

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 18 January 2024

Subject	Quarter 3 Budget Monitoring Report 2023/24
Supporting Kerry Blair Officer Head of Operations kerry.blair@eastsuffolk.gov.uk	
	Sandie Palmer Finance Business Partner <u>Sandie.palmer@eastsuffolk.gov.uk</u>
Strategic Director	Kate Blakemore Strategic Director <u>Kate.blakemore@eastsuffolk.gov.uk</u>

Is the report Open or Exempt?	OPEN
Category of Exempt	Not applicable
Information and reason why it	
is NOT in the public interest to	
disclose the exempt	
information.	

Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with the quarter 3 (Q3) overview of financial performance against approved budgets for 2023/24.

Recommendation:

That having reviewed the Q3 Budget Monitoring Report 2023/24, the Committee report 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 Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	
T02	Enabling our Communities	
Т03	Maintaining Financial Sustainability	
т04	Delivering Digital Transformation	
Т05	Caring for our Environment	

Background and Justification for Recommendation

1	Background facts
1.1	 The Terms of Reference of the Harbour Management Committee state that the Committee will; monitor performance against approved budgets and take appropriate action where this is required, and make a six monthly and annual report to the Cabinet reporting on performance against budget.

2	Current position				
2.1	A Q3 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 Q3 position.				
2.2	Southwold Harbour Income				
	1 April 2022 22 August 2022	Actuals + Commitment	Pudgot	Variance	
	1 April 2023 – 23 August 2023	S	Budget		
	Mooring Fees/Harbour Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)	
	Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)	
	Other Fees & Charges	£(38,214.00)	£(20,382.00)	£(17,832.00)	
	Total Income	£(209,104.00)	£(158,162.00)	£(50,942.00)	
		Actuals +			
	1 April to 23 August 2023	Commitments	Budget	Variance	
	Employee Expenses	£111,189.00	£88,875.00	£22,314.00	
	Transport Expenses	£(2,324.00)	£900.00	£(3,224.00)	
	Premises Expenses	£22,125.00	£56,450.00	£(34,325.00)	
	Supplies & Services	£97,024.00	£39,750.00	£57,274.00	
	Total Cost	£228,014.00	£185,975.00	£42,039.00	
	The mid-year expenditure position for the Harbour shows an overspend of £42k.				
2.4	Southwold Harbour Net Position				
	The below table brings together t	ha diract incoma	and expenditure		

	1 April 2023 – 23 August 2023	Actuals + Commitmen ts	Budget	Variance
	Mooring Fees/Harbour		Buuget	
	Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)
	Property Lettings	£(96,881.00) £(74,009.00)		£(7,881.00) £(25,229.00)
	Other Fees & Charges			
	Total Income	£(38,214.00)		£(17,832.00)
		£(209,104.00)	£(158,162.00)	£(50,942.00)
		C111 180 00		622 214 00
	Employee Expenses	£111,189.00		£22,314.00
	Transport Expenses Premises Expenses	£(2,324.00)		£(3,224.00)
		£22,125.00		£(34,325.00)
	Supplies & Services Total Cost	£97,024.00		£57,274.00
		£228,014.00	£185,975.00	£42,039.00
	Total Direct			
	Income/Expenditure	£18,910.00	£27,813.00	£(8,903.00)
5	Southwold Caravan and Car	npsite Income		
		Actuals +		
	1 April 2023 – 23 August	Commitment		
	2023	s	Budget	Variance
	Static Caravan Fees	£(290,186.49)		£6,813.51
	Touring Fees	£(376,734.00)		£(81,734.00)
	Other Fees & Charges	£(12,843.00)		£(3,693.00)
		£(679,763.49)		
	Total Income	2(075,705.45)	£(601,150.00)	L(76,013.49,
6	The mid-year income position budget for the year to date b	on for the Carava by £79k.	an and Campsite	
6	The mid-year income position	on for the Carava by £79k. npsite Expenditu	an and Campsite	
6	The mid-year income position budget for the year to date I Southwold Caravan and Car	on for the Carava by £79k. npsite Expendito Actuals +	an and Campsite	
5	The mid-year income position budget for the year to date a Southwold Caravan and Car 1 April 2023 – 23 August	on for the Carava by £79k. npsite Expendito Actuals + Commitmen	an and Campsite	e shows income is o
ō	The mid-year income position budget for the year to date I Southwold Caravan and Car	on for the Carava by £79k. npsite Expendito Actuals +	an and Campsite	
5	The mid-year income position budget for the year to date a Southwold Caravan and Car 1 April 2023 – 23 August 2023	on for the Carava by £79k. npsite Expendito Actuals + Commitmen ts	an and Campsite	e shows income is o
6	The mid-year income position budget for the year to date in Southwold Caravan and Car 1 April 2023 – 23 August 2023 Employee Expenses	on for the Carava by £79k. npsite Expendito Actuals + Commitmen	an and Campsite	variance £35,475.00
5	The mid-year income position budget for the year to date a Southwold Caravan and Car 1 April 2023 – 23 August 2023	on for the Carava by £79k. npsite Expendito Actuals + Commitmen ts	an and Campsite	e shows income is o
<u> </u>	The mid-year income position budget for the year to date in Southwold Caravan and Car 1 April 2023 – 23 August 2023 Employee Expenses	on for the Carava by £79k. mpsite Expendito Actuals + Commitmen ts £210,825.00	an and Campsite ure Budget £175,350.00	variance £35,475.00
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	The mid-year income position budget for the year to date in Southwold Caravan and Car 1 April 2023 – 23 August 2023 Employee Expenses Transport Expenses Premises Expenses Supplies & Services	on for the Carava by £79k. mpsite Expendito Actuals + Commitmen ts £210,825.00 £1,515.00 £148,538.00 £63,908.00	an and Campsite Jre Budget £175,350.00 £975.00 £111,300.00 £33,900.00	e shows income is o Variance £35,475.00 £540.00 £37,238.00 £30,008.00
5	The mid-year income position budget for the year to date in Southwold Caravan and Car 1 April 2023 – 23 August 2023 Employee Expenses Transport Expenses Premises Expenses Supplies & Services	on for the Carava by £79k. mpsite Expendito Actuals + Commitmen ts £210,825.00 £1,515.00 £148,538.00 £63,908.00 £424,786.00	an and Campsite Jre Budget £175,350.00 £975.00 £111,300.00 £33,900.00 £321,525.00	e shows income is o Variance £35,475.00 £540.00 £37,238.00 £30,008.00

	Actuals + Commitment		
1 April 2023 – 23 August 2023	S	Budget	Variance
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00
Other Fees & Charges	£(12,843.00)	£(9,150.00)	£(3,693.00
Total Income	£(679,763.49)	£(601,150.00)	£(78,613.49
Employee Expenses	£210,825.00	£175,350.00	£35,475.00
Transport Expenses	£1,515.00	£975.00	£540.00
Premises Expenses	£148,538.00	£111,300.00	£37,238.00
Supplies & Services	£63,908.00	£33,900.00	£30,008.00
Total Cost	£424,786.00	£321,525.00	£103,261.00
Total Direct Income/Expenditure	£(254,977.49)	£(279,625.00)	£24,647.5
Caravan and Camping Site. This s and expenditure of £16k. As refe and Campsite is underperforming	renced in Section	2.7, the income	e at the Caravan
and expenditure of £16k. As refe and Campsite is underperforming	renced in Section	2.7, the income	e at the Caravan
and expenditure of £16k. As refe	renced in Section against the budg Actuals +	2.7, the income	e at the Caravan
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and expenditure of £16k. As refe and Campsite is underperforming 1 April 2023 – 23 August 2023 Mooring Fees Property Lettings Static Caravan Fees Touring Fees	renced in Section against the budg Actuals + Commitment s £(96,881.00) £(74,009.00) £(290,186.49) £(376,734.00)	2.7, the income get for the year t Budget £(89,000.00) £(48,780.00) £(297,000.00) £(295,000.00)	e at the Caravan to date by £25k Variance £(7,881.00) £(25,229.00) £6,813.51 £(81,734.00)
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and expenditure of £16k. As refe and Campsite is underperforming 1 April 2023 – 23 August 2023 Mooring Fees Property Lettings Static Caravan Fees Touring Fees Other Fees & Charges Total Income Employee Expenses Transport Expenses Premises Expenses Supplies & Services Total Direct Income/Expenditure Support Recharges (Year End	renced in Section against the budg Actuals + Commitment s £(96,881.00) £(74,009.00) £(290,186.49) £(376,734.00) £(51,057.00) £(376,734.00) £(51,057.00) £(322,014.00) £(888,867.49) £322,014.00 £(809.00) £170,663.00 £160,932.00 £652,800.00 £652,800.00	2.7, the income get for the year to Budget £(89,000.00) £(48,780.00) £(297,000.00) £(295,000.00) £(295,000.00) £(295,32.00) £167,750.00 £167,750.00 £507,500.00 £507,500.00	e at the Caravan to date by £25k. Variance £(7,881.00) £(25,229.00) £6,813.51 £(81,734.00) £(21,525.00) £(129,555.49) £57,789.00 £(2,684.00) £2,913.00 £87,282.00 £145,300.00

	TOTAL INCOME STATEMENT	£(236,067.49)	£(251,812.00)	£15,744.51
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3	How to address current situation
3.1	Appendix C includes a year-end forecast position as at the end of Quarter 3 for Southwold Harbour and the Caravan and Camping Site.
3.2	The overall net position is expected to be a £2k deficit variance against budget.

4	Reason 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:	
Appendix A	2023-24 Q4 Budget Monitoring Summary
Appendix B	2023-24 Q4 Budget Monitoring Detailed Schedule for Southwold
	Harbour
Appendix C	2023-24 Q4 Budget Monitoring Detailed Schedule for Southwold
	Caravan and Camp Site
Appendix D	2023-24 Year End Position Forecast

Background reference papers: None.