brings together the direct income and expenditure in Sections 2.5 and 2.6, to present the overall net summary position for the Caravan and Campsite, a deficit of £44k against the budget for the year to September. This is attributable to the income position being less than budgeted for the Static Caravan and Camping sites.</p> <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Static Caravan Fees</td><td>£(268,686.00)</td><td>£(297,000.00)</td><td>£28,314.00</td></tr><tr><td>Touring Fees</td><td>£(279,730.00)</td><td>£(295,000.00)</td><td>£15,270.00</td></tr><tr><td>Other Fees &amp; Charges</td><td>£(7,810.00)</td><td>£(6,100.00)</td><td>£(1,710.00)</td></tr><tr><td>Total Income</td><td>£(556,226.00)</td><td>£(598,100.00)</td><td>£41,874.00</td></tr><tr><td>Employee Expenses</td><td>£97,187.00</td><td>£100,500.00</td><td>£(3,313.00)</td></tr><tr><td>Transport Expenses</td><td>£91.00</td><td>£650.00</td><td>£(559.00)</td></tr><tr><td>Premises Expenses</td><td>£101,141.00</td><td>£96,350.00</td><td>£4,791.00</td></tr><tr><td>Supplies &amp; Services</td><td>£24,270.00</td><td>£22,600.00</td><td>£1,670.00</td></tr><tr><td>Total Cost</td><td>£222,689.00</td><td>£220,100.00</td><td>£2,589.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Direct Income/Expenditure</td><td>£(333,537.00)</td><td>£(378,000.00)</td><td>£44,463.00</td></tr></table>	April to September 2022	Actuals + Commitments	Budget	Variance	Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00	Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00	Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)	Total Income	£(556,226.00)	£(598,100.00)	£41,874.00	Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)	Transport Expenses	£91.00	£650.00	£(559.00)	Premises Expenses	£101,141.00	£96,350.00	£4,791.00	Supplies & Services	£24,270.00	£22,600.00	£1,670.00	Total Cost	£222,689.00	£220,100.00	£2,589.00					Total Direct Income/Expenditure	£(333,537.00)	£(378,000.00)	£44,463.00
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2.8

**Combined Net Position**

This table brings together the mid-year position for both the Harbour and the Caravan and Camping Site. This shows an overall deficit position on direct income and expenditure of £26k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date.

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(33,953.00)	£(22,514.00)	£(11,439.00)
Total Income	£(723,283.00)	£(731,574.00)	£8,291.00
Employee Expenses	£143,410.00	£140,800.00	£2,610.00
Transport Expenses	£461.00	£1,250.00	£(789.00)
Premises Expenses	£112,639.00	£118,050.00	£(5,411.00)
Supplies & Services	£66,121.00	£44,700.00	£21,421.00
Total Cost	£322,631.00	£304,800.00	£17,831.00
Total Direct Income/Expenditure	£(400,652.00)	£(426,774.00)	£26,122.00

3

How to address current situation

3.1

Appendix C includes a year-end forecast position as at 30 September 2022 for Southwold Harbour and the Caravan and Camping Site.

3.2

The table in provides a year-end forecast combined position for the Southwold Harbour and the Caravan and Campsite. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends.

Southwold Caravan and Campsite Forecast Position 2022/23

April 2022 to March 2023	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(90,000.00)	£(94,000.00)	£4,000.00
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00
Other Fees & Charges	£(64,043.00)	£(44,400.00)	£(19,643.00)
Total Income	£(782,729.00)	£(796,400.00)	£13,671.00

	Employee Expenses	£284,500.00	£282,700.00	£1,800.00
	Transport Expenses	£600.00	£2,500.00	£(1,900.00)
	Premises Expenses	£162,000.00	£189,400.00	£(27,400.00)
	Supplies & Services	£93,000.00	£98,900.00	£(5,900.00)
	<b>Total Cost</b>	<b>£540,100.00</b>	<b>£573,500.00</b>	<b>£(33,400.00)</b>
	<b>Total Direct Income/Expenditure</b>	<b>£(242,629.00)</b>	<b>£(222,900.00)</b>	<b>£(19,729.00)</b>
	<b>Support Recharges (Year End Charge)</b>	£105,800.00	£81,700.00	£24,100.00
	<b>Total Indirect Income/Expenditure</b>	<b>£105,800.00</b>	<b>£81,700.00</b>	<b>£24,100.00</b>
	<b>TOTAL INCOME STATEMENT</b>	<b>£(136,829.00)</b>	<b>£(141,200.00)</b>	<b>£4,371.00</b>
3.3	Income is forecast to be underbudget for the year due to income being down against the budget at the Caravan and Campsite. This is partially compensated by a projected underspend on expenditure, primarily premises expenses, where budgets are held for unforeseen costs such as repairs and maintenance			
3.4	The overall net position is expected to be in line with the budget after taking into consideration internal support recharges. This is covered in Section 3.7 below.			
3.5	<p><b>Commitments for October to March</b></p> <p>The following items are included in the above forecast:</p> <ul style="list-style-type: none"> <li>Assumption for staff pay awards for 2022/23 is in line with the National Employers' final pay offer (to be agreed) for local government employees</li> <li>£15,000 commitment for Estuary Studies</li> <li>Harbour Revision Order advertising costs £5,000</li> </ul>			
3.6	<p><b>Energy Bill Relief from October 2022 to March 2023</b></p> <p>This scheme will provide energy bill relief for non-domestic customers, including the public sector. This is currently being reviewed to understand how this will impact on the Council's energy costs. This has not been taken into account in the forecast position.</p>			
3.7	<p><b>Internal Support Recharges</b></p> <p>Internal Support Recharges is the cost of the Council's support services to Southwold Harbour and the Caravan and Campsite. The costs are recharged at the end of the year, on a basis that reflects the use of those services, using the same methodology as applied across other Council services. Following the establishment of the Southwold Harbour Management Committee in 2021 it was considered appropriate for these recharges to be reviewed for the 2021/22 year-</p>			

end to ensure the overall recharge reflected the Council's support to the new arrangements and was reasonable.

Actual charges for the previous year are used as a forecast for the current year, on the basis that there is no significant change anticipated to the level of support provided. This does show an increase against the budget of £24k. The below table shows the breakdown of the charges and the basis on which they are allocated.

#### Internal Support Recharges for Southwold Harbour and Caravan and Campsite

Support Recharge	2021/22 Actual	2022/23 Budget	2022/23 Estimate	
Accounting Services	£27,000	£0	£27,000	Covers transactional processing, budget monitoring, budget setting and reporting.
Corporate Expenses (Democratic Services, Comms, Health & Safety, Internal Audit)	£2,000	£0	£2,000	This is based on a pro rata of the overall council expenditure for the service mentioned.
Customer Services	£20,000	£31,700	£20,000	Based on usage of the call centre and website etc.
Estates/Asset Management	£5,000		£5,000	Based on a percentage of the value of the portfolio.
Human Resources	£4,800	£7,700	£4,800	Fixed charge per person. This covers all of the HR function (recruitment, payroll, etc).
ICT	£35,000	£42,300	£35,000	ICT is also a fixed charge per person to cover the kit that is used plus the systems and tech support and infrastructure and license fees.
Legal Services	£8,000	£0	£8,000	Legal record their time
Senior and Corporate Management	£4,000	£0	£4,000	Proportion of Head of Operations.
<b>Total</b>	<b>£105,800</b>	<b>£81,700</b>	<b>£105,800</b>	

- 3.8 The Committee will receive the Quarter 3 Budget Monitoring Report at its January meeting, along with the Draft Budget for 2023-24. The proposed schedule of fees and charges for next year will be presented at the November meeting.

## 4 Reason/s for recommendation

- 4.1 To fulfil the Committee's responsibilities in respect of budget monitoring, and for reporting to the Cabinet on performance against approved budgets.

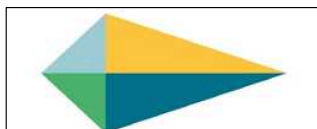
## Appendices

Appendices:	
<b>Appendix A</b>	2022-23 Mid-Year Budget Monitoring Summary
<b>Appendix B</b>	2022-23 Mid-Year Budget Monitoring Detailed Schedules
<b>Appendix C</b>	2022-23 Year End Forecast as at 30 September 2022

Background reference papers:	
None.	





## Southwold Harbour Income &amp; Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)
<b>Total Income</b>	<b>£(167,057.00)</b>	<b>£(133,474.00)</b>	<b>£(33,583.00)</b>
Employee Expenses	£46,223.00	£40,300.00	£5,923.00
Transport Expenses	£370.00	£600.00	£(230.00)
Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)
Supplies & Services	£41,851.00	£22,100.00	£19,751.00
<b>Total Cost</b>	<b>£99,942.00</b>	<b>£84,700.00</b>	<b>£15,242.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(67,115.00)</b>	<b>£(48,774.00)</b>	<b>£(18,341.00)</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(67,115.00)</b>	<b>£(48,774.00)</b>	<b>£(18,341.00)</b>

## Southwold Caravan/Campsite Income &amp; Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)
<b>Total Income</b>	<b>£(556,226.00)</b>	<b>£(598,100.00)</b>	<b>£41,874.00</b>
Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)
Transport Expenses	£91.00	£650.00	£(559.00)
Premises Expenses	£101,141.00	£96,350.00	£4,791.00
Supplies & Services	£24,270.00	£22,600.00	£1,670.00
<b>Total Cost</b>	<b>£222,689.00</b>	<b>£220,100.00</b>	<b>£2,589.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(333,537.00)</b>	<b>£(378,000.00)</b>	<b>£44,463.00</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(333,537.00)</b>	<b>£(378,000.00)</b>	<b>£44,463.00</b>

## Southwold Harbour and Caravan/Campsite Income &amp; Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(33,953.00)	£(22,514.00)	£(11,439.00)
<b>Total Income</b>	<b>£(723,283.00)</b>	<b>£(731,574.00)</b>	<b>£8,291.00</b>
Employee Expenses	£143,410.00	£140,800.00	£2,610.00
Transport Expenses	£461.00	£1,250.00	£(789.00)
Premises Expenses	£112,639.00	£118,050.00	£(5,411.00)
Supplies & Services	£66,121.00	£44,700.00	£21,421.00
<b>Total Cost</b>	<b>£322,631.00</b>	<b>£304,800.00</b>	<b>£17,831.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(400,652.00)</b>	<b>£(426,774.00)</b>	<b>£26,122.00</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(400,652.00)</b>	<b>£(426,774.00)</b>	<b>£26,122.00</b>

# 2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

# APPENDIX B

## Monthly Finance Report - September 22

Department 23514 - Southwold Harbour  
Service Harbours and Yacht Stations  
Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B £	2022/23 Current Budget 2223A £	2022/23 Actuals YTD £	2022/23 Commitments YTD £	2022/23 Budget YTD 2223A £	2022/23 Variance YTD £	Notes
<b>Direct Income &amp; Expenditure</b>								
<b>Income</b>								
No.	Name							
£(33)	67124 Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(15,943)	67191 General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(17,478.00)	£0.00	£(10,000.00)	£(7,478.00)	Mooring fees
£(75,394)	67444 Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(71,764.00)	£0.00	£(74,000.00)	£2,236.00	Harbour dues
£(1,700)	67466 Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(100.00)	£0.00	£(400.00)	£300.00	
£0	67477 Vatable Energy Costs Recovered 20%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(38,547)	67481 Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(25,899.00)	£0.00	£(16,014.00)	£(9,885.00)	Electricity/diesel sales
£223	67491 General Vatable Fees & Charges	£0.00	£0.00	£(144.00)	£0.00	£0.00	£(144.00)	
£(1,512)	67615 Exempt Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£464	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(1,500)	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(9,173)	67815 Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(4,446.00)	£0.00	£(3,060.00)	£(1,386.00)	Storage income. Some income received in advance
£(75,244)	67835 Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(47,226.00)	£0.00	£(30,000.00)	£(17,226.00)	Rent Fisherman's huts etc. Income received in advance cf£15k
£(3,500)	67838 Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(221,859)	<b>Total Cust &amp; Client Receipts</b>	£(192,200.00)	£(192,200.00)	£(167,057.00)	£0.00	£(133,474.00)	£(33,583.00)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	<b>Total Grants &amp; Contributions</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(77,502)	68611 Internal Recharges Income	£(42,000.00)	£(42,000.00)	£0.00	£0.00	£0.00	£0.00	£42,000 income for lease of land to Caravan Park
£(77,502)	<b>Total Recharges/Other Income</b>	£(42,000.00)	£(42,000.00)	£0.00	£0.00	£0.00	£0.00	
£(299,361)	<b>TOTAL INCOME</b>	£(234,200.00)	£(234,200.00)	£(167,057.00)	£0.00	£(133,474.00)	£(33,583.00)	
<b>Expenditure</b>								
£56,068	71111 Basic Pay	£56,600.00	£56,600.00	£27,690.00	£0.00	£28,300.00	£(610.00)	Harbour staffing additional hours during peak season
£11,425	71121 Overtime	£0.00	£0.00	£4,318.00	£0.00	£0.00	£4,318.00	
£6,836	71151 Employers National Insurance	£5,900.00	£5,900.00	£3,448.00	£0.00	£2,950.00	£498.00	
£21,943	71161 Employers Superannuation	£18,100.00	£18,100.00	£10,250.00	£0.00	£9,050.00	£1,200.00	
£96,272	<b>Total Direct Employee Expenses</b>	£80,600.00	£80,600.00	£45,706.00	£0.00	£40,300.00	£5,406.00	
£4,049	71312 Recruitment Advertising	£0.00	£0.00	£517.00	£0.00	£0.00	£517.00	
£400	71331 Employee Insurances	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	

# 2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

# APPENDIX B

## Monthly Finance Report - September 22

Department 23514 - Southwold Harbour  
Service Harbours and Yacht Stations  
Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B	2022/23 Current Budget 2223A	2022/23 Actuals YTD	2022/23 Commitments YTD	2022/23 Budget YTD 2223A	2022/23 Variance YTD	Notes
£		£	£	£	£	£	£	
<b>£4,449</b>	<b>Total Other Employee Expenses</b>	<b>£300.00</b>	<b>£300.00</b>	<b>£517.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£517.00</b>	
£0	72111 Building Services - Planned Maintenance	£8,600.00	£8,600.00	£0.00	£0.00	£4,300.00	£(4,300.00)	
£4,417	72114 Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£1,002.00	£0.00	£5,000.00	£(3,998.00)	
£795	72131 Vandalism	£1,000.00	£1,000.00	£543.00	£0.00	£500.00	£43.00	
£0	72136 Legionella	£0.00	£0.00	£263.00	£0.00	£0.00	£263.00	
£4,970	72211 Electricity	£5,900.00	£5,900.00	£3,033.00	£0.00	£2,950.00	£83.00	Utilities are one month in arrears. Approximately £600 per month
£0	72214 Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(4,000)	72217 Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	72311 Rents Payable	£1,800.00	£1,800.00	£0.00	£0.00	£900.00	£(900.00)	
£6,802	72317 Business Rates	£7,000.00	£7,000.00	£6,552.00	£0.00	£7,000.00	£(448.00)	
£816	72411 Water	£900.00	£900.00	£105.00	£0.00	£450.00	£(345.00)	
£0	72414 Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£448	72511 Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£900	72711 Fire Insurance	£900.00	£900.00	£0.00	£0.00	£0.00	£0.00	
£3,200	72817 Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£18,348</b>	<b>Total Premises Expenses</b>	<b>£37,300.00</b>	<b>£37,300.00</b>	<b>£11,498.00</b>	<b>£0.00</b>	<b>£21,700.00</b>	<b>£(10,202.00)</b>	
£0	73114 Repairs & Service	£1,200.00	£1,200.00	£370.00	£0.00	£600.00	£(230.00)	Excess duty charge from HMRC for red diesel
<b>£0</b>	<b>Total Transport Expenses</b>	<b>£1,200.00</b>	<b>£1,200.00</b>	<b>£370.00</b>	<b>£0.00</b>	<b>£600.00</b>	<b>£(230.00)</b>	
£2,097	74111 Health and Safety	£13,500.00	£13,500.00	£2,496.00	£2,781.00	£6,750.00	£(1,473.00)	Safety railings at fishermans compound, replace cable on hoist, Health & Safety signage at Harbour
£998	74114 Furniture and Equipment	£3,200.00	£3,200.00	£207.00	£0.00	£1,600.00	£(1,393.00)	
£2,658	74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£521.00	£0.00	£1,000.00	£(479.00)	
£30,103	74121 Materials For Resale	£23,000.00	£23,000.00	£28,929.00	£0.00	£11,500.00	£17,429.00	Red diesel stock for resale
£317	74213 Clothing & Uniforms	£400.00	£400.00	£101.00	£0.00	£200.00	£(99.00)	
£99	74335 Internal Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£320	74346 External Printing	£0.00	£0.00	£(120.00)	£120.00	£0.00	£0.00	
£27	74357 Stationery	£300.00	£300.00	£25.00	£0.00	£150.00	£(125.00)	
£384	74402 Insurance Premiums	£0.00	£0.00	£504.00	£0.00	£0.00	£504.00	
£0	74414 Consultants	£0.00	£0.00	£160.00	£0.00	£0.00	£160.00	
£619	74425 Legal Fees	£0.00	£0.00	£4,000.00	£0.00	£0.00	£4,000.00	MMO - Harbour Revision Order application fee
£2,116	74491 Bank Fees	£0.00	£0.00	£773.00	£0.00	£0.00	£773.00	
£0	74492 Other Ext Provided Services	£0.00	£0.00	£0.00	£388.00	£0.00	£388.00	Removal of waste oil
£15	74515 Postages	£600.00	£600.00	£19.00	£0.00	£300.00	£(281.00)	
£433	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£167.00	£0.00	£600.00	£(433.00)	

## 2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

## APPENDIX B

## Monthly Finance Report - September 22

Department 23514 - Southwold Harbour  
 Service Harbours and Yacht Stations  
 Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B	2022/23 Current Budget 2223A	2022/23 Actuals YTD	2022/23 Commitments YTD	2022/23 Budget YTD 2223A	2022/23 Variance YTD	Notes
£		£	£	£	£	£	£	
£392	74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CCTV maintenance & Broadband charges
£1,481	74570 Software Maintenance	£0.00	£0.00	£780.00	£0.00	£0.00	£780.00	
£135	74717 Subsistence	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74811 Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74992 Miscellaneous Other Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£42,194</b>	<b>Total Supplies &amp; Services</b>	<b>£44,200.00</b>	<b>£44,200.00</b>	<b>£38,562.00</b>	<b>£3,289.00</b>	<b>£22,100.00</b>	<b>£19,751.00</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Third Party Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Transfer Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£9,500	78611 Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	Cleaning of the Harbour Public Conveniences
<b>£9,500</b>	<b>Total Recharges/Other expenditure</b>	<b>£9,500.00</b>	<b>£9,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£170,763</b>	<b>TOTAL DIRECT EXPENDITURE</b>	<b>£173,100.00</b>	<b>£173,100.00</b>	<b>£96,653.00</b>	<b>£3,289.00</b>	<b>£84,700.00</b>	<b>£15,242.00</b>	
<b>£(128,598)</b>	<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(61,100.00)</b>	<b>£(61,100.00)</b>	<b>£(70,404.00)</b>	<b>£3,289.00</b>	<b>£(48,774.00)</b>	<b>£(18,341.00)</b>	
£32,300	77407 Support Charges	£2,400.00	£2,400.00	£0.00	£0.00	£0.00	£0.00	Internal support services costs
<b>£32,300</b>	<b>Total Support Services</b>	<b>£2,400.00</b>	<b>£2,400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

## Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site  
 Service Caravan and Camping Sites  
 Committee Communities, Leisure and Tourism



92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
<b>Direct Income &amp; Expenditure</b>									
<b>Income</b>									
No.	Name								
£(155)	67191 General Vatable Sales 20%	£0.00	£0.00	£(44.00)	£0.00	£0.00	£(44.00)	0%	Vatable rated shop sales
£(8,409)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(4,714.00)	£0.00	£(4,500.00)	£(214.00)	5%	Gas sales
£0	67292 General Zero Rated Sales	£0.00	£0.00	£(650.00)	£0.00	£0.00	£(650.00)	0%	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(3,217)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(2,402.00)	£0.00	£(1,600.00)	£(802.00)	50%	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(548,594)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(548,416.00)	£0.00	£(592,000.00)	£43,584.00	(7)%	2022-23 Static caravan income £268,686, Touring pitch income £279,730 2021-22 Static caravan income £217,663, Touring pitch income £332,992
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(560,375)	<b>Total Cust &amp; Client Receipts</b>	£(604,200.00)	£(604,200.00)	£(556,226.00)	£0.00	£(598,100.00)	£41,874.00	(7)%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	<b>Total Grants &amp; Contributions</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(142,303)	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(142,303)	<b>Total Recharges/Other Income</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(702,678)	<b>TOTAL INCOME</b>	£(604,200.00)	£(604,200.00)	£(556,226.00)	£0.00	£(598,100.00)	£41,874.00	(7)%	
<b>Expenditure</b>									
£79,067	71111 Basic Pay	£127,600.00	£127,600.00	£43,112.00	£0.00	£63,800.00	£(20,688.00)	(32)%	Vacant post
£0	71121 Overtime	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£6,029	71151 Employers National Insurance	£12,600.00	£12,600.00	£3,750.00	£0.00	£6,300.00	£(2,550.00)	(40)%	
£25,793	71161 Employers Superannuation	£40,800.00	£40,800.00	£13,805.00	£0.00	£20,400.00	£(6,595.00)	(32)%	
£49,796	71171 Contract Staff	£20,000.00	£20,000.00	£35,272.00	£1,248.00	£10,000.00	£26,520.00	265%	Profiling needs updating - 95% of cost is in the peak season. Contract cleaners and security staff
£160,685	<b>Total Direct Employee Expenses</b>	£201,000.00	£201,000.00	£95,939.00	£1,248.00	£100,500.00	£(3,313.00)	(3)%	
£500	71331 Employee Insurances	£800.00	£800.00	£0.00	£0.00	£0.00	£0.00	0%	

# 2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

# APPENDIX B

## Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site  
Service Caravan and Camping Sites  
Committee Communities, Leisure and Tourism



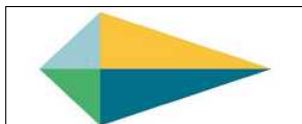
92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
<b>£500</b>	<b>Total Other Employee Expenses</b>	<b>£800.00</b>	<b>£800.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
£6,912	72111 Building Services - Planned Maintenance	£1,500.00	£1,500.00	£2,141.00	£0.00	£750.00	£1,391.00	185%	Ramp for toilet block
£35,170	72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£13,501.00	£1,032.00	£12,500.00	£2,033.00	16%	Toilets/showers/painting - repairs
£0	72131 Vandalism	£1,000.00	£1,000.00	£65.00	£0.00	£500.00	£(435.00)	(87)%	
£756	72136 Legionella	£0.00	£0.00	£410.00	£0.00	£0.00	£410.00	0%	
£20,371	72211 Electricity	£54,300.00	£54,300.00	£25,190.00	£0.00	£27,150.00	£(1,960.00)	(7)%	Utilities are one month in arrears. Utilities average £1.5k per month
£3,328	72214 Gas	£8,600.00	£8,600.00	£3,973.00	£492.00	£4,300.00	£165.00	4%	
£40,192	72317 Business Rates	£41,400.00	£41,400.00	£40,192.00	£0.00	£41,400.00	£(1,208.00)	(3)%	
£9,713	72411 Water	£11,400.00	£11,400.00	£5,511.00	£0.00	£5,700.00	£(189.00)	(3)%	
£(785)	72414 Sewerage Charge	£100.00	£100.00	£0.00	£0.00	£50.00	£(50.00)	(100)%	
£5,269	72511 Cleaning Materials	£5,000.00	£5,000.00	£4,756.00	£1,409.00	£2,500.00	£3,665.00	147%	Budget profile needs updating as 95% of the spend is in the season
£0	72521 Refuse Collection	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£8,869	72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£2,199.00	£270.00	£1,500.00	£969.00	65%	Budget profile needs updating as 95% of the spend is in the season
£500	72711 Fire Insurance	£600.00	£600.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72712 Engineering Insurance	£200.00	£200.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>£130,295</b>	<b>Total Premises Expenses</b>	<b>£152,100.00</b>	<b>£152,100.00</b>	<b>£97,938.00</b>	<b>£3,203.00</b>	<b>£96,350.00</b>	<b>£4,791.00</b>	<b>5%</b>	
£135	73111 Fuel	£100.00	£100.00	£91.00	£0.00	£50.00	£41.00	82%	Fuel for grass cutter, and other petrol tools like strimmers
£0	73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	0%	
£0	73222 Car Allowances - Lump Sum	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>£135</b>	<b>Total Transport Expenses</b>	<b>£1,300.00</b>	<b>£1,300.00</b>	<b>£91.00</b>	<b>£0.00</b>	<b>£650.00</b>	<b>£(559.00)</b>	<b>(86)%</b>	
£7,642	74111 Health and Safety	£15,000.00	£15,000.00	£7,000.00	£1,951.00	£7,500.00	£1,451.00	19%	Traffic cones, replaced broken man hole & drain cover, various signs, H&S works around site, single hand rails for shower block, lights, CCTV
£4,454	74114 Furniture and Equipment	£3,200.00	£3,200.00	£2,163.00	£0.00	£1,600.00	£563.00	35%	
£3,483	74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£1,038.00	£0.00	£1,000.00	£38.00	4%	
£6,316	74121 Materials For Resale	£17,000.00	£17,000.00	£5,691.00	£925.00	£8,500.00	£(1,884.00)	(22)%	Further significant spend is not likely as now through the peak season
£0	74127 General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£3,254	74131 Equipment Hire	£2,200.00	£2,200.00	£1,618.00	£0.00	£1,100.00	£518.00	47%	
£333	74213 Clothing & Uniforms	£600.00	£600.00	£427.00	£19.00	£300.00	£146.00	49%	
£329	74335 Internal Printing	£0.00	£0.00	£21.00	£0.00	£0.00	£21.00	0%	
£792	74346 External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£750	74357 Stationery	£2,000.00	£2,000.00	£906.00	£0.00	£1,000.00	£(94.00)	(9)%	
£0	74391 Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£1,050	74414 Consultants	£0.00	£0.00	£160.00	£0.00	£0.00	£160.00	0%	
£245	74491 Bank Fees	£0.00	£0.00	£990.00	£0.00	£0.00	£990.00	0%	
£31,268	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£750.00	£(750.00)	(100)%	
£0	74515 Postages	£500.00	£500.00	£0.00	£0.00	£250.00	£(250.00)	(100)%	
£1,163	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£429.00	£0.00	£600.00	£(171.00)	(29)%	

## Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site  
 Service Caravan and Camping Sites  
 Committee Communities, Leisure and Tourism



92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
£0	74537 Hardware Purchases	£0.00	£0.00	£157.00	£0.00	£0.00	£157.00	0%	
£285	74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£4	74559 Software Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	74923 Advertising	£0.00	£0.00	£775.00	£0.00	£0.00	£775.00	0%	Advert for Co-opting member of HMC
<b>£61,368</b>	<b>Total Supplies &amp; Services</b>	<b>£45,200.00</b>	<b>£45,200.00</b>	<b>£21,375.00</b>	<b>£2,895.00</b>	<b>£22,600.00</b>	<b>£1,670.00</b>	<b>7%</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>£0</b>	<b>Total Third Party Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
£330	76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>£330</b>	<b>Total Transfer Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
£42,289	78611 Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	Recharge from the Southwold Harbour Department for lease of land
<b>£42,289</b>	<b>Total Recharges/Other expenditure</b>	<b>£42,000.00</b>	<b>£42,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
<b>£395,602</b>	<b>TOTAL DIRECT EXPENDITURE</b>	<b>£442,400.00</b>	<b>£442,400.00</b>	<b>£215,343.00</b>	<b>£7,346.00</b>	<b>£220,100.00</b>	<b>£2,589.00</b>	<b>1%</b>	
<b>£(307,076)</b>	<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(161,800.00)</b>	<b>£(161,800.00)</b>	<b>£(340,883.00)</b>	<b>£7,346.00</b>	<b>£(378,000.00)</b>	<b>£44,463.00</b>	<b>(12)%</b>	
£73,500	77407 Support Charges	£79,300.00	£79,300.00	£0.00	£0.00	£0.00	£0.00	0%	Internal support services costs
<b>£73,500</b>	<b>Total Support Services</b>	<b>£79,300.00</b>	<b>£79,300.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	



Southwold Harbour - Forecast Income &amp; Expenditure for 2022/23

April 2022 to March 2023	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Mooring Fees/Harbour Dues	£(90,000.00)	£(94,000.00)	£4,000.00	Peak season is over, relatively small increase on actual to September. Easter falls into the next Financial Year.
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)	No material changes from 2021/22 regarding lease agreements.
Other Fees & Charges	£(98,143.00)	£(74,200.00)	£(23,943.00)	The forecast includes £30k of car park income which is not budgeted for.
<b>Total Income</b>	<b>£(263,143.00)</b>	<b>£(234,200.00)</b>	<b>£(28,943.00)</b>	
Employee Expenses	£89,500.00	£80,900.00	£8,600.00	Forecast is updated for pending pay award.
Transport Expenses	£400.00	£1,200.00	£(800.00)	
Premises Expenses	£19,000.00	£37,300.00	£(18,300.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£75,000.00	£53,700.00	£21,300.00	The forecast includes additional costs associated with the Harbour Revision Order and the Estuary Studies.
<b>Total Cost</b>	<b>£183,900.00</b>	<b>£173,100.00</b>	<b>£10,800.00</b>	
<b>Total Direct Income/Expenditure</b>	<b>£(79,243.00)</b>	<b>£(61,100.00)</b>	<b>£(18,143.00)</b>	
Support Recharges	£32,300.00	£2,400.00	£29,900.00	
<b>Total Indirect Income/Expenditure</b>	<b>£32,300.00</b>	<b>£2,400.00</b>	<b>£29,900.00</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£(46,943.00)</b>	<b>£(58,700.00)</b>	<b>£11,757.00</b>	

Southwold Caravan/Campsite - Forecast Income &amp; Expenditure for 2022/23

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00	Further sites vacated during the year.
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00	Fall in staycations post pandemic.
Other Fees & Charges	£(7,900.00)	£(12,200.00)	£4,300.00	
<b>Total Income</b>	<b>£(561,586.00)</b>	<b>£(604,200.00)</b>	<b>£42,614.00</b>	
Employee Expenses	£195,000.00	£201,800.00	£(6,800.00)	Vacant post during the first half of the year. This offsets the pending pay award and contract staffing costs in excess of the budget.
Transport Expenses	£200.00	£1,300.00	£(1,100.00)	
Premises Expenses	£143,000.00	£152,100.00	£(9,100.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£60,000.00	£87,200.00	£(27,200.00)	Forecasting an underspend on materials for resale
<b>Total Cost</b>	<b>£398,200.00</b>	<b>£442,400.00</b>	<b>£(44,200.00)</b>	
<b>Total Direct Income/Expenditure</b>	<b>£(163,386.00)</b>	<b>£(161,800.00)</b>	<b>£(1,586.00)</b>	
Support Recharges	£73,500.00	£79,300.00	£(5,800.00)	
<b>Total Indirect Income/Expenditure</b>	<b>£73,500.00</b>	<b>£79,300.00</b>	<b>£(5,800.00)</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£(89,886.00)</b>	<b>£(82,500.00)</b>	<b>£(7,386.00)</b>	

Southwold Harbour and Southwold Caravan/Campsite - Forecast Income &amp; Expenditure for 2022/23

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(90,000.00)	£(94,000.00)	£4,000.00
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00
Other Fees & Charges	£(64,043.00)	£(44,400.00)	£(19,643.00)
<b>Total Income</b>	<b>£(782,729.00)</b>	<b>£(796,400.00)</b>	<b>£13,671.00</b>
Employee Expenses	£284,500.00	£282,700.00	£1,800.00
Transport Expenses	£600.00	£2,500.00	£(1,900.00)
Premises Expenses	£162,000.00	£189,400.00	£(27,400.00)
Supplies & Services	£93,000.00	£98,900.00	£(5,900.00)
<b>Total Cost</b>	<b>£540,100.00</b>	<b>£573,500.00</b>	<b>£(33,400.00)</b>
<b>Total Direct Income/Expenditure</b>	<b>£(242,629.00)</b>	<b>£(222,900.00)</b>	<b>£(19,729.00)</b>
Support Recharges (Year End Charge)	£105,800.00	£81,700.00	£24,100.00
<b>Total Indirect Income/Expenditure</b>	<b>£105,800.00</b>	<b>£81,700.00</b>	<b>£24,100.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(136,829.00)</b>	<b>£(141,200.00)</b>	<b>£4,371.00</b>



## Southwold Harbour Management Committee

### Work Programme

Induction Session 1 July 2021	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Training Session</li> <li>• Code of conduct</li> <li>• ESC Overview</li> <li>• Harbour Tour</li> </ul>
8 July 2021	<ul style="list-style-type: none"> <li>• Election of Chair and Deputy Chair</li> <li>• Co-opted Members Allowances</li> <li>• Calendar of Meetings</li> <li>• Advisory Group – approve public notices</li> <li>• Harbour Undertaking and assets included</li> </ul>
23 September 2021	<ul style="list-style-type: none"> <li>• Establishment of the Advisory Group</li> <li>• Annual Report and Accounts</li> <li>• EXEMPT: Southwold Harbour Investment Plan – Update</li> <li>• Work Programme</li> </ul>
11 November 2021	<ul style="list-style-type: none"> <li>• Appointments to Working Groups and their TOR</li> <li>• EXEMPT: Review of Caravan Site Development Report</li> <li>• EXEMPT: Asset List</li> <li>• Health and Safety</li> <li>• Budget Monitoring Report</li> <li>• Work Programme</li> <li>• To agree date of future meeting – 10 March 2022</li> </ul>
27 January 2022	<ul style="list-style-type: none"> <li>• Draft Budget 2022/23</li> <li>• EXEMPT: Asset Rental Summary and Proposed Future Reviews</li> <li>• Recruitment of Southwold Harbour and Asset Manager</li> <li>• To agree future meeting dates – 5 May and 14 July</li> <li>• Work Programme</li> </ul>
10 March 2022	<ul style="list-style-type: none"> <li>• Harbour Revision Order process – Presentation from Lara Moore</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Arrangements for the SAG meetings</li> <li>• Update on H&amp;S issues and compliance</li> <li>• Work Programme</li> <li>• To propose future meeting dates of 22 September and 3 November 2022, both at Stella Peskett Millennium Hall</li> </ul>
5 May 2022	Meeting Postponed.

14 July 2022	<ul style="list-style-type: none"> <li>• Election of Chairman and Vice Chairman for 2022/23</li> <li>• Annual Report and Accounts</li> <li>• Staffing Update: General Manager and Designated Person</li> <li>• Draft Budget Monitoring Report Q4 2021/22</li> <li>• Harbour Revision Order (HRO)</li> <li>• Caravan Site Update</li> <li>• Co-opted Member Mike Pickles Term of Office</li> <li>• Appointment of a substitute for Southwold Town Council on the Stakeholder Advisory Group</li> <li>• Appointment on behalf of Blythburgh Parish Council to the Stakeholder Advisory Group</li> <li>• Work Programme</li> </ul>
22 September 2022	<ul style="list-style-type: none"> <li>• Royal Haskoning Report – Final Recommendations</li> <li>• Southwold Caravan Site Consultation</li> <li>• Harbour Revision Order</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
20 October 2022	<ul style="list-style-type: none"> <li>• Harbour Revision Order Update</li> <li>• Mid-Year Budget Monitoring Report 2022/23</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
24 November 2022 Possible Annual Meeting?	<ul style="list-style-type: none"> <li>• Southwold Caravan Site Consultation Feedback</li> <li>• Schedule of Charges 2023/24</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
12 January 2023	<ul style="list-style-type: none"> <li>• Quarter 3 Budget Monitoring Report 2022/23</li> <li>• Business Plan</li> <li>• Review of co-optee allowances</li> <li>• Draft Budget for 2023/24</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
9 March 2023	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
June 2023	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> </ul>

	<ul style="list-style-type: none"> <li>• Work Programme</li> <li>•</li> </ul>
July 2023	<ul style="list-style-type: none"> <li>• Election of Chairman and Vice Chairman for 2023/24</li> <li>• Co-opted Member Richard Musgrove Term of Office</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

Other matters:

Report from ABP Mer on Harbour Audit (timeline to be confirmed)

An informal Annual Meeting needs to be convened once a year, with SAG Members being invited.

Harbour and Asset Manager to be invited to first meeting after appointed.

To review the post of Southwold Harbour and Asset Manager once in post for a year.