



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 John Ogden
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, 12 January 2023 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 agree as a correct record the minutes of the meeting held on 24 November 2022.

1 - 4

| | | Pages |
|---|---|---------|
| 4 | Quarter 3 Budget Monitoring Report 2022/23 ES/1413 To consider the Quarter 3 Budget Monitoring Report 2022/23 | 5 - 22 |
| 5 | Draft Budget 2023/2024 ES/1411 To consider the Draft Budget for 2023/2024 | 23 - 34 |
| 6 | Marine Safety Management System ES/1412 To consider the Marine Safety Management System | 35 - 82 |
| 7 | Work Programme To consider the Southwold Harbour Management Committee's forward work programme | 83 - 83 |
| 8 | Date of Next Meeting To note the date of the next meeting as 9 March 2023 | |
| 9 | Exempt/Confidential Items It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act. | |

Part Two – Exempt/Confidential

| | Pages |
|-----------|--|
| 10 | Exempt Minutes of meeting |
| | <ul style="list-style-type: none">Information relating to the financial or business affairs of any particular person (including the authority holding that information). |

Close



Chris Bally, Chief Executive

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Unconfirmed



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millenium Hall, on **Thursday, 24 November 2022 at 5:00 PM**

Members of the Sub-Committee present:

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

Other Members present:

Councillor David Beavan

Officers present: Alastair McFarlane (General Manager, Southwold Harbour), Lorraine Rogers (Deputy Chief Finance Officer), Alli Stone (Democratic Services Officer), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies were received from Councillor Maurice Cook, Mike Pickles and John Ogden.

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes

RESOLVED

That the minutes of the meeting held on 20 October 2022 be agreed as correct and signed by the Chairman.

4 Projects Identified by the Compliance Working Group

The General Manager introduced report **ES/1353** which summarised projects which had been identified by the Committee's Compliance Working Group.

The General Manager summarised the risks which had been identified by the working group. Risks were mainly around the fisherman's compound, road and pathways, vehicles, boat movements in the harbour and lighting. Some of these issues would be

easier and quicker to address than others due to the need to involve the Environment Agency and restrictions around the road use.

Regarding lighting in the harbour, there was not a legal requirement to have any further lighting and the General Manager asked the committee if they would like to install any further lighting as the units were more expensive than expected. The Committee agreed that this money could be better spent on more urgent issues as lighting was a lower priority.

There was some discussion about the use of the riverbanks as a pathway which the Environment Agency stated were not safe for walking on. Richard Musgrove stated that as the riverbanks were included in the harbour lands the Environment Agency did not have the ability to close them.

Regarding boat movements, David Gledhill suggested restricting boat movements to certain times of day as other small harbours did. Southwold could adopt this strategy and restrict movements to a time period either side of the high tide. Whilst there was a need to preserve the feeling of the harbour, there was a need to ensure the harbour was a safe place for visitors and businesses.

There being no further questions, on the proposal of Richard Musgrove and seconded by Councillor Smith it was

RESOLVED

That the Harbour Management Committee approve ongoing work relating to the projects.

5 Southwold Harbour Management Committee – Schedule of Charges 2023/24

The Chairman introduced report ES/1354 which set out the schedule of charges and dues for the Harbour and the fees and charges for the Campsite and Caravan Site for 2023/24.

Councillor Ritchie stated that the Council took a commercial approach to setting fees and charges as well as taking into account its own key principles. This included benchmarking and an expectation that fees would increase by at least 5% to ensure some level of cost recovery, when inflation was currently running at 11.1%.

Councillor Ritchie advised that income generation from the Harbour and the Caravan and Camping site was ringfenced for the Harbour account. Following discussion at today's meeting, fees and charges will be considered by the Cabinet at its meeting in January, with the new fees to take effect from 1 April 2023.

The General Manager added that rates for fisherman had been kept lower than the rate of inflation, as had static caravans, but costs for visitors had increased along with the rate of inflation.

David Gledhill asked if any comparison was made with similar facilities in the area. The General Manager stated that some comparison had been done although caravan fees had been decided much earlier on due to people wanting to book ahead. Southwold did not have facilities which compared to other areas and so benchmarking was difficult. Ultimately the decision was taken to ensure harbour could be sustainable.

Councillor Beavan asked what the average increase was, and whether this was in line with RPI. The General Manager stated that all fees had generally gone up by RPI or less, apart from odd smaller charges such as window cleaning which did not often apply. Electricity charges in the caravan site had been changed to a lower standing charge and then a unit price on top of that for actual useage to make charges more equitable and in line with Ofgem guidance.

There being no further questions, on the proposal of Councillor Smith and seconded by David Gledhill it was

RESOLVED

1. That having commented upon the proposed annual schedule of charges and dues for the Harbour for 2023/24 attached as Appendix A, these be recommended to Cabinet for approval.
2. That having commented upon the proposed fees and charges for the Campsite and Caravan Site for 2023/24 attached as Appendix B, these be recommended to Cabinet for approval.

6 Update from the Committee's Working Groups

The working groups had provided an update at the Annual Meeting of the Harbour Management Committee and there was nothing further to add.

7 Update from the Stakeholder Advisory Group

Councillor Beavan gave an update on behalf of the Advisory Group.

The group felt they were working well with the General Manager and Committee, although there were still concerns about the Harbour Revision Order and land ownership in the Caravan and Campsite which needed to be resolved.

8 Work Programme

The Committee noted the forward work programme. It was noted that the June meeting might change due to elections and clashes with other meetings.

9 Dates of Next Meeting

The dates of the next meetings were noted as 12 January 2023 and 9 March 2023.

10 Exempt/Confidential Items

On the proposition of Councillor Ritchie, seconded by Councillor Rivett it was

RESOLVED

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

11 Proposed Capital Expenditure and Budget Allocation 2023/24

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 5.47pm.

.....
Chairman



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 12 January 2023

| | |
|---------------------------|---|
| Subject | QUARTER 3 BUDGET MONITORING REPORT 2022/23 |
| Supporting Officer | Lorraine Rogers Deputy Chief Finance Officer lorraine.rogers@eastsoffolk.gov.uk |

| | |
|-------------------------------|------|
| Is the report Open or Exempt? | OPEN |
|-------------------------------|------|

| | |
|---|-----------|
| Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information. | N/A |
| Wards Affected: | Southwold |

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with an overview of financial performance against approved budgets as at Quarter 3 for 2022/23.

Recommendation:

That having reviewed financial performance against approved budgets as at Quarter 3 for 2022/23, the Committee notes the report.

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 | <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 | 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. | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Current position | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | A Quarter 3 monitoring summary for Southwold Harbour, the Caravan Site and Campsite, 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 Quarter 3 position. | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2 | <div>Southwold Harbour Income</div> <table><tr><th>April to December 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Mooring Fees/Harbour Dues</td><td>£(94,144.00)</td><td>£(89,000.00)</td><td>£(5,144.00)</td></tr><tr><td>Property Lettings</td><td>£(62,271.00)</td><td>£(48,780.00)</td><td>£(13,491.00)</td></tr><tr><td>Other Fees & Charges</td><td>£(32,416.00)</td><td>£(20,382.00)</td><td>£(12,034.00)</td></tr><tr><td>Total Income</td><td>£(188,831.00)</td><td>£(158,162.00)</td><td>£(30,669.00)</td></tr></table> <p>The Quarter 3 income position shows the Harbour £30k ahead of budget for the year. This has not changed significantly from the mid-year position. This includes £18k of income received in advance of Quarter 4, 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 £12k, but this is offset by an overspend on materials held for resale (Section 2.3).</p> | April to December 2022 | Actuals + Commitments | Budget | Variance | Mooring Fees/Harbour Dues | £(94,144.00) | £(89,000.00) | £(5,144.00) | Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) | Other Fees & Charges | £(32,416.00) | £(20,382.00) | £(12,034.00) | Total Income | £(188,831.00) | £(158,162.00) | £(30,669.00) | | | | |
| April to December 2022 | Actuals + Commitments | Budget | Variance | | | | | | | | | | | | | | | | | | | | | | |
| Mooring Fees/Harbour Dues | £(94,144.00) | £(89,000.00) | £(5,144.00) | | | | | | | | | | | | | | | | | | | | | | |
| Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) | | | | | | | | | | | | | | | | | | | | | | |
| Other Fees & Charges | £(32,416.00) | £(20,382.00) | £(12,034.00) | | | | | | | | | | | | | | | | | | | | | | |
| Total Income | £(188,831.00) | £(158,162.00) | £(30,669.00) | | | | | | | | | | | | | | | | | | | | | | |
| 2.3 | <div>Southwold Harbour Expenditure</div> <table><tr><th>April to December 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Employee Expenses</td><td>£74,790.25</td><td>£60,450.00</td><td>£14,340.25</td></tr><tr><td>Transport Expenses</td><td>£916.00</td><td>£900.00</td><td>£16.00</td></tr><tr><td>Premises Expenses</td><td>£22,105.00</td><td>£28,950.00</td><td>£(6,845.00)</td></tr><tr><td>Supplies & Services</td><td>£51,352.00</td><td>£33,150.00</td><td>£18,202.00</td></tr><tr><td>Total Cost</td><td>£149,163.25</td><td>£123,450.00</td><td>£25,713.25</td></tr></table> <p>The Quarter 3 expenditure position for the Harbour shows an overspend of £26k but this is expected to be managed within the overall expenditure budgets for the year.</p> <p>Employee Costs – the £14k overspend to date is due to overtime of Harbour staff during the peak period and current year pay awards.</p> | April to December 2022 | Actuals + Commitments | Budget | Variance | Employee Expenses | £74,790.25 | £60,450.00 | £14,340.25 | Transport Expenses | £916.00 | £900.00 | £16.00 | Premises Expenses | £22,105.00 | £28,950.00 | £(6,845.00) | Supplies & Services | £51,352.00 | £33,150.00 | £18,202.00 | Total Cost | £149,163.25 | £123,450.00 | £25,713.25 |
| April to December 2022 | Actuals + Commitments | Budget | Variance | | | | | | | | | | | | | | | | | | | | | | |
| Employee Expenses | £74,790.25 | £60,450.00 | £14,340.25 | | | | | | | | | | | | | | | | | | | | | | |
| Transport Expenses | £916.00 | £900.00 | £16.00 | | | | | | | | | | | | | | | | | | | | | | |
| Premises Expenses | £22,105.00 | £28,950.00 | £(6,845.00) | | | | | | | | | | | | | | | | | | | | | | |
| Supplies & Services | £51,352.00 | £33,150.00 | £18,202.00 | | | | | | | | | | | | | | | | | | | | | | |
| Total Cost | £149,163.25 | £123,450.00 | £25,713.25 | | | | | | | | | | | | | | | | | | | | | | |

| | <p>Premises Costs – Planned maintenance is less than budgeted to the end of December.</p> <p>Supplies and Services – there is £18k overspend in this area as at December. This is due to the spend on diesel for resale being ahead of the budget profile by £12k. As in previous years, it is anticipated the additional cost of diesel will be offset by additional resale income.</p> <p>There are also costs which were not in the original budget. This includes the Harbour Revise Order Application fee and the Estuary study.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|------------------------|-----------------------|--------|----------|---------------------------|---------------|---------------|-------------|-------------------|---------------|---------------|--------------|----------------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|-------------------|------------|------------|------------|--------------------|---------|---------|--------|-------------------|------------|------------|-------------|---------------------|------------|------------|------------|------------|-------------|-------------|------------|--|--|--|--|---------------------------------|--------------|--------------|-------------|
| 2.4 | <p>Southwold Harbour Net Position</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 £5k against the budget for the year to the end of December. This indicates the account is within the overall budget to date.</p> <table><tr><th>April to December 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Mooring Fees/Harbour Dues</td><td>£(94,144.00)</td><td>£(89,000.00)</td><td>£(5,144.00)</td></tr><tr><td>Property Lettings</td><td>£(62,271.00)</td><td>£(48,780.00)</td><td>£(13,491.00)</td></tr><tr><td>Other Fees & Charges</td><td>£(32,416.00)</td><td>£(20,382.00)</td><td>£(12,034.00)</td></tr><tr><td>Total Income</td><td>£(188,831.00)</td><td>£(158,162.00)</td><td>£(30,669.00)</td></tr><tr><td>Employee Expenses</td><td>£74,790.25</td><td>£60,450.00</td><td>£14,340.25</td></tr><tr><td>Transport Expenses</td><td>£916.00</td><td>£900.00</td><td>£16.00</td></tr><tr><td>Premises Expenses</td><td>£22,105.00</td><td>£28,950.00</td><td>£(6,845.00)</td></tr><tr><td>Supplies & Services</td><td>£51,352.00</td><td>£33,150.00</td><td>£18,202.00</td></tr><tr><td>Total Cost</td><td>£149,163.25</td><td>£123,450.00</td><td>£25,713.25</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Direct Income/Expenditure</td><td>£(39,667.75)</td><td>£(34,712.00)</td><td>£(4,955.75)</td></tr></table> | April to December 2022 | Actuals + Commitments | Budget | Variance | Mooring Fees/Harbour Dues | £(94,144.00) | £(89,000.00) | £(5,144.00) | Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) | Other Fees & Charges | £(32,416.00) | £(20,382.00) | £(12,034.00) | Total Income | £(188,831.00) | £(158,162.00) | £(30,669.00) | Employee Expenses | £74,790.25 | £60,450.00 | £14,340.25 | Transport Expenses | £916.00 | £900.00 | £16.00 | Premises Expenses | £22,105.00 | £28,950.00 | £(6,845.00) | Supplies & Services | £51,352.00 | £33,150.00 | £18,202.00 | Total Cost | £149,163.25 | £123,450.00 | £25,713.25 | | | | | Total Direct Income/Expenditure | £(39,667.75) | £(34,712.00) | £(4,955.75) |
| April to December 2022 | Actuals + Commitments | Budget | Variance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mooring Fees/Harbour Dues | £(94,144.00) | £(89,000.00) | £(5,144.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Fees & Charges | £(32,416.00) | £(20,382.00) | £(12,034.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Income | £(188,831.00) | £(158,162.00) | £(30,669.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Expenses | £74,790.25 | £60,450.00 | £14,340.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transport Expenses | £916.00 | £900.00 | £16.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premises Expenses | £22,105.00 | £28,950.00 | £(6,845.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplies & Services | £51,352.00 | £33,150.00 | £18,202.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Cost | £149,163.25 | £123,450.00 | £25,713.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Direct Income/Expenditure | £(39,667.75) | £(34,712.00) | £(4,955.75) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.5 | <p>Southwold Caravan and Campsite Income</p> <table><tr><th>April to December 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Static Caravan Fees</td><td>£(290,877.26)</td><td>£(297,000.00)</td><td>£6,122.74</td></tr><tr><td>Touring Fees</td><td>£(327,409.11)</td><td>£(295,000.00)</td><td>£(32,409.11)</td></tr><tr><td>Other Fees & Charges</td><td>£(9,759.00)</td><td>£(9,150.00)</td><td>£(609.00)</td></tr><tr><td>Total Income</td><td>£(628,045.37)</td><td>£(601,150.00)</td><td>£(26,895.37)</td></tr></table> <p>As at Quarter 3, the income position for the Caravan Site and Campsite shows income to be in excess of the budget for the year to date by £27k. The budget does include an allowance for empty static sites, but additional sites have become vacant during the year.</p> <p>Mid-year budget monitoring reported touring income less than the budget, but Quarter 3 now shows an improved position.</p> | April to December 2022 | Actuals + Commitments | Budget | Variance | Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 | Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) | Other Fees & Charges | £(9,759.00) | £(9,150.00) | £(609.00) | Total Income | £(628,045.37) | £(601,150.00) | £(26,895.37) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April to December 2022 | Actuals + Commitments | Budget | Variance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Fees & Charges | £(9,759.00) | £(9,150.00) | £(609.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Income | £(628,045.37) | £(601,150.00) | £(26,895.37) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.6 Southwold Caravan and Campsite Expenditure

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|------------------------|-----------------------|--------------------|----------------|
| Employee Expenses | £162,648.38 | £150,750.00 | £11,898.38 |
| Transport Expenses | £552.00 | £975.00 | £(423.00) |
| Premises Expenses | £115,417.00 | £124,500.00 | £(9,083.00) |
| Supplies & Services | £32,100.00 | £33,900.00 | £(1,800.00) |
| Total Cost | £310,717.38 | £310,125.00 | £592.38 |

The Quarter 3 position on expenditure for the Caravan Site and Campsite is in line with the budget.

Employee Costs – direct staffing costs are underspend to December by £17k due to a vacant post held in the establishment which is now filled – Southwold Harbour Manager. This underspend has been offset by contractor costs for cleaning and security, which has exceeded the budget to date by £36k. This budget will be increased from next year as the current budget of £20k is not sufficient based on actual annual spend.

Premises Costs – the underspend to date relates to utility costs. Whilst utility costs have increased significantly, the electricity budget is in excess of what is required. This budget will be re-visited for 2023/24 budget setting.

2.7 Southwold Caravan and Campsite Net Position

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 Site and Campsite, a surplus of £26k against the budget for the year to December. This is attributable to the income position being more than budgeted for the touring fee income.

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|--|-----------------------|----------------------|---------------------|
| Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 |
| Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) |
| Other Fees & Charges | £(9,759.00) | £(9,150.00) | £(609.00) |
| Total Income | £(628,045.37) | £(601,150.00) | £(26,895.37) |
| Employee Expenses | £162,648.38 | £150,750.00 | £11,898.38 |
| Transport Expenses | £552.00 | £975.00 | £(423.00) |
| Premises Expenses | £115,417.00 | £124,500.00 | £(9,083.00) |
| Supplies & Services | £32,100.00 | £33,900.00 | £(1,800.00) |
| Total Cost | £310,717.38 | £310,125.00 | £592.38 |
| | | | |
| Total Direct Income/Expenditure | £(317,328.00) | £(291,025.00) | £(26,303.00) |

2.8

Combined Net Position

This table brings together the Quarter 3 position for both the Harbour and the Caravan Site and Campsite. This shows an overall surplus position on direct income and expenditure of £31k. As mentioned in Section 2.2 there is £18k of income in advance of Quarter 4 included in the figures which would reduce the surplus position to £13k.

Section 3.2 provides an updated year-end forecast position.

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|---------------------------------|-----------------------|---------------|--------------|
| Mooring Fees | £(94,144.00) | £(89,000.00) | £(5,144.00) |
| Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) |
| Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 |
| Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) |
| Other Fees & Charges | £(42,175.00) | £(29,532.00) | £(12,643.00) |
| Total Income | £(816,876.37) | £(759,312.00) | £(57,564.37) |
| Employee Expenses | £237,438.63 | £211,200.00 | £26,238.63 |
| Transport Expenses | £1,468.00 | £1,875.00 | £(407.00) |
| Premises Expenses | £137,522.00 | £153,450.00 | £(15,928.00) |
| Supplies & Services | £83,452.00 | £67,050.00 | £16,402.00 |
| Total Cost | £459,880.63 | £433,575.00 | £26,305.63 |
| | | | |
| Total Direct Income/Expenditure | £(356,995.75) | £(325,737.00) | £(31,258.75) |

| 3 How to address current situation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------------|--------------------------------|--|-------------------|-----------------|--------------------------------|--------------|--------------|--------------|-------|-------------------|--------------|--------------|-------------|---------------------|---------------|---------------|-----------|--------------|---------------|---------------|--------------|----------------------|--------------|--------------|--------------|---------------------|----------------------|----------------------|---------------------|
| 3.1 | <p>Appendix C includes a year-end forecast position as at 31 December 2022 for the Southwold Harbour and the Caravan Site and Campsite.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | <p>The table below provides a year-end forecast of the combined position for the Harbour and the Caravan Site and Campsite. This is based on the Quarter 3 position, known commitments for the remainder of the year and prior year trends.</p> <p>Southwold Harbour and the Caravan Site and Campsite Forecast Position 2022/23</p> <table> <tr> <th></th><th>Forecast for year</th><th>Budget for Year</th><th>Forecast Variance for the Year</th></tr> <tr> <td>Mooring Fees</td><td>£(94,000.00)</td><td>£(94,000.00)</td><td>£0.00</td></tr> <tr> <td>Property Lettings</td><td>£(75,000.00)</td><td>£(66,000.00)</td><td>£(9,000.00)</td></tr> <tr> <td>Static Caravan Fees</td><td>£(290,877.00)</td><td>£(297,000.00)</td><td>£6,123.00</td></tr> <tr> <td>Touring Fees</td><td>£(327,400.00)</td><td>£(295,000.00)</td><td>£(32,400.00)</td></tr> <tr> <td>Other Fees & Charges</td><td>£(66,143.00)</td><td>£(44,400.00)</td><td>£(21,743.00)</td></tr> <tr> <td>Total Income</td><td>£(853,420.00)</td><td>£(796,400.00)</td><td>£(57,020.00)</td></tr> </table> | | | | Forecast for year | Budget for Year | Forecast Variance for the Year | Mooring Fees | £(94,000.00) | £(94,000.00) | £0.00 | Property Lettings | £(75,000.00) | £(66,000.00) | £(9,000.00) | Static Caravan Fees | £(290,877.00) | £(297,000.00) | £6,123.00 | Touring Fees | £(327,400.00) | £(295,000.00) | £(32,400.00) | Other Fees & Charges | £(66,143.00) | £(44,400.00) | £(21,743.00) | Total Income | £(853,420.00) | £(796,400.00) | £(57,020.00) |
| | Forecast for year | Budget for Year | Forecast Variance for the Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mooring Fees | £(94,000.00) | £(94,000.00) | £0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property Lettings | £(75,000.00) | £(66,000.00) | £(9,000.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Static Caravan Fees | £(290,877.00) | £(297,000.00) | £6,123.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Touring Fees | £(327,400.00) | £(295,000.00) | £(32,400.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Fees & Charges | £(66,143.00) | £(44,400.00) | £(21,743.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Income | £(853,420.00) | £(796,400.00) | £(57,020.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|-------------------|--------------|-------------|-----------|--------------------|-----------|-----------|-----------|-------------------|-------------|-------------|--------------|---------------------|------------|------------|-------------|------------|-------------|-------------|--------------|--|--|--|--|---------------------------------|---------------|---------------|--------------|--|--|--|--|-------------------------------------|-------------|------------|------------|--|--|--|--|-----------------------------------|-------------|------------|------------|--|--|--|--|------------------------|---------------|---------------|--------------|
| | <table><tr><td>Employee Expenses</td><td>£292,203.00</td><td>£282,700.00</td><td>£9,503.00</td></tr><tr><td>Transport Expenses</td><td>£1,700.00</td><td>£2,500.00</td><td>£(800.00)</td></tr><tr><td>Premises Expenses</td><td>£168,000.00</td><td>£189,400.00</td><td>£(21,400.00)</td></tr><tr><td>Supplies & Services</td><td>£89,700.00</td><td>£98,900.00</td><td>£(9,200.00)</td></tr><tr><td>Total Cost</td><td>£551,603.00</td><td>£573,500.00</td><td>£(21,897.00)</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Direct Income/Expenditure</td><td>£(301,817.00)</td><td>£(222,900.00)</td><td>£(78,917.00)</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Support Recharges (Year End Charge)</td><td>£105,600.00</td><td>£81,700.00</td><td>£23,900.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Indirect Income/Expenditure</td><td>£105,600.00</td><td>£81,700.00</td><td>£23,900.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>TOTAL INCOME STATEMENT</td><td>£(196,217.00)</td><td>£(141,200.00)</td><td>£(55,017.00)</td></tr></table> | Employee Expenses | £292,203.00 | £282,700.00 | £9,503.00 | Transport Expenses | £1,700.00 | £2,500.00 | £(800.00) | Premises Expenses | £168,000.00 | £189,400.00 | £(21,400.00) | Supplies & Services | £89,700.00 | £98,900.00 | £(9,200.00) | Total Cost | £551,603.00 | £573,500.00 | £(21,897.00) | | | | | Total Direct Income/Expenditure | £(301,817.00) | £(222,900.00) | £(78,917.00) | | | | | Support Recharges (Year End Charge) | £105,600.00 | £81,700.00 | £23,900.00 | | | | | Total Indirect Income/Expenditure | £105,600.00 | £81,700.00 | £23,900.00 | | | | | TOTAL INCOME STATEMENT | £(196,217.00) | £(141,200.00) | £(55,017.00) |
| Employee Expenses | £292,203.00 | £282,700.00 | £9,503.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transport Expenses | £1,700.00 | £2,500.00 | £(800.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premises Expenses | £168,000.00 | £189,400.00 | £(21,400.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplies & Services | £89,700.00 | £98,900.00 | £(9,200.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Cost | £551,603.00 | £573,500.00 | £(21,897.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Direct Income/Expenditure | £(301,817.00) | £(222,900.00) | £(78,917.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Support Recharges (Year End Charge) | £105,600.00 | £81,700.00 | £23,900.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Indirect Income/Expenditure | £105,600.00 | £81,700.00 | £23,900.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL INCOME STATEMENT | £(196,217.00) | £(141,200.00) | £(55,017.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3 | Income is forecast to be slightly over budget for the year due to car parking income not budgeted and additional Campsite income. Premise expenses are also projected to be underspent, where budgets are held for unforeseen costs such as repairs and maintenance. A recent condition survey carried out by the Asset Management team has identified a programme of works across all Council assets. This will be scheduled into future year budgets from 2023/24. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4 | At the mid-year budget monitoring report, the forecast on the overall position was a small deficit of £4k compared to a £55k surplus as at Quarter 3. January to March is a quiet period for this service area and is unlikely to lead to a notable change from the current forecast position. The overall year-end outturn is not expected to deviate significantly from the net budget. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.5 | Commitments for January to March The following items are included in the above forecast: <ul style="list-style-type: none">£10,000 for Estuary StudiesHarbour Revision Order advertising costs £5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.6 | Energy Bill Relief from October 2022 to March 2023 This scheme will provide energy bill relief for non-domestic customers, including the public sector. This has been taken into account in the forecast position. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.7 | Internal Support Recharges Internal Support Recharges is the cost of the Council’s support services to Southwold Harbour and the Caravan Site 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 is considered appropriate for these recharges to be reviewed for 2022/23. This is to ensure the overall recharge reasonably reflects the Council’s support for the new arrangements. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>Following a recent review of Support Recharges as part of the 2023/24 budget setting process, the forecast recharge for the current year is set out below. There is some change to individual recharges when compared to the previous year but the overall charge does not significantly change.</p> <p>Internal Support Recharges for Southwold Harbour and Caravan and Campsite</p> | | | |
|---|-----------------|------------------|--|
| Support Recharge | 2021/22 Actual | 2022/23 Forecast | |
| Accounting Services | £27,000 | £16,200 | Covers transactional processing, budget monitoring, budget setting and reporting. |
| Corporate Expenses (Democratic Services and Health & Safety) | £2,000 | £8,800 | This is based on a percentage of officer time supporting the service area. Democratic Services and Health and Safety. |
| Customer Services | £20,000 | £20,000 | Based on usage of the call centre and website etc. The recharge represents approximately 55% of a full time Customer Services officer. |
| Estates/Asset Management | £5,000 | £800 | This is based on a percentage of officer time supporting the service area. |
| Human Resources | £4,800 | £16,100 | Fixed charge per person. This covers all of the HR function (recruitment, payroll, etc). |
| ICT | £35,000 | £34,700 | 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 | £4,000 | Legal record their time. |
| Senior and Corporate Management | £4,000 | £5,000 | Proportion of Head of Operations. |
| Total | £105,800 | £105,600 | |

4 Reason/s for recommendation

| | |
|-----|--|
| 4.1 | To fulfil the Committee's responsibilities in respect of budget monitoring against approved budgets. |
|-----|--|

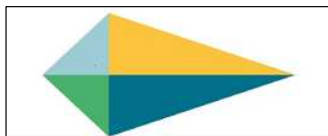
Appendices

Appendices:

| | |
|-------------------|--|
| Appendix A | 2022-23 Quarter 3 Monitoring Summary |
| Appendix B | 2022-23 Quarter 3 Monitoring Detailed Schedules |
| Appendix C | 2022-23 Year End Forecast as at 31 December 2022 |

Background reference papers:

| |
|------|
| None |
|------|



Southwold Harbour Income & Expenditure for year to 31st December 2022

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|--|--------------------------|----------------------|---------------------|
| Mooring Fees/Harbour Dues | £(94,144.00) | £(89,000.00) | £(5,144.00) |
| Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) |
| Other Fees & Charges | £(32,416.00) | £(20,382.00) | £(12,034.00) |
| Total Income | £(188,831.00) | £(158,162.00) | £(30,669.00) |
| Employee Expenses | £74,790.25 | £60,450.00 | £14,340.25 |
| Premises Expenses | £23,021.00 | £29,850.00 | £(6,829.00) |
| Supplies & Services | £51,352.00 | £33,150.00 | £18,202.00 |
| Total Cost | £149,163.25 | £123,450.00 | £25,713.25 |
| Total Direct Income/Expenditure | £(39,667.75) | £(34,712.00) | £(4,955.75) |
| Support Recharges (Year End Charge) | £0.00 | £0.00 | £0.00 |
| Total Indirect Income/Expenditure | £0.00 | £0.00 | £0.00 |
| TOTAL INCOME STATEMENT | £(39,667.75) | £(34,712.00) | £(4,955.75) |

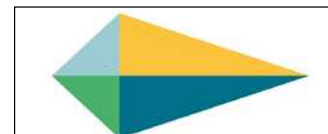
Southwold Caravan/Campsite Income & Expenditure for year to 31st December 2022

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|--|--------------------------|----------------------|---------------------|
| Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 |
| Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) |
| Other Fees & Charges | £(9,759.00) | £(9,150.00) | £(609.00) |
| Total Income | £(628,045.37) | £(601,150.00) | £(26,895.37) |
| Employee Expenses | £162,648.38 | £150,750.00 | £11,898.38 |
| Premises Expenses | £115,969.00 | £125,475.00 | £(9,506.00) |
| Supplies & Services | £32,100.00 | £33,900.00 | £(1,800.00) |
| Total Cost | £310,717.38 | £310,125.00 | £592.38 |
| Total Direct Income/Expenditure | £(317,328.00) | £(291,025.00) | £(26,303.00) |
| Support Recharges (Year End Charge) | £0.00 | £0.00 | £0.00 |
| Total Indirect Income/Expenditure | £0.00 | £0.00 | £0.00 |
| TOTAL INCOME STATEMENT | £(317,328.00) | £(291,025.00) | £(26,303.00) |

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 31st December 2022

| April to December 2022 | Actuals + Commitments | Budget | Variance |
|--|--------------------------|----------------------|---------------------|
| Mooring Fees | £(94,144.00) | £(89,000.00) | £(5,144.00) |
| Property Lettings | £(62,271.00) | £(48,780.00) | £(13,491.00) |
| Static Caravan Fees | £(290,877.26) | £(297,000.00) | £6,122.74 |
| Touring Fees | £(327,409.11) | £(295,000.00) | £(32,409.11) |
| Other Fees & Charges | £(42,175.00) | £(29,532.00) | £(12,643.00) |
| Total Income | £(816,876.37) | £(759,312.00) | £(57,564.37) |
| Employee Expenses | £237,438.63 | £211,200.00 | £26,238.63 |
| Premises Expenses | £138,990.00 | £155,325.00 | £(16,335.00) |
| Supplies & Services | £83,452.00 | £67,050.00 | £16,402.00 |
| Total Cost | £459,880.63 | £433,575.00 | £26,305.63 |
| Total Direct Income/Expenditure | £(356,995.75) | £(325,737.00) | £(31,258.75) |
| Support Recharges (Year End Charge) | £0.00 | £0.00 | £0.00 |
| Total Indirect Income/Expenditure | £0.00 | £0.00 | £0.00 |
| TOTAL INCOME STATEMENT | £(356,995.75) | £(325,737.00) | £(31,258.75) |

Monthly Finance Report - December 22

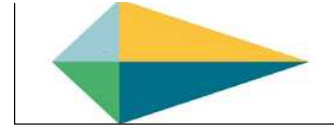


Department 23514 - Southwold Harbour
Service Harbours and Yacht Stations
Committee Communities, Leisure and Tourism

| 2021/22 Outturn | Account Code & Description | 2022/23 Original Budget 2223B | 2022/23 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD 2223A | 2022/23 Variance YTD | Notes |
|--|---|--|---------------------------|-------------------------------|-----------------------------------|----------------------------|---|
| £ | | £ | £ | £ | £ | £ | |
| Direct Income & Expenditure | | | | | | | |
| Income | | | | | | | |
| £(33) | Surplus Eqpt/Plant/Materials | 0 | 0 | 0 | 0 | 0 | |
| £(15,943) | General Vatable Sales 20% | £(20,000.00) | £(21,568.00) | £0.00 | £(15,000.00) | £(6,568.00) | Mooring fees |
| £(75,394) | Vatable Leisure Activity Fees | £(74,000.00) | £(72,576.00) | £0.00 | £(74,000.00) | £1,424.00 | Harbour dues |
| £(1,700) | Vatable Staff Costs Recovered | £(800.00) | £(500.00) | £0.00 | £(600.00) | £100.00 | |
| £0 | Vatable Energy Costs Recovered 20% | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(38,547) | Vatable Energy Costs Recovered 5% | £(31,400.00) | £(31,398.00) | £0.00 | £(19,782.00) | £(11,616.00) | Electricity/diesel sales |
| £223 | General Vatable Fees & Charges | £0.00 | £(542.00) | £0.00 | £0.00 | £(542.00) | |
| £(1,512) | Exempt Leisure Activity Fees | £0.00 | £(1,000.00) | £0.00 | £0.00 | £(1,000.00) | |
| £464 | Cash Over/Short | £0.00 | £24.00 | £0.00 | £0.00 | £24.00 | |
| £(1,500) | General Outside Scope Fees & Charges | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(9,173) | Vatable Property Lettings | £(6,000.00) | £(6,108.00) | £0.00 | £(3,780.00) | £(2,328.00) | Storage income. Some income received in advance |
| £(75,244) | Exempt Property Lettings | £(60,000.00) | £(55,163.00) | £0.00 | £(45,000.00) | £(10,163.00) | Rent Fisherman's huts etc. Income received in advance cf18k |
| £(3,500) | Exempt Wayleaves & Easements | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(221,859) | Total Cust & Client Receipts | £(192,200.00) | £(188,831.00) | £0.00 | £(158,162.00) | £(30,669.00) | |
| £(77,502) | Internal Recharges Income | £(42,000.00) | £0.00 | £0.00 | £0.00 | £0.00 | £42,000 income for lease of land to Caravan Park |
| £(77,502) | Total Recharges/Other Income | £(42,000.00) | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(299,361) | TOTAL INCOME | £(234,200.00) | £(188,831.00) | £0.00 | £(158,162.00) | £(30,669.00) | |
| Expenditure | | | | | | | |
| £56,068 | Basic Pay | £56,600.00 | £44,421.75 | £0.00 | £42,450.00 | £1,971.75 | Harbour staffing additional hours during peak season |
| £11,425 | Overtime | £0.00 | £6,609.38 | £0.00 | £0.00 | £6,609.38 | |
| £6,836 | Employers National Insurance | £5,900.00 | £5,532.75 | £0.00 | £4,425.00 | £1,107.75 | |
| £21,943 | Employers Superannuation | £18,100.00 | £16,338.38 | £0.00 | £13,575.00 | £2,763.38 | |
| £96,272 | Total Direct Employee Expenses | £80,600.00 | £72,902.25 | £0.00 | £60,450.00 | £12,452.25 | |
| £4,049 | Recruitment Advertising | £0.00 | £1,268.00 | £0.00 | £0.00 | £1,268.00 | |

Monthly Finance Report - December 22

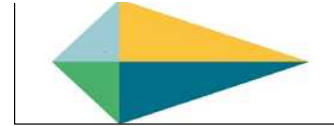
Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



| 2021/22 Outturn | Account Code & Description | 2022/23 Original Budget 2223B | 2022/23 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD 2223A | 2022/23 Variance YTD | Notes |
|--------------------|--|--|---------------------------|-------------------------------|-----------------------------------|----------------------------|---|
| £ | | £ | £ | £ | £ | £ | |
| £0 | Technical Training | £0.00 | £620.00 | £0.00 | £0.00 | £620.00 | |
| £400 | Employee Insurances | £300.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £4,449 | Total Other Employee Expenses | £300.00 | £1,888.00 | £0.00 | £0.00 | £1,888.00 | |
| £0 | Building Services - Planned Maintenance | £8,600.00 | £0.00 | £0.00 | £6,450.00 | £(6,450.00) | |
| £4,417 | Building Services - Responsive Maintenance | £10,000.00 | £1,002.00 | £8,515.00 | £7,500.00 | £2,017.00 | |
| £795 | Vandalism | £1,000.00 | £1,083.00 | £0.00 | £750.00 | £333.00 | |
| £0 | Legionella | £0.00 | £460.00 | £0.00 | £0.00 | £460.00 | |
| £4,970 | Electricity | £5,900.00 | £3,246.00 | £0.00 | £4,425.00 | £(1,179.00) | Utilities are one month in arrears. Approximately £600 per month |
| £0 | Gas | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(4,000) | Oil | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 | Rents Payable | £1,800.00 | £0.00 | £0.00 | £1,350.00 | £(1,350.00) | |
| £6,802 | Business Rates | £7,000.00 | £6,784.00 | £0.00 | £7,000.00 | £(216.00) | |
| £816 | Water | £900.00 | £161.00 | £0.00 | £575.00 | £(414.00) | |
| £0 | Sewerage Charge | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £448 | Cleaning Materials | £1,200.00 | £0.00 | £0.00 | £900.00 | £(900.00) | |
| £0 | Minor Improvements | £0.00 | £854.00 | £0.00 | £0.00 | £854.00 | |
| £900 | Fire Insurance | £900.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £3,200 | Other General Premises Expenses | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £18,348 | Total Premises Expenses | £37,300.00 | £13,590.00 | £8,515.00 | £28,950.00 | £(6,845.00) | |
| £0 | Repairs & Service | £1,200.00 | £916.00 | £0.00 | £900.00 | £16.00 | Excess duty charge from HMRC for red diesel |
| £0 | Total Transport Expenses | £1,200.00 | £916.00 | £0.00 | £900.00 | £16.00 | |
| £2,097 | Health and Safety | £13,500.00 | £6,778.00 | £1,044.00 | £10,125.00 | £(2,303.00) | Safety railings at fishermen's compound, replace cable on hoist, Health & Safety signage at Harbour |
| £998 | Furniture and Equipment | £3,200.00 | £290.00 | £0.00 | £2,400.00 | £(2,110.00) | |
| £2,658 | Machine Repair & Maintenance | £2,000.00 | £1,187.00 | £300.00 | £1,500.00 | £(13.00) | Red diesel stock for resale |
| £30,103 | Materials For Resale | £23,000.00 | £28,929.00 | £0.00 | £17,250.00 | £11,679.00 | |
| £317 | Clothing & Uniforms | £400.00 | £146.00 | £0.00 | £300.00 | £(154.00) | |
| £99 | Internal Printing | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £320 | External Printing | £0.00 | £(120.00) | £120.00 | £0.00 | £0.00 | |
| £27 | Stationery | £300.00 | £25.00 | £0.00 | £225.00 | £(200.00) | |
| £384 | Insurance Premiums | £0.00 | £504.00 | £0.00 | £0.00 | £504.00 | |
| £0 | Consultants | £0.00 | £5,200.00 | £0.00 | £0.00 | £5,200.00 | Estuary studies |

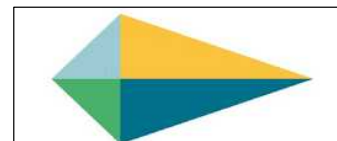
Monthly Finance Report - December 22

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 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD 2223A | 2022/23 Variance YTD | Notes |
|--------------------|--|--|---------------------------|-------------------------------|-----------------------------------|----------------------------|--|
| £ | | £ | £ | £ | £ | £ | |
| £619 | Legal Fees | £0.00 | £4,000.00 | £0.00 | £0.00 | £4,000.00 | MMO - Harbour Revision Order application fee |
| £2,116 | Bank Fees | £0.00 | £1,197.00 | £0.00 | £0.00 | £1,197.00 | |
| £0 | Other Ext Provided Services | £0.00 | £548.00 | £0.00 | £0.00 | £548.00 | Removal of waste oil |
| £15 | Postages | £600.00 | £24.00 | £0.00 | £450.00 | £(426.00) | |
| £433 | Telephone Calls/Data/Broadband | £1,200.00 | £245.00 | £0.00 | £900.00 | £(655.00) | CCTV maintenance & Broadband charges |
| £392 | Hardware Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £1,481 | Software Maintenance | £0.00 | £875.00 | £0.00 | £0.00 | £875.00 | |
| £135 | Subsistence | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 | Grants & Contributions Expenditure | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 | Miscellaneous Other Services | £0.00 | £0.00 | £60.00 | £0.00 | £60.00 | |
| £42,194 | Total Supplies & Services | £44,200.00 | £49,828.00 | £1,524.00 | £33,150.00 | £18,202.00 | |
| £9,500 | Internal Recharges | £9,500.00 | £0.00 | £0.00 | £0.00 | £0.00 | Cleaning of the Harbour Public Conveniences |
| £9,500 | Total Recharges/Other expenditure | £9,500.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £170,763 | TOTAL DIRECT EXPENDITURE | £173,100.00 | £139,124.25 | £10,039.00 | £123,450.00 | £25,713.25 | |
| £(128,598) | TOTAL DIRECT INCOME AND EXPENDITURE | £(61,100.00) | £(49,706.75) | £10,039.00 | £(34,712.00) | £(4,955.75) | |
| £32,300 | Support Charges | £2,400.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £32,300 | Total Support Services | £2,400.00 | £0.00 | £0.00 | £0.00 | £0.00 | |

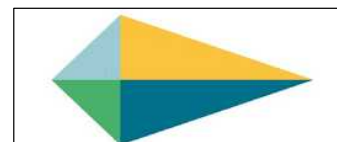
Monthly Finance Report - December 22



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

| 2021/22 Outturn | | 2022/23 Original 2223B | 2022/23 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD | 2022/23 Variance YTD | Notes |
|--|---|------------------------------|---------------------------|-------------------------------|--------------------------|----------------------------|---|
| £ | | £ | £ | £ | £ | £ | |
| Direct Income & Expenditure | | | | | | | |
| Income | | | | | | | |
| No. | Name | | | | | | |
| £(155) 67191 | General Vatable Sales 20% | £0.00 | £(71.00) | £0.00 | £0.00 | £(71.00) | Vatable rated shop sales |
| £(8,409) 67194 | General Vatable Sales 5% | £(9,000.00) | £(6,136.00) | £0.00 | £(6,750.00) | £614.00 | Gas sales |
| £0 67292 | General Zero Rated Sales | £0.00 | £(778.00) | £0.00 | £0.00 | £(778.00) | Zero rated shop sales |
| £0 67393 | General Exempt Sales | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 67444 | Vatable Leisure Activity Fees | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(3,217) 67491 | General Vatable Fees & Charges | £(3,200.00) | £(2,774.00) | £0.00 | £(2,400.00) | £(374.00) | Battery charging |
| £0 67691 | Exempt General Fees & Charges | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 67751 | Cash Over/Short | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 67791 | General Outside Scope Fees & Charges | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(548,594) 67811 | Vatable Land Rents | £(592,000.00) | £(618,286.21) | £0.00 | £(592,000.00) | £(26,286.21) | 2022-23 Static caravan income £290,877, Touring pitch income £327,409 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 | |
| £(560,375) | Total Cust & Client Receipts | £(604,200.00) | £(628,045.21) | £0.00 | £(601,150.00) | £(26,895.21) | |
| £(142,303) 68611 | Internal Recharges Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(142,303) | Total Recharges/Other Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(702,678) | TOTAL INCOME | £(604,200.00) | £(628,045.21) | £0.00 | £(601,150.00) | £(26,895.21) | |
| Expenditure | | | | | | | |
| £79,067 71111 | Basic Pay | £127,600.00 | £78,996.38 | £0.00 | £95,700.00 | £(16,703.63) | Vacant post (part year) |
| £0 71121 | Overtime | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £6,029 71151 | Employers National Insurance | £12,600.00 | £7,355.25 | £0.00 | £9,450.00 | £(2,094.75) | |
| £25,793 71161 | Employers Superannuation | £40,800.00 | £25,288.88 | £0.00 | £30,600.00 | £(5,311.13) | |
| £49,796 71171 | Contract Staff | £20,000.00 | £50,947.88 | £60.00 | £15,000.00 | £36,007.88 | 95% of cost is in the peak season. Contract cleaners and security staff |
| £160,685 | Total Direct Employee Expenses | £201,000.00 | £162,588.38 | £60.00 | £150,750.00 | £11,898.38 | |

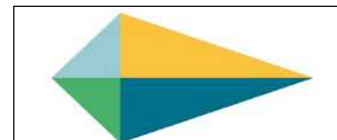
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Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism

| 2021/22 Outturn | | 2022/23 Original 2223B | 2022/23 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD | 2022/23 Variance YTD | Notes |
|--------------------|--|------------------------------|---------------------------|-------------------------------|--------------------------|----------------------------|---|
| £ | | £ | £ | £ | £ | £ | |
| £500 | 71331 Employee Insurances | £800.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £500 | Total Other Employee Expenses | £800.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £6,912 | 72111 Building Services - Planned Maintenance | £1,500.00 | £3,133.00 | £0.00 | £1,125.00 | £2,008.00 | Ramp for toilet block |
| £35,170 | 72114 Building Services - Responsive Maintenance | £25,000.00 | £17,257.00 | £5,110.00 | £18,750.00 | £3,617.00 | Toilets/showers/painting - repairs |
| £0 | 72131 Vandalism | £1,000.00 | £65.00 | £0.00 | £750.00 | £(685.00) | |
| £756 | 72136 Legionella | £0.00 | £1,001.00 | £0.00 | £0.00 | £1,001.00 | |
| £20,371 | 72211 Electricity | £54,300.00 | £25,190.00 | £0.00 | £40,725.00 | £(15,535.00) | Utilities are one month in arrears. Utilities average £1.5k per month |
| £3,328 | 72214 Gas | £8,600.00 | £4,939.00 | £461.00 | £6,450.00 | £(1,050.00) | |
| £40,192 | 72317 Business Rates | £41,400.00 | £40,192.00 | £0.00 | £41,400.00 | £(1,208.00) | |
| £9,713 | 72411 Water | £11,400.00 | £7,471.00 | £0.00 | £9,225.00 | £(1,754.00) | |
| £(785) | 72414 Sewerage Charge | £100.00 | £0.00 | £0.00 | £75.00 | £(75.00) | |
| £5,269 | 72511 Cleaning Materials | £5,000.00 | £6,014.00 | £1,509.00 | £3,750.00 | £3,773.00 | 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 | 72527 Other Cleaning Services | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 | 72612 Grounds Maintenance - Variations | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £8,869 | 72617 Grounds Maintenance - Other | £3,000.00 | £2,805.00 | £270.00 | £2,250.00 | £825.00 | Budget profile needs updating as 95% of the spend is in the season |
| £500 | 72711 Fire Insurance | £600.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 | 72712 Engineering Insurance | £200.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £130,295 | Total Premises Expenses | £152,100.00 | £108,067.00 | £7,350.00 | £124,500.00 | £(9,083.00) | |
| £135 | 73111 Fuel | £100.00 | £91.00 | £0.00 | £75.00 | £16.00 | Fuel for grass cutter, and other petrol tools, e.g. strimmer |
| £0 | 73114 Repairs & Service | £1,200.00 | £0.00 | £0.00 | £900.00 | £(900.00) | |
| £0 | 73222 Car Allowances - Lump Sum | £0.00 | £461.00 | £0.00 | £0.00 | £461.00 | |
| £135 | Total Transport Expenses | £1,300.00 | £552.00 | £0.00 | £975.00 | £(423.00) | |
| £7,642 | 74111 Health and Safety | £15,000.00 | £10,320.00 | £0.00 | £11,250.00 | £(930.00) | 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 | £3,637.00 | £150.00 | £2,400.00 | £1,387.00 | |
| £3,483 | 74117 Machine Repair & Maintenance | £2,000.00 | £2,409.00 | £55.00 | £1,500.00 | £964.00 | |
| £6,316 | 74121 Materials For Resale | £17,000.00 | £6,205.00 | £925.00 | £12,750.00 | £(5,620.00) | 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 | |
| £3,254 | 74131 Equipment Hire | £2,200.00 | £2,427.00 | £0.00 | £1,650.00 | £777.00 | |
| £333 | 74213 Clothing & Uniforms | £600.00 | £427.00 | £19.00 | £450.00 | £(4.00) | |
| £329 | 74335 Internal Printing | £0.00 | £279.00 | £0.00 | £0.00 | £279.00 | |
| £792 | 74346 External Printing | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |

Monthly Finance Report - December 22



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

| 2021/22 Outturn | | 2022/23 Original 2223B | 2022/23 Actuals YTD | 2022/23 Commitments YTD | 2022/23 Budget YTD | 2022/23 Variance YTD | Notes |
|--------------------|--|------------------------------|---------------------------|-------------------------------|--------------------------|----------------------------|--|
| £ | | £ | £ | £ | £ | £ | |
| £750 74357 | Stationery | £2,000.00 | £912.00 | £0.00 | £1,500.00 | £(588.00) | |
| £0 74391 | Other Office Expenses | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £1,050 74414 | Consultants | £0.00 | £623.00 | £0.00 | £0.00 | £623.00 | |
| £245 74491 | Bank Fees | £0.00 | £1,994.00 | £0.00 | £0.00 | £1,994.00 | |
| £31,268 74492 | Other Ext Provided Services | £1,500.00 | £207.00 | £0.00 | £1,125.00 | £(918.00) | |
| £0 74515 | Postages | £500.00 | £7.00 | £0.00 | £375.00 | £(368.00) | |
| £1,163 74526 | Telephone Calls/Data/Broadband | £1,200.00 | £572.00 | £0.00 | £900.00 | £(328.00) | |
| £0 74537 | Hardware Purchases | £0.00 | £157.00 | £0.00 | £0.00 | £157.00 | |
| £285 74548 | Hardware Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £4 74559 | Software Purchases | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0 74923 | Advertising | £0.00 | £775.00 | £0.00 | £0.00 | £775.00 | Advert for Co-opting member of HMC |
| £61,368 | Total Supplies & Services | £45,200.00 | £30,951.00 | £1,149.00 | £33,900.00 | £(1,800.00) | |
| £330 76131 | Settlement Of Complaints | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £330 | Total Transfer Payments | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £42,289 78611 | Internal Recharges | £42,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | Recharge from the Southwold Harbour Department for lease of land |
| £42,289 | Total Recharges/Other expenditure | £42,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £395,602 | TOTAL DIRECT EXPENDITURE | £442,400.00 | £302,158.38 | £8,559.00 | £310,125.00 | £592.38 | |
| £(307,076) | TOTAL DIRECT INCOME AND EXPENDITURE | £(161,800.00) | £(325,886.84) | £8,559.00 | £(291,025.00) | £(26,302.84) | |
| £73,500 77407 | Support Charges | £79,300.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| £73,500 | Total Support Services | £79,300.00 | £0.00 | £0.00 | £0.00 | £0.00 | |

Southwold Harbour - Forecast Income & 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 | £(94,000.00) | £(94,000.00) | £0.00 | 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. |
| Total Income | £(267,143.00) | £(234,200.00) | £(32,943.00) | |
| Employee Expenses | £97,203.00 | £80,900.00 | £16,303.00 | Overtime and pay award. |
| Transport Expenses | £1,500.00 | £1,200.00 | £300.00 | |
| Premises Expenses | £25,000.00 | £37,300.00 | £(12,300.00) | Forecasting an underspend on repairs and maintenance budgets. |
| Supplies & Services | £71,700.00 | £53,700.00 | £18,000.00 | The forecast includes additional costs associated with the Harbour Revision Order and the Estuary Studies. |
| Total Cost | £195,403.00 | £173,100.00 | £22,303.00 | |
| Total Direct Income/Expenditure | £(71,740.00) | £(61,100.00) | £(10,640.00) | |
| Support Recharges | £35,500.00 | £2,400.00 | £33,100.00 | |
| Total Indirect Income/Expenditure | £35,500.00 | £2,400.00 | £33,100.00 | |
| TOTAL INCOME STATEMENT | £(36,240.00) | £(58,700.00) | £22,460.00 | |

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

| | Forecast for year | Budget for Year | Forecast Variance for the Year | Commentary |
|--|----------------------|----------------------|--------------------------------|---|
| Static Caravan Fees | £(290,877.00) | £(297,000.00) | £6,123.00 | Further sites vacated during the year. |
| Touring Fees | £(327,400.00) | £(295,000.00) | £(32,400.00) | |
| Other Fees & Charges | £(10,000.00) | £(12,200.00) | £2,200.00 | |
| Total Income | £(628,277.00) | £(604,200.00) | £(24,077.00) | |
| Employee Expenses | £195,000.00 | £201,800.00 | £(6,800.00) | Vacant post during the first half of the year. This partly offsets the 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) | |
| Supplies & Services | £60,000.00 | £87,200.00 | £(27,200.00) | Forecasting an underspend on materials for resale. |
| Total Cost | £398,200.00 | £442,400.00 | £(44,200.00) | |
| | | | | |
| Total Direct Income/Expenditure | £(230,077.00) | £(161,800.00) | £(68,277.00) | |
| Support Recharges | £70,100.00 | £79,300.00 | £(9,200.00) | |
| Total Indirect Income/Expenditure | £70,100.00 | £79,300.00 | £(9,200.00) | |
| | | | | |
| TOTAL INCOME STATEMENT | £(159,977.00) | £(82,500.00) | £(77,477.00) | |

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

| Outturn 2020/21 | Outturn 2021/22 | | Forecast 2022/23 | Budget 2022/23 | Forecast Variance 2022/23 |
|-----------------|-----------------|-----------------------------------|------------------|----------------|---------------------------|
| £(82,144.61) | £(91,337.02) | Mooring Fees | £(94,000.00) | £(94,000.00) | £0.00 |
| £(61,930.00) | £(75,243.50) | Property Lettings | £(75,000.00) | £(66,000.00) | £(9,000.00) |
| £(199,663.38) | £(217,622.90) | Static Caravan Fees | £(290,877.00) | £(297,000.00) | £6,123.00 |
| £(208,405.32) | £(331,308.74) | Touring Fees | £(327,400.00) | £(295,000.00) | £(32,400.00) |
| £(75,481.54) | £(244,237.38) | Other Fees & Charges | £(66,143.00) | £(44,400.00) | £(21,743.00) |
| £(627,624.85) | £(959,749.54) | Total Income | £(853,420.00) | £(796,400.00) | £(57,020.00) |
| £244,263.98 | £261,906.06 | Employee Expenses | £292,203.00 | £282,700.00 | £9,503.00 |
| £20.58 | £135.02 | Transport Expenses | £1,700.00 | £2,500.00 | £(800.00) |
| £143,379.44 | £148,643.96 | Premises Expenses | £168,000.00 | £189,400.00 | £(21,400.00) |
| £157,810.64 | £113,392.07 | Supplies & Services | £89,700.00 | £98,900.00 | £(9,200.00) |
| £545,474.64 | £524,077.11 | Total Cost | £551,603.00 | £573,500.00 | £(21,897.00) |
| | | | | | |
| £(82,150.21) | £(435,672.43) | Total Direct Income/Expenditure | £(301,817.00) | £(222,900.00) | £(78,917.00) |
| £78,931.10 | £105,800.00 | Support Recharges (Year End) | £105,600.00 | £81,700.00 | £23,900.00 |
| £78,931.10 | £105,800.00 | Total Indirect Income/Expenditure | £105,600.00 | £81,700.00 | £23,900.00 |
| | | | | | |
| £(3,219.11) | £(329,872.43) | TOTAL INCOME STATEMENT | £(196,217.00) | £(141,200.00) | £(55,017.00) |



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 12 January 2023

| | |
|---------------------------|---|
| Subject | DRAFT BUDGET 2023/2024 |
| Supporting Officer | Lorraine Rogers Deputy Chief Finance Officer lorraine.rogers@eastsoffolk.gov.uk |

| | |
|-------------------------------|------|
| Is the report Open or Exempt? | OPEN |
|-------------------------------|------|

| | |
|---|-----------|
| Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information. | N/A |
| Wards Affected: | Southwold |

Purpose and high-level overview

Purpose of Report:

This report presents to the Committee the draft Budget for 2023/24 for recommendation to the Cabinet.

Recommendation:

That having reviewed and commented upon the draft 2023/24 Budget for the Harbour Account (Appendix B), The Southwold Harbour Management Committee recommended it 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:

This is covered in Section 2 below.

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 | <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 | The Terms of Reference of the Harbour Management Committee state that the Committee will review and then recommend an annual budget, (including rental charges and central re-charges to the Council) to the Cabinet. |
| 1.2 | A schedule of 2023/24 charges and dues for the Harbour, and the Campsite and Caravan Site was considered by the Committee on 24 November 2022 and presented to Cabinet on 3 January 2023. |

2

Current position

2.1

Appendix A provides an overall summary for the 2023/24 draft budgets for Southwold Harbour and the Caravan Site and Campsite, plus future year budgets to 2026/27. The summary in **Appendix A** also presents a combined position which is shown below.

Southwold Harbour and the Southwold Caravan and Campsite - Income & Expenditure Budget for MTFS Period 2023-24 to 2026-27

| Outturn 2020/21 | Outturn 2021/22 | | Budget 2023-24 | MTFS 2024-25 | MTFS 2025-26 | MTFS 2026-27 |
|--------------------|--------------------|-----------------------------------|-------------------|-----------------|-----------------|-----------------|
| £(82,144.61) | £(91,337.02) | Mooring Fees/Harbour Dues | £(94,000.00) | £(94,000.00) | £(94,000.00) | £(94,000.00) |
| £(61,930.00) | £(75,243.50) | Property Lettings | £(60,000.00) | £(60,000.00) | £(60,000.00) | £(60,000.00) |
| £(208,405.32) | £(331,308.74) | Touring Fees | £(295,000.00) | £(295,000.00) | £(295,000.00) | £(295,000.00) |
| £(199,663.38) | £(217,622.90) | Static Caravan Fees | £(297,000.00) | £(297,000.00) | £(297,000.00) | £(297,000.00) |
| £(75,481.54) | £(244,237.38) | Other Fees & Charges | £(50,400.00) | £(50,400.00) | £(50,400.00) | £(50,400.00) |
| £(627,624.85) | £(959,749.54) | Total Income | £(796,400.00) | £(796,400.00) | £(796,400.00) | £(796,400.00) |
| £244,263.98 | £261,906.06 | Employee Expenses | £332,900.00 | £345,100.00 | £354,600.00 | £362,300.00 |
| £143,400.02 | £148,778.98 | Premises Expenses | £209,400.00 | £212,300.00 | £181,700.00 | £183,000.00 |
| £157,810.64 | £113,062.07 | Supplies & Services | £109,200.00 | £109,200.00 | £109,200.00 | £109,200.00 |
| £545,474.64 | £523,747.11 | Total Cost | £651,500.00 | £666,600.00 | £645,500.00 | £654,500.00 |
| | | | | | | |
| £(82,150.21) | £(436,002.43) | Total Direct Income/Expenditure | £(144,900.00) | £(129,800.00) | £(150,900.00) | £(141,900.00) |
| £78,931.10 | £105,800.00 | Support Recharges | £109,500.00 | £114,700.00 | £116,400.00 | £118,700.00 |
| £78,931.10 | £105,800.00 | Total Indirect Income/Expenditure | £109,500.00 | £114,700.00 | £116,400.00 | £118,700.00 |
| | | | | | | |
| £(3,219.11) | £(330,202.43) | TOTAL INCOME STATEMENT | £(35,400.00) | £(15,100.00) | £(34,500.00) | £(23,200.00) |

The planned maintenance budget for next year includes £35,000 of additional revenue costs for capital projects as reported to the Committee on 24 November 2022.

The forecast budget for 2024/25 also includes additional planned maintenance work following a condition survey of all Council assets during 2022/23.

Employee expenses appear higher when compared to the actuals for the previous two years as the General Manager is now in post.

There are no other significant changes to the budget for next year to highlight.

Internal Support Recharges are covered in Section 2.2 below.

A net surplus of £35,400 is forecast on the Harbour Account for next year. A surplus on the Harbour Account is ringfenced for the Harbour and can only be used to fund Harbour

activities. For example, to fund revenue and capital projects and year-end deficits on the Harbour Revenue Account.

2.2Internal Support Recharges

Internal Support Recharges is the cost of the Council’s support services to Southwold Harbour and the Campsite and Caravan Site. The costs are recharged at the end of the year, on a basis that reflects the use of those services, using the same methodology applied across other Council services. Following the establishment of the Southwold Harbour Management Committee in 2021, it is considered appropriate for these recharges to be reviewed annually for budget setting. This is to ensure the overall recharge reflects the Council’s support to the new arrangements and is reasonable.

The below table shows the draft budget for 2023/24 support recharges, compared to the actual recharge for 2021/22, and the forecast for the current year.

Following the review of Support Recharges for 2023/24, there are some changes to individual recharges when compared to the previous year and the current year but the overall charge does not significantly change.

Internal Support Recharges for Southwold Harbour and Caravan and Campsite

| Support Recharge | 2021/22 Actual | 2022/23 Forecast | 2023/24 Budget | |
|--|----------------|------------------|----------------|--|
| Accounting Services | £27,000 | £16,200 | £16,400 | Covers transactional processing, budget monitoring, budget setting and reporting. |
| Corporate Expenses (Democratic Services, Comms, Health & Safety, Internal Audit) | £2,000 | £8,800 | £8,800 | This is based on a percentage of officer time supporting the service area. For 2023/24 this is Democratic Services and Health and Safety. |
| Customer Services | £20,000 | £20,000 | £20,000 | Based on usage of the call centre and website etc. 2023/24 represents approximately 55% of a full time Customer Services officer. |
| Estates/Asset Management | £5,000 | £800 | £800 | This is based on a percentage of officer time supporting the service areas. |
| Human Resources | £4,800 | £16,100 | £18,800 | Fixed charge per person. This covers all of the HR function (recruitment, payroll, etc). |
| ICT | £35,000 | £34,700 | £36,400 | 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 | £4,000 | £4,000 | Legal record their time. |
| Senior and Corporate Management | £4,000 | £5,000 | £4,600 | Proportion of Head of Operations. |
| Total | £105,800 | £105,600 | £109,800 | |

| | |
|--|--|
| | Appendix B provides the detail budgets for 2023/24 for the Harbour and the Caravan Site and Campsite. |
|--|--|

| 3 How to address current situation | |
|---|--|
| 3.1 | For the Committee to review the draft budget for 2023/24 and to recommend to Cabinet. |
| 3.2 | The budget will be approved by Full Council on 22 February 2023 as part of the Council's overall General Fund budget setting for 2023/24. The Council has a statutory duty to set a balanced budget for the coming year. |

| 4 Reason/s for recommendation | |
|--------------------------------------|--|
| 4.1 | To fulfil the Committee's responsibilities in respect of recommending an annual budget to Cabinet. |

Appendices

| Appendices: | |
|--------------------|--|
| Appendix A | Draft Budget Summary for 2023/24 and MTFS Period 2024/25 to 2026/27 |
| Appendix B | Detailed Draft Budget for 2023/24 and MTFS Period 2024/25 to 2026/27 |

| Background reference papers: | |
|-------------------------------------|--|
| None | |

Agenda Item 5

ES/1411

Southwold Harbour - Income & Expenditure Budget for MTFS Period 2023-24 to 2026-27

| Outturn 2020/21 | Outturn 2021/22 | | Budget 2023-24 | MTFS 2024-25 | MTFS 2025-26 | MTFS 2026-27 |
|--------------------|--------------------|--|----------------------|----------------------|----------------------|----------------------|
| £(82,144.61) | £(91,337.02) | Mooring Fees/Harbour Dues | £(94,000.00) | £(94,000.00) | £(94,000.00) | £(94,000.00) |
| £(61,930.00) | £(75,243.50) | Property Lettings | £(60,000.00) | £(60,000.00) | £(60,000.00) | £(60,000.00) |
| £(109,747.52) | £(132,780.50) | Other Fees & Charges | £(80,200.00) | £(80,200.00) | £(80,200.00) | £(80,200.00) |
| £(253,822.13) | £(299,361.02) | Total Income | £(234,200.00) | £(234,200.00) | £(234,200.00) | £(234,200.00) |
| £86,665.47 | £100,720.51 | Employee Expenses | £98,000.00 | £101,400.00 | £103,900.00 | £105,700.00 |
| £20,930.04 | £18,347.35 | Premises Expenses | £74,100.00 | £38,000.00 | £35,300.00 | £32,000.00 |
| £61,107.25 | £51,693.68 | Supplies & Services | £64,000.00 | £64,000.00 | £64,000.00 | £64,000.00 |
| £168,702.76 | £170,761.54 | Total Cost | £236,100.00 | £203,400.00 | £203,200.00 | £201,700.00 |
| £(85,119.37) | £(128,599.48) | Total Direct Income/Expenditure | £1,900.00 | £(30,800.00) | £(31,000.00) | £(32,500.00) |
| £4,092.95 | £32,300.00 | Support Recharges | £36,500.00 | £38,400.00 | £39,200.00 | £40,100.00 |
| £4,092.95 | £32,300.00 | Total Indirect Income/Expenditure | £36,500.00 | £38,400.00 | £39,200.00 | £40,100.00 |
| £(81,026.42) | £(96,299.48) | TOTAL INCOME STATEMENT | £38,400.00 | £7,600.00 | £8,200.00 | £7,600.00 |

Southwold Caravan Site and Campsite - Income & Expenditure Budget for MTFS Period 2023-24 to 2026-27

| Outturn 2020/21 | Outturn 2021/22 | | Budget 2023-24 | MTFS 2024-25 | MTFS 2025-26 | MTFS 2026-27 |
|--------------------|--------------------|--|----------------------|----------------------|----------------------|----------------------|
| £(208,405.32) | £(331,308.74) | Touring Fees | £(295,000.00) | £(295,000.00) | £(295,000.00) | £(295,000.00) |
| £(199,663.38) | £(217,622.90) | Static Caravan Fees | £(297,000.00) | £(297,000.00) | £(297,000.00) | £(297,000.00) |
| £(7,734.02) | £(153,746.23) | Other Fees & Charges | £(12,200.00) | £(12,200.00) | £(12,200.00) | £(12,200.00) |
| £(415,802.72) | £(702,677.87) | Total Income | £(604,200.00) | £(604,200.00) | £(604,200.00) | £(604,200.00) |
| £157,598.51 | £161,185.55 | Employee Expenses | £234,900.00 | £243,700.00 | £250,700.00 | £256,600.00 |
| £122,469.98 | £130,431.63 | Premises Expenses | £135,300.00 | £174,300.00 | £146,400.00 | £151,000.00 |
| £138,703.39 | £103,987.74 | Supplies & Services | £87,200.00 | £87,200.00 | £87,200.00 | £87,200.00 |
| £418,771.88 | £395,604.92 | Total Cost | £457,400.00 | £505,200.00 | £484,300.00 | £494,800.00 |
| £2,969.16 | £(307,072.95) | Total Direct Income/Expenditure | £(146,800.00) | £(99,000.00) | £(119,900.00) | £(109,400.00) |
| £74,838.15 | £73,500.00 | Support Recharges | £73,000.00 | £76,300.00 | £77,200.00 | £78,600.00 |
| £74,838.15 | £73,500.00 | Total Indirect Income/Expenditure | £73,000.00 | £76,300.00 | £77,200.00 | £78,600.00 |
| £77,807.31 | £(233,572.95) | TOTAL INCOME STATEMENT | £(73,800.00) | £(22,700.00) | £(42,700.00) | £(30,800.00) |

Southwold Harbour and the Southwold Caravan and Campsite - Income & Expenditure Budget for MTFS Period 2023-24 to 2026-27

| Outturn 2020/21 | Outturn 2021/22 | | Budget 2023-24 | MTFS 2024-25 | MTFS 2025-26 | MTFS 2026-27 |
|--------------------|--------------------|--|----------------------|----------------------|----------------------|----------------------|
| £(82,144.61) | £(91,337.02) | Mooring Fees/Harbour Dues | £(94,000.00) | £(94,000.00) | £(94,000.00) | £(94,000.00) |
| £(61,930.00) | £(75,243.50) | Property Lettings | £(60,000.00) | £(60,000.00) | £(60,000.00) | £(60,000.00) |
| £(208,405.32) | £(331,308.74) | Touring Fees | £(295,000.00) | £(295,000.00) | £(295,000.00) | £(295,000.00) |
| £(199,663.38) | £(217,622.90) | Static Caravan Fees | £(297,000.00) | £(297,000.00) | £(297,000.00) | £(297,000.00) |
| £(75,481.54) | £(244,237.38) | Other Fees & Charges | £(50,400.00) | £(50,400.00) | £(50,400.00) | £(50,400.00) |
| £(627,624.85) | £(959,749.54) | Total Income | £(796,400.00) | £(796,400.00) | £(796,400.00) | £(796,400.00) |
| £244,263.98 | £261,906.06 | Employee Expenses | £332,900.00 | £345,100.00 | £354,600.00 | £362,300.00 |
| £143,400.02 | £148,778.98 | Premises Expenses | £209,400.00 | £212,300.00 | £181,700.00 | £183,000.00 |
| £157,810.64 | £113,392.07 | Supplies & Services | £109,200.00 | £109,200.00 | £109,200.00 | £109,200.00 |
| £545,474.64 | £524,077.11 | Total Cost | £651,500.00 | £666,600.00 | £645,500.00 | £654,500.00 |
| £(82,150.21) | £(435,672.43) | Total Direct Income/Expenditure | £(144,900.00) | £(129,800.00) | £(150,900.00) | £(141,900.00) |
| £78,931.10 | £105,800.00 | Support Recharges | £109,500.00 | £114,700.00 | £116,400.00 | £118,700.00 |
| £78,931.10 | £105,800.00 | Total Indirect Income/Expenditure | £109,500.00 | £114,700.00 | £116,400.00 | £118,700.00 |
| £(3,219.11) | £(329,872.43) | TOTAL INCOME STATEMENT | £(35,400.00) | £(15,100.00) | £(34,500.00) | £(23,200.00) |

Budget 2023-24 to 2026-27

Department 23514 - Southwold Harbour
Service Harbours and Yacht Stations
Committee Communities, Leisure and Tourism
Service Manager Alastair MacFarlane
Head Of Service Kerry Blair



| 2020/21 | 2021/22 | Account Code & Description | Budget | MTFS | MTFS | MTFS | Notes |
|--|---------------|---|---------------|---------------|---------------|---------------|---|
| Outturn £ | Outturn £ | | 2324B £ | 2425I £ | 2526P £ | 2627E £ | |
| Direct Income & Expenditure | | | | | | | |
| Income | | | | | | | |
| £(1.25) | £(33.33) | Surplus Eqpt/Plant/Materials | 0 | 0 | 0 | 0 | |
| £(8,016.15) | £(15,943.31) | General Vatable Sales 20% | £(20,000.00) | £(20,000.00) | £(20,000.00) | £(20,000.00) | Mooring Fees |
| £(74,128.46) | £(75,393.71) | Vatable Leisure Activity Fees | £(74,000.00) | £(74,000.00) | £(74,000.00) | £(74,000.00) | Harbour Dues |
| £(1,400.00) | £(1,700.00) | Vatable Staff Costs Recovered | £(800.00) | £(800.00) | £(800.00) | £(800.00) | Internal Staff between Harbour and Campsite |
| £(28,954.16) | £(38,547.27) | Vatable Energy Costs Recovered 5% | £(31,400.00) | £(31,400.00) | £(31,400.00) | £(31,400.00) | Electricity/Diesel |
| £(222.50) | £222.50 | General Vatable Fees & Charges | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £(1,512.32) | Exempt Leisure Activity Fees | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(0.30) | £464.33 | Cash Over/Short | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £(1,500.00) | General Outside Scope Fees & Charges | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(5,937.06) | £(9,172.56) | Vatable Property Lettings | £(6,000.00) | £(6,000.00) | £(6,000.00) | £(6,000.00) | Storage |
| £(61,930.00) | £(75,243.50) | Exempt Property Lettings | £(60,000.00) | £(60,000.00) | £(60,000.00) | £(60,000.00) | Rent Fisherman's Huts etc |
| £(375.00) | £(3,500.00) | Exempt Wayleaves & Easements | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(180,964.88) | £(221,859.17) | Total Cust & Client Receipts | £(192,200.00) | £(192,200.00) | £(192,200.00) | £(192,200.00) | |
| 0 | 0 | Total Grants & Contributions | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(72,857.25) | £(77,501.85) | Internal Recharges Income | £(42,000.00) | £(42,000.00) | £(42,000.00) | £(42,000.00) | |
| £(72,857.25) | £(77,501.85) | Total Recharges/Other Income | £(42,000.00) | £(42,000.00) | £(42,000.00) | £(42,000.00) | |
| £(253,822.13) | £(299,361.02) | TOTAL INCOME | £(234,200.00) | £(234,200.00) | £(234,200.00) | £(234,200.00) | |
| Expenditure | | | | | | | |
| £53,365.06 | £56,068.36 | Basic Pay | £62,100.00 | £64,500.00 | £66,300.00 | £67,600.00 | |
| £6,641.64 | £11,424.65 | Overtime | £10,000.00 | £10,000.00 | £10,000.00 | £10,000.00 | |
| £5,856.48 | £6,835.83 | Employers National Insurance | £7,400.00 | £7,800.00 | £8,000.00 | £8,200.00 | |
| £20,402.29 | £21,943.17 | Employers Superannuation | £18,000.00 | £18,600.00 | £19,100.00 | £19,400.00 | |
| £86,265.47 | £96,272.01 | Total Direct Employee Expenses | £97,500.00 | £100,900.00 | £103,400.00 | £105,200.00 | |

Budget 2023-24 to 2026-27

Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism
 Service Manager Alastair MacFarlane
 Head Of Service Kerry Blair

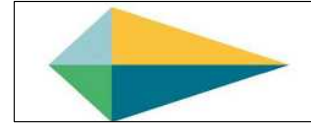


| 2020/21 | 2021/22 | Account Code & Description | Budget | MTFS | MTFS | MTFS | Notes |
|-------------------|-------------------|--|-------------------|-------------------|-------------------|-------------------|---|
| Outturn £ | Outturn £ | | 2324B £ | 2425I £ | 2526P £ | 2627E £ | |
| £0.00 | £4,048.50 | Recruitment Advertising | £0.00 | £0.00 | £0.00 | £0.00 | |
| £400.00 | £400.00 | Employee Insurances | £500.00 | £500.00 | £500.00 | £500.00 | |
| £400.00 | £4,448.50 | Total Other Employee Expenses | £500.00 | £500.00 | £500.00 | £500.00 | |
| £0.00 | £0.00 | Building Services - Planned Maintenance | £43,600.00 | £7,000.00 | £3,500.00 | £0.00 | |
| £2,030.57 | £4,417.34 | Building Services - Responsive Maintenance | £10,000.00 | £10,000.00 | £10,000.00 | £10,000.00 | |
| £666.66 | £794.50 | Vandalism | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | |
| £5,673.43 | £4,969.59 | Electricity | £9,700.00 | £9,700.00 | £9,700.00 | £9,700.00 | |
| £0.00 | £0.00 | Gas | £0.00 | £0.00 | £0.00 | £0.00 | |
| £4,000.00 | £(4,000.00) | Oil | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £0.00 | Rents Payable | £0.00 | £0.00 | £0.00 | £0.00 | |
| £6,551.88 | £6,801.71 | Business Rates | £7,100.00 | £7,600.00 | £8,400.00 | £8,600.00 | |
| £452.80 | £816.21 | Water | £300.00 | £300.00 | £300.00 | £300.00 | |
| £0.00 | £0.00 | Sewerage Charge | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £448.00 | Cleaning Materials | £1,200.00 | £1,200.00 | £1,200.00 | £1,200.00 | |
| £0.00 | £0.00 | Other Cleaning Services | £0.00 | £0.00 | £0.00 | £0.00 | |
| £900.00 | £900.00 | Fire Insurance | £1,200.00 | £1,200.00 | £1,200.00 | £1,200.00 | |
| £654.70 | £3,200.00 | Other General Premises Expenses | £0.00 | £0.00 | £0.00 | £0.00 | |
| £20,930.04 | £18,347.35 | Total Premises Expenses | £74,100.00 | £38,000.00 | £35,300.00 | £32,000.00 | |
| £0.00 | £0.00 | Repairs & Service | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | |
| £0.00 | £0.00 | Total Transport Expenses | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | |
| £24,955.17 | £2,096.87 | Health and Safety | £13,500.00 | £13,500.00 | £13,500.00 | £13,500.00 | H&S Signs, PAT Testing, Fire Extinguisher Service |
| £68.02 | £998.06 | Furniture and Equipment | £3,200.00 | £3,200.00 | £3,200.00 | £3,200.00 | |
| £3,054.73 | £2,657.70 | Machine Repair & Maintenance | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 | Tractor Service |
| £19,119.93 | £30,102.80 | Materials For Resale | £30,000.00 | £30,000.00 | £30,000.00 | £30,000.00 | Red Diesel for Resale |
| £0.00 | £316.61 | Clothing & Uniforms | £400.00 | £400.00 | £400.00 | £400.00 | |
| £0.00 | £99.00 | Publication Expense | £0.00 | £0.00 | £0.00 | £0.00 | |
| £180.00 | £320.00 | External Printing | £0.00 | £0.00 | £0.00 | £0.00 | |
| £75.83 | £26.84 | Stationery | £300.00 | £300.00 | £300.00 | £300.00 | |
| £0.00 | £384.09 | Insurance Premiums | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £0.00 | Consultants | £0.00 | £0.00 | £0.00 | £0.00 | |

Budget 2023-24 to 2026-27

Department
 Service
 Committee
 Service Manager
 Head Of Service

23514 - Southwold Harbour
 Harbours and Yacht Stations
 Communities, Leisure and Tourism
 Alastair MacFarlane
 Kerry Blair



| 2020/21 | 2021/22 | Account Code & Description | Budget | MTFS | MTFS | MTFS | Notes |
|---------------------|----------------------|--|--------------------|---------------------|---------------------|---------------------|--------------------------------------|
| Outturn £ | Outturn £ | | 2324B £ | 2425I £ | 2526P £ | 2627E £ | |
| £1,667.53 | £619.36 | Legal Fees | £0.00 | £0.00 | £0.00 | £0.00 | Tax on Diesel Credit Card Machine |
| £912.18 | £2,116.28 | Bank Fees | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £0.00 | Other Ext Provided Services | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | |
| £85.90 | £14.50 | Postages | £600.00 | £600.00 | £600.00 | £600.00 | |
| £415.62 | £433.29 | Telephone Calls/Data/Broadband | £1,200.00 | £1,200.00 | £1,200.00 | £1,200.00 | |
| £0.00 | £392.44 | Hardware Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | |
| £472.34 | £1,480.84 | Software Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £135.00 | Subsistence | £0.00 | £0.00 | £0.00 | £0.00 | |
| £600.00 | £0.00 | Miscellaneous Other Services | £0.00 | £0.00 | £0.00 | £0.00 | |
| £51,607.25 | £42,193.68 | Total Supplies & Services | £53,000.00 | £53,000.00 | £53,000.00 | £53,000.00 | |
| £9,500.00 | £9,500.00 | Internal Recharges | £9,500.00 | £9,500.00 | £9,500.00 | £9,500.00 | |
| £9,500.00 | £9,500.00 | Total Recharges/Other expenditure | £9,500.00 | £9,500.00 | £9,500.00 | £9,500.00 | |
| £168,702.76 | £170,761.54 | TOTAL DIRECT EXPENDITURE | £236,100.00 | £203,400.00 | £203,200.00 | £201,700.00 | |
| £(85,119.37) | £(128,599.48) | TOTAL DIRECT INCOME AND EXPENDITURE | £1,900.00 | £(30,800.00) | £(31,000.00) | £(32,500.00) | |
| £4,092.95 | £32,300.00 | Support Services | £36,500.00 | £38,400.00 | £39,200.00 | £40,100.00 | |
| £4,092.95 | £32,300.00 | Total Support Services | £36,500.00 | £38,400.00 | £39,200.00 | £40,100.00 | |
| £4,092.95 | £32,300.00 | TOTAL INDIRECT EXPENDITURE | £36,500.00 | £38,400.00 | £39,200.00 | £40,100.00 | |
| £(81,026.42) | £(96,299.48) | TOTAL INCOME STATEMENT | £38,400.00 | £7,600.00 | £8,200.00 | £7,600.00 | |

Budget 2023-24 to 2026-27

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism
 Service Manager Alastair MacFarlane
 Head Of Service Kerry Blair



| 2020/21 Outturn £ | 2021/22 Outturn £ | Account Code & Description | Budget 2324B £ | MTFS 2425I £ | MTFS 2526P £ | MTFS 2627E £ | Notes |
|--|-------------------------|---|----------------------|--------------------|--------------------|--------------------|---|
| Direct Income & Expenditure | | | | | | | |
| Income | | | | | | | |
| £(103.00) | £(155.20) | General Vatable Sales 20% | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(6,407.58) | £(8,408.68) | General Vatable Sales 5% | £(9,000.00) | £(9,000.00) | £(9,000.00) | £(9,000.00) | |
| £(1,223.44) | £(3,217.12) | General Vatable Fees & Charges | £(3,200.00) | £(3,200.00) | £(3,200.00) | £(3,200.00) | |
| £0.00 | £337.77 | Cash Over/Short | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(201,566.44) | £11,646.01 | Vatable Land Rents | £(592,000.00) | £(592,000.00) | £(592,000.00) | £(592,000.00) | Touring Fees £295,000 Static Caravans £297,000 (Includes an allowance for vacant sites) |
| £(206,502.26) | £(440,881.71) | Vatable Land Rents 5% | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £(119,695.94) | Vatable Land Rents 12.5% | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(415,802.72) | £(560,374.87) | Total Cust & Client Receipts | £(604,200.00) | £(604,200.00) | £(604,200.00) | £(604,200.00) | |
| £0.00 | £(142,303.00) | Internal Recharges Income | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £(142,303.00) | Total Recharges/Other Income | £0.00 | £0.00 | £0.00 | £0.00 | |
| £(415,802.72) | £(702,677.87) | TOTAL INCOME | £(604,200.00) | £(604,200.00) | £(604,200.00) | £(604,200.00) | |
| Expenditure | | | | | | | |
| £78,508.16 | £79,067.40 | Basic Pay | £142,000.00 | £148,300.00 | £153,300.00 | £157,500.00 | |
| £1,765.80 | £0.00 | Overtime | £0.00 | £0.00 | £0.00 | £0.00 | |
| £6,228.94 | £6,029.29 | Employers National Insurance | £13,300.00 | £14,200.00 | £14,900.00 | £15,500.00 | |
| £27,293.22 | £25,793.24 | Employers Superannuation | £35,500.00 | £37,100.00 | £38,300.00 | £39,400.00 | |
| £43,102.39 | £49,795.62 | Contract Staff | £43,000.00 | £43,000.00 | £43,000.00 | £43,000.00 | |
| £156,898.51 | £160,685.55 | Total Direct Employee Expenses | £233,800.00 | £242,600.00 | £249,500.00 | £255,400.00 | |
| £700.00 | £500.00 | Employee Insurances | £1,100.00 | £1,100.00 | £1,200.00 | £1,200.00 | |
| £700.00 | £500.00 | Total Other Employee Expenses | £1,100.00 | £1,100.00 | £1,200.00 | £1,200.00 | |

Budget 2023-24 to 2026-27

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism
 Service Manager Alastair MacFarlane
 Head Of Service Kerry Blair



| 2020/21 | 2021/22 | Account Code & Description | Budget | MTFS | MTFS | MTFS | Notes |
|--------------------|--------------------|--|--------------------|--------------------|--------------------|--------------------|---|
| Outturn £ | Outturn £ | | 2324B £ | 2425I £ | 2526P £ | 2627E £ | |
| £0.00 | £6,911.85 | Building Services - Planned Maintenance | £400.00 | £34,400.00 | £4,400.00 | £7,400.00 | 2024/25 - Works identified following Asset Management condition survey of assets. |
| £33,396.96 | £35,170.32 | Building Services - Responsive Maintenance | £25,000.00 | £25,000.00 | £25,000.00 | £25,000.00 | |
| £0.00 | £0.00 | Vandalism | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | |
| £2,000.83 | £756.12 | Legionella | £0.00 | £0.00 | £0.00 | £0.00 | |
| £18,296.22 | £20,371.39 | Electricity | £32,200.00 | £32,200.00 | £32,200.00 | £32,200.00 | |
| £2,758.01 | £3,327.84 | Gas | £9,100.00 | £9,100.00 | £9,100.00 | £9,100.00 | |
| £40,192.00 | £40,192.00 | Business Rates | £46,200.00 | £51,200.00 | £53,300.00 | £54,900.00 | |
| £11,079.73 | £9,713.47 | Water | £11,000.00 | £11,000.00 | £11,000.00 | £11,000.00 | |
| £0.00 | £(784.85) | Sewerage Charge | £100.00 | £100.00 | £100.00 | £100.00 | |
| £5,823.74 | £5,269.09 | Cleaning Materials | £5,000.00 | £5,000.00 | £5,000.00 | £5,000.00 | |
| £4,550.60 | £0.00 | Refuse Collection | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £0.00 | Other Cleaning Services | £0.00 | £0.00 | £0.00 | £0.00 | |
| £588.00 | £0.00 | Grounds Maintenance - Variations | £0.00 | £0.00 | £0.00 | £0.00 | |
| £2,863.31 | £8,869.38 | Grounds Maintenance - Other | £3,000.00 | £3,000.00 | £3,000.00 | £3,000.00 | |
| £500.00 | £500.00 | Fire Insurance | £700.00 | £700.00 | £700.00 | £700.00 | |
| £400.00 | £0.00 | Engineering Insurance | £300.00 | £300.00 | £300.00 | £300.00 | |
| £122,449.40 | £130,296.61 | Total Premises Expenses | £134,000.00 | £173,000.00 | £145,100.00 | £149,700.00 | |
| £20.58 | £135.02 | Fuel | £100.00 | £100.00 | £100.00 | £100.00 | |
| £0.00 | £0.00 | Repairs & Service | £1,200.00 | £1,200.00 | £1,200.00 | £1,200.00 | |
| £0.00 | £0.00 | Car Allowances - Lump Sum | £0.00 | £0.00 | £0.00 | £0.00 | |
| £20.58 | £135.02 | Total Transport Expenses | £1,300.00 | £1,300.00 | £1,300.00 | £1,300.00 | |
| £11,424.54 | £7,642.36 | Health and Safety | £15,000.00 | £15,000.00 | £15,000.00 | £15,000.00 | |
| £7,218.74 | £4,453.72 | Furniture and Equipment | £3,200.00 | £3,200.00 | £3,200.00 | £3,200.00 | |
| £2,166.38 | £3,483.42 | Machine Repair & Maintenance | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 | |
| £5,177.30 | £6,316.04 | Materials For Resale | £17,000.00 | £17,000.00 | £17,000.00 | £17,000.00 | |
| £0.00 | £0.00 | General Purchases | £0.00 | £0.00 | £0.00 | £0.00 | |
| £4,026.69 | £3,254.06 | Equipment Hire | £2,200.00 | £2,200.00 | £2,200.00 | £2,200.00 | |
| £181.86 | £333.45 | Clothing & Uniforms | £600.00 | £600.00 | £600.00 | £600.00 | |
| £225.00 | £328.90 | Internal Printing | £0.00 | £0.00 | £0.00 | £0.00 | |
| £632.00 | £792.00 | External Printing | £0.00 | £0.00 | £0.00 | £0.00 | |
| £160.08 | £750.08 | Stationery | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | |
| £0.00 | £0.00 | Other Office Expenses | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £1,050.00 | Consultants | £0.00 | £0.00 | £0.00 | £0.00 | |
| £82.00 | £244.74 | Bank Fees | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | |
| £63,464.60 | £31,268.00 | Other Ext Provided Services | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | |

Budget 2023-24 to 2026-27

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism
 Service Manager Alastair MacFarlane
 Head Of Service Kerry Blair



| 2020/21 | 2021/22 | Account Code & Description | Budget | MTFS | MTFS | MTFS | Notes |
|--------------------|----------------------|--|----------------------|---------------------|----------------------|----------------------|-------|
| Outturn £ | Outturn £ | | 2324B £ | 2425I £ | 2526P £ | 2627E £ | |
| £0.00 | £0.00 | Postages | £500.00 | £500.00 | £500.00 | £500.00 | |
| £1,649.20 | £1,162.63 | Telephone Calls/Data/Broadband | £1,200.00 | £1,200.00 | £1,200.00 | £1,200.00 | |
| £0.00 | £0.00 | Hardware Purchases | £0.00 | £0.00 | £0.00 | £0.00 | |
| £295.00 | £285.00 | Hardware Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £3.99 | Software Purchases | £0.00 | £0.00 | £0.00 | £0.00 | |
| £96,703.39 | £61,368.39 | Total Supplies & Services | £45,200.00 | £45,200.00 | £45,200.00 | £45,200.00 | |
| £0.00 | £330.00 | Settlement Of Complaints | £0.00 | £0.00 | £0.00 | £0.00 | |
| £0.00 | £330.00 | Total Transfer Payments | £0.00 | £0.00 | £0.00 | £0.00 | |
| £42,000.00 | £42,289.35 | Internal Recharges | £42,000.00 | £42,000.00 | £42,000.00 | £42,000.00 | |
| £42,000.00 | £42,289.35 | Total Recharges/Other expenditure | £42,000.00 | £42,000.00 | £42,000.00 | £42,000.00 | |
| £418,771.88 | £395,604.92 | TOTAL DIRECT EXPENDITURE | £457,400.00 | £505,200.00 | £484,300.00 | £494,800.00 | |
| £2,969.16 | £(307,072.95) | TOTAL DIRECT INCOME AND EXPENDITURE | £(146,800.00) | £(99,000.00) | £(119,900.00) | £(109,400.00) | |
| £74,838.15 | £73,500.00 | Support Services | £73,000.00 | £76,300.00 | £77,200.00 | £78,600.00 | |
| £74,838.15 | £73,500.00 | Total Support Services | £73,000.00 | £76,300.00 | £77,200.00 | £78,600.00 | |
| £74,838.15 | £73,500.00 | TOTAL INDIRECT EXPENDITURE | £73,000.00 | £76,300.00 | £77,200.00 | £78,600.00 | |
| £77,807.31 | £(233,572.95) | TOTAL INCOME STATEMENT | £(73,800.00) | £(22,700.00) | £(42,700.00) | £(30,800.00) | |



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 12 January 2023

| | |
|---------------------------|--|
| Subject | MARINE SAFETY MANAGEMENT SYSTEM |
| Supporting Officer | Alastair MacFarlane General Manager Southwold Harbour Lands alastair.macfarlane@eastsuffolk.gov.uk |

| | |
|-------------------------------|------|
| Is the report Open or Exempt? | OPEN |
|-------------------------------|------|

| | |
|---|------------------|
| Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information. | Not applicable |
| Wards Affected: | Southwold |

Purpose and high-level overview

Purpose of Report:

To set out the proposed Marine Safety Management System (MSMS) prior to presentation to and approval by Cabinet (the Duty Holder).

Recommendation:

That having commented on the Marine Safety Management System documentation, the Harbour Management Committee recommend it to Cabinet for approval.

Impact Assessment

Governance:

The HMC is required to approve ongoing work related to the management and compliance of Southwold Harbour.

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.

Legal:

No impact

Risk:

Non compliance with the Port Marine Safety Code 2016 increases East Suffolk Council's risk to reputation and potential prosecution.

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 | <input type="checkbox"/> |
| T02 | Enabling our Communities | <input type="checkbox"/> |
| T03 | Maintaining Financial Sustainability | <input type="checkbox"/> |
| T04 | Delivering Digital Transformation | <input type="checkbox"/> |

Background and Justification for Recommendation

| 1 Background facts | |
|--------------------|--|
| 1.1 | When setting up the HMC, a list of likely tasks and priorities were set out. |
| 1.2 | One task was to ensure the Harbour was compliant with all relevant legislation, and ensure appropriate health and safety policies were in place and being kept up to date. |

| 2 Current position | |
|--------------------|--|
| 2.1 | The HMC appointed ABP Mer as Southwold Harbour's Designated Person. Part of this service includes the provision of a gap analysis against the requirements of the Port Marine Safety Code. |
| 2.2 | The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply. |
| 2.3 | In August 2022 ABP Mer produced the Port Marine Safety Code Gap Analysis: Southwold Harbour August 2022. |
| 2.4 | The gap analysis identified 33 items that are a requirement of the Code or an omission against a regulatory requirement. The gap analysis suggested that The Marine Safety Management System would benefit from a thorough review. |
| 2.5 | With the assistance of ABP Mer, research relating to documentation adopted by other harbours within the UK, and Consultation with Harbour staff, a new Marine Safety Management System has been produced, comprising the following documents: <ul style="list-style-type: none"> • Marine Safety Management System (MSMS) • Marine Safety Plan 2023 – 2025 • Safety of Navigation Policy • Conservancy Policy • Training Policy |
| 2.6 | In addition to these documents, the Port Marine Safety Code also requires a policy on Enforcement and Prosecution in the Harbour and an Environmental Policy. These are encompassed in the Council's existing Compliance and Enforcement Policy, and the existing Environmental Policies. |

| 3 How to address current situation | |
|------------------------------------|--|
| 3.1 | Southwold Harbour does not currently comply with the Port Marine Safety Code. |
| 3.2 | In order to reach compliance with the Port Marine Safety Code, Southwold Harbour management Committee should note and recommend to ESC Cabinet that the Marine Safety Management System and associated policies and plans are formally adopted and approved. |

| 4 Reason/s for recommendation | |
|-------------------------------|--|
| 4.1 | It is recommended that the attached documents are recommended to ESC Cabinet for approval and adoption as part of ongoing work to allow Southwold Harbour to comply with the Port Marine Safety Code 2016. |

Appendices

| Appendices: | |
|-------------------|--|
| Appendix A | Marine Safety Management System (MSMS) |
| Appendix B | Marine Safety Plan 2023 – 2025 |
| Appendix C | Safety of Navigation Policy |
| Appendix D | Conservancy Policy |
| Appendix E | Training Policy |

| Background reference papers: | | |
|------------------------------|---|---|
| Date | Type | Available From |
| August 2022 | Port Marine Safety Code Gap Analysis: Southwold Harbour | Alastair MacFarlane General Manager Southwold Harbour Lands alastair.macfarlane@eastsuffolk.gov.uk |
| November 2016 | Port Marine Safety Code | https://www.gov.uk/government/publications/port-marine-safety-code |
| April 2019 | East Suffolk Council Compliance and Enforcement Policy | https://www.eastsuffolk.gov.uk/assets/Your-Council/Plans-Policies-Strategies/East-Suffolk-Compliance-and-Enforcement-Policy.pdf |



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Marine Safety Management System (MSMS)



Version 1.0

January 2023

Version Control

| Date | Version | Update Reason | Author | Authorised by Duty Holder |
|------------|---------|---------------|--|------------------------------|
| 03/01/2023 | 1.0 | Original | Alastair MacFarlane General Manager: Southwold Harbour | xx/01/2023 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Document owner:

- Harbour Master

Distribution:

- Duty Holder
- Chief Executive Officer
- Harbour Master
- Harbour Manager Southwold Harbour
- Designated Person (PMSC) Southwold Harbour
- Harbour Office (uncontrolled, reference copy)

Executive Summary

The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all organisations will comply. The Code is applicable both to Statutory Harbour Authorities and to organisations that own and operate marine facilities.

This '**Marine Safety Management System**' (**MSMS**) has been produced to detail how East Suffolk Council, operating Southwold Harbour, meets the requirements of the Code for its Statutory Harbour Authority area of operation and its approaches. Within this MSMS the harbour is identified as '**Southwold Harbour**'.

This MSMS has been created with reference to the latest version of the Code and its accompanying 'Guide to Good Practice' (GtGP) on Port Marine Operations.

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Section 1: Accountability

1.1 Harbour Authority

1.1.1 Harbour Description

Southwold Harbour: Situated in North Suffolk, Southwold Harbour was originally a thriving fishing port and now provides moorings and facilities to fishing vessels and pleasure yachts. Moorings for visitors are available from the Harbour Authority. A ferry operates within the Harbour, transiting the River Blyth between Blackshore on the north bank of the River and Walberswick on the south bank. Leisure trips are also operated from the Harbour.

The Harbour provides permanent, long stay and visitor moorings and hosts annual maritime events. The Harbour is situated in an area that is designated as an area of outstanding natural beauty and is about half a mile from the town of Southwold.

It is primarily a fishing harbour, with visitors' berths at the west end of the harbour approximately half a mile from the entrance, on the north side. The harbour provides permanent and long stay moorings for the local community and visitors to the district. It is ideally situated for anyone coastal cruising or travelling from Europe. There are local facilities available for diesel, Liquefied Petroleum Gas (LPG) and repairs. Southwold's historic town centre is within easy walking distance and is home of the famous Adnams Brewery, as well as having two award winning beaches and the famous 'Southwold Beach Huts'.

- **Moorings:** There is a 186' fixed stage and 283' pontoon berths for visitor's available at Southwold Harbour.
- **Cranage and lifting facilities:** Facilities are available within the harbour and can be arranged via the Harbour Master's office.
- **Oil disposal:** Oil disposal can be arranged via the Harbour Master's office.

1.1.2 Harbour Limits

The Harbour Authority's jurisdiction extends from 1,000 yards (914 metres) from the north harbour entrance pier in a semi-circulate (approximately half a nautical mile) outside the entrance to the Harbour, up the River Blyth to the Bailey Bridge which is about 0.7 nautical miles. See Figure 1 for original 1933 Harbour Boundary and Figure 2 for the current mapping of this boundary onto both land and sea areas.



Figure 1 Harbour Limits – 1933 Plan

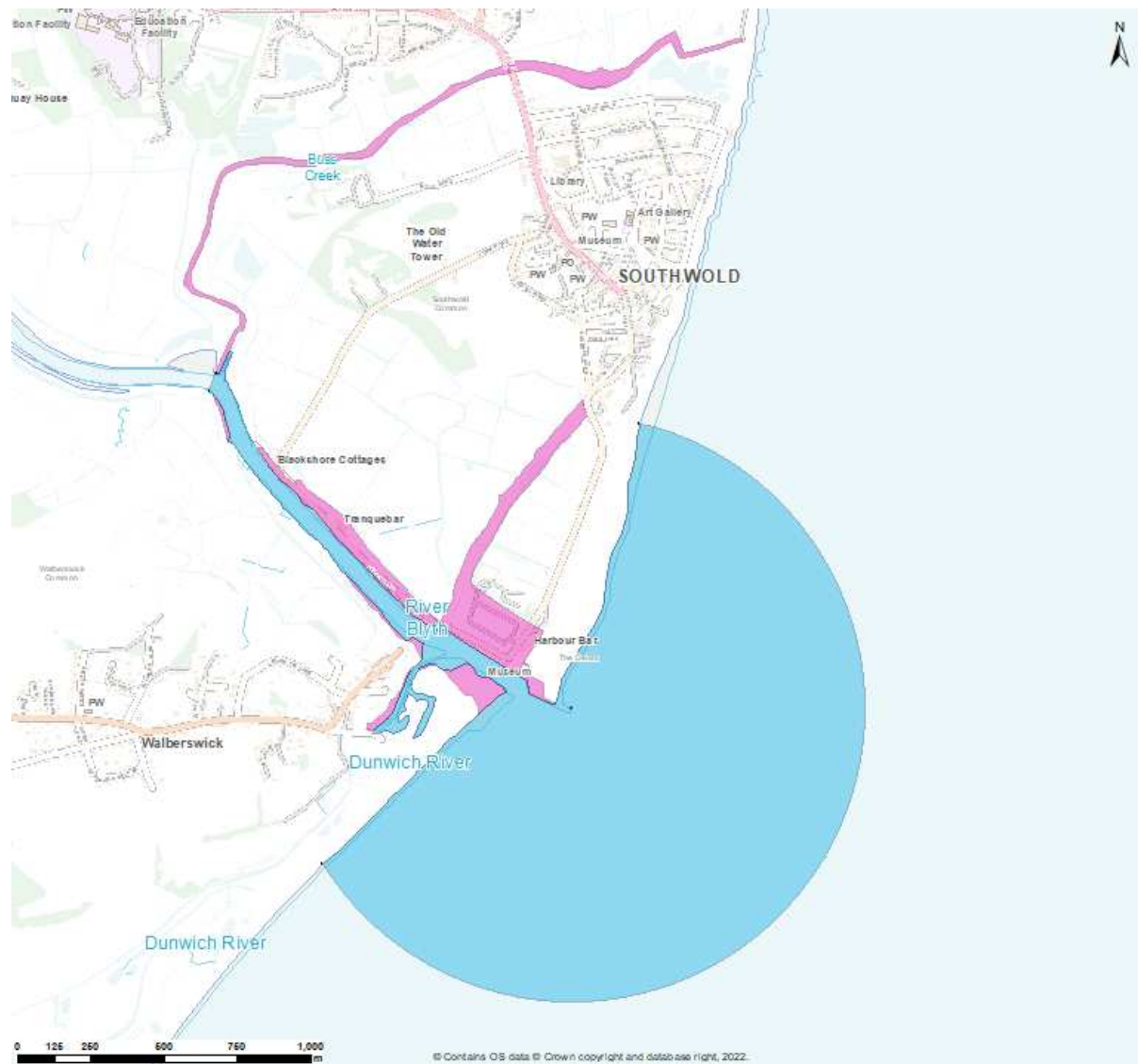


Figure 2 Harbour Limits – Current wet (blue) and dry boundary (pink)

1.1.3 Harbour Authority Status

East Suffolk Council is the Statutory Harbour Authority (SHA) for Southwold Harbour by virtue of the Elgin & Lossiemouth & Southwold Confirmation Act 1933 and the Southwold Harbour Order 1933 (The Order). This made the Mayor, Aldermen and Burgesses of the Borough of Southwold the undertakers responsible for carrying out the obligations of the Harbour Authority. Since the making of the Order, Waveney District Council acquired the responsibilities of the Harbour and was therefore the "duty holder" under the Port Marine Safety Code.

Due to a further reorganization of Local Authority responsibilities East Suffolk Council became statutory harbour authority, setting up the **Southwold Harbour Management Committee** to manage **Southwold Harbour** and **advise East Suffolk Council**.

Southwold Harbour Management Committee

Southwold Harbour Management Committee (HMC) was established in July 2021, following agreement and previous reports to the Southwold Harbour Lands Joint Committee and East Suffolk Council's Cabinet. The HMC acts in the best interests of the harbour and Southwold Caravan Site, to ensure their long-term sustainability and success.

The HMC consists of 9 Members, and they meet on a bi-monthly basis. HMC meetings are held in public, and the majority take place at a venue in Southwold. In exceptional circumstances, the HMC may, by law, exclude members of the public from all or part of a decision-making meeting. There are various reasons that the HMC, on occasions, must do this and examples are because a report contains information relating to an individual, information relating to the financial or business affairs of a particular person or information relating to any consultations or negotiations.

The HMC meeting papers are shared with the Southwold Harbour Stakeholder Advisory Group (SAG) for its feedback and recommendations. The Chair of the SAG is invited to attend all HMC meetings and is invited to contribute to items of business on the agenda that are open to the public, which ensures that the HMC is aware of the viewpoints of all interested parties.

The HMC consists of 9 members, 5 are East Suffolk Council Cabinet members and 4 are co-opted members. The 5 Cabinet members were appointed following a skills matrix exercise. The co-opted members were appointed following a selection process to assess the skills and expertise that they could bring to the HMC.

East Suffolk Council cabinet is the duty holder for Southwold Harbour

East Suffolk Council is also the Local Lighthouse Authority (LLA) with respect to aids to navigation by virtue of Section 193 of the Merchant Shipping Act 1995. The harbour is a

Municipal Harbour Authority, being owned and operated by the Council. East Suffolk Council is not a Competent Harbour Authority (CHA) with respect to Pilotage.

1.2 Duties and Powers

East Suffolk Council's duties and powers are provided in local legislation, as contained in the Elgin & Lossiemouth & Southwold Confirmation Act 1933 and the Southwold Harbour Order 1933 (The Order), plus obligations drawn from the inclusion of the Harbours, Docks and Piers Clauses Act 1847 into Southwold Harbour acts and orders. As an SHA, East Suffolk Council recognises its statutory duties in relation to safe and efficient port marine operations. This includes the Council's duty of care to those using the harbour which is recognised as an obligation to conserve and facilitate the safe use of the harbour.

1.3 The Duty Holder

East Suffolk Council, as the owner and operator of Southwold Harbour, acknowledges its responsibilities for marine safety, including adherence to the standard set out in the Code.

The Code requires all organisations to confirm who the **Duty Holder is**. Southwold Harbour confirms that the **East Suffolk Council (ESC) Cabinet is the Duty Holder** for the marine aspects of Southwold Harbour and is therefore accountable for compliance with the Code. See East Suffolk Council Organogram in Appendix 1.

To comply with the Code, the Duty Holder on behalf of Southwold Council will:

- Comply with the duties and powers under existing legislation, as appropriate.
- Attend as regularly as necessary, PMSC awareness training to understand the organisation's powers and duties related to marine safety.
- Ensure that a suitable MSMS, which employs formal safety assessment techniques, is in place.
- Ensure adequate resources and support is available for the discharge of duties and responsibilities relating to marine safety.
- Appoint a suitable Designated Person to monitor and report the effectiveness of the MSMS and provide independent advice on matters of marine safety.
- Appoint competent people to manage marine safety.
- Ensure that the management of marine safety continuously improves by publishing a '**Safety plan for marine operations**' and report performance against the plan's objectives.
- Report compliance with the Code to the Maritime and Coastguard Agency every three years.

1.4 The Designated Person

The PMSC requires that organisations appoint a Designated Person to oversee the organisations obligations with respect to the provision of an effective MSMS. The function of **the Designated Person** is to provide independent assurance directly to the **Duty Holder** that the MSMS is working effectively. To fulfil this requirement, the **Designated Person** needs to have direct access to the **Duty Holder**.

To comply with the Code, the Designated Person for East Suffolk Council will:

- Determine through assessment and audit that Southwold Harbour has an effective and appropriate Marine Safety Management System. This will be conducted as an annual audit, with the output provide as a written report to the **Duty Holder**.
- Monitoring the thoroughness of the marine risk assessment process and the validity of the assessment conclusions.
- Monitoring the thoroughness of the incident reporting and any subsequent investigation to confirm the validity of the investigation conclusions.

1.5 Chief Executive

The Chief Executive is accountable for the operational and financial control of the Council.

The Chief Executive will advise the Council on all matters related to its duties and powers, with appropriate advice from other officers.

The Chief Executive will:

- Oversee the implementation of its policies and decisions.
- Have overall executive responsibility for the safety of operations and staff.
- Have overall executive control on financial decisions.

1.6 Harbour Master

The Harbour Master is accountable to the **Duty Holder** for the discharge of the role in accordance with the standard of the Code. The appointee is responsible for delivering the Marine Safety Policy.

The Harbour Master's (HM) duties in respect of marine safety include:

- Monitoring all matters related to marine safety.
- Managing and update the Marine Safety Management System (MSMS).

- Bringing to the attention of the Duty Holder any resources and support required to maintain standards of marine safety. Subsequently, identify areas where extra resourced are required and bid for funding.
- Ensuring marine risk assessments are in-date and reviewed in line with industry best practice.
- The recording and proportionate investigation of marine incidents/accidents.
- Ensuring reviews and audits of the MSMS are conducted and report on this to the Duty Holder.
- Ensuring that all staff with marine safety responsibilities and duties are trained in accordance with the safety training and familiarisation procedures, using accredited competence standards where appropriate.
- Complying with the directions from the General Lighthouse Authorities (Trinity House) and supply information and returns as required.
- Undertaking Harbour safety inspections, including the checking of Aids to Navigation.
- Programming hydrographic surveys and dredging (if required) in consultation with the operational requirements.
- Carrying out formal and informal liaison with harbour stakeholder groups as required by the Council.

1.7 Deputy Harbour Master

Responsibilities of the Deputy Harbour Master (DHM) include:

- Identifying and proposing solutions to any hazards to safe berthing and safety in the workplace.
- The reporting of any harbour or marine incidents/accidents.
- Participation in Oil Spill Response & Emergency Response (including exercises).
- Contribute towards maintaining harbour user marine safety awareness.

Section 2: Key Measures

2.1 Review Existing Powers

2.1.1 National Legislation

General legislation provides a range of duties and powers that as a SHA, East Suffolk Council understands and applies within its approach to managing the harbour undertaking, this includes (but is not limited to) the following:

- Harbours, Docks and Piers Clauses Act 1847
- Harbours Act 1964
- Health and Safety at Work etc. Act 1974
- Wildlife & Countryside Act 1981
- Dangerous Vessels Act 1985
- Merchant Shipping Act 1995
- Railways and Transport Safety Act 2003
- Civil Contingencies Act 2004
- Environment Act 2021

2.1.2 Local Legislation

There are two items of local legislation:

- Elgin and Lossiemouth and Southwold Confirmation Act 1933 Southwold Harbour Order 1933.
- Southwold Harbour Byelaws 2009 (confirmed by Secretary of State 23 June 2012)

2.1.3 Harbours, Docks and Piers Clauses Act 1847

The Harbours, Docks and Piers Clauses Act 1847 is included within the 'Elgin and Lossiemouth and Southwold Confirmation Act 1933 Southwold Harbour Order 1933'.

2.1.4 Formal Risk Assessment

East Suffolk Council applies **Formal Risk Assessment** (FRA) methods to its harbour operations at Southwold Harbour. This entails carrying out Risk Assessments (RA) for any marine operation that harbour staff must carry out and are supplemented by corresponding Safe Systems of Work (SSoW). Responsibility for the maintenance of up-to-date Risk

Assessments is assigned to the **Harbour Master**, who ensures that all necessary competent staff and stakeholders are involved at all stages of assessment and review.

The process of assessment is continuous and reflective, so that new hazards to navigation and marine operations are identified and properly addressed. Central to the risk management process is the concept of reducing risk to a level which is 'As Low as Reasonably Practicable' (ALARP).

ALARP is an industry wide concept applying to both health and safety and port marine safety. The core concept is that of 'reasonably practicable', which involves weighing up the risk against the effort, time and money needed to control it.

East Suffolk Council has applied the ALARP principle in the FRA process with respect to each individual assessment. The purpose being, to consider if the summary risk for each hazard scenario can be reduced to a point which is both 'reasonable' and 'practicable'. ALARP is not defined as a threshold or benchmark target.

All marine risk assessments are reviewed on an annual basis. Assessments are also considered following a marine incident, which may prompt a revision to the assessment risk outcome or risk control measures.

2.1.5 Dynamic Risk Assessment

Activities undertaken at Southwold Harbour by East Suffolk Council employees are conducted with an ethos of continual dynamic risk assessment (DRA). Before the commencement of an activity, a **DRA** should be conducted (a toolbox talk if more than one person involved) to tie the risks identified in the **FRA** with any additional risk perceived due to the current conditions and external influences. The fundamental understanding of dynamic risk assessments is that any activity may be stopped at any time if a hazard is perceived as:

- Unexpected and not accounted for.
- Makes the activity more difficult than expected due to surrounding influences.
- Changes the purpose or goal of the activity.
- Increases the time required to complete the task beyond the expected period.

The experience gathered from conducting dynamic risk assessments is utilised in the review process of FRAs and the refinement of the SSoW.

2.2 Marine Safety Management System

The Code requires all organisations, including harbour authorities, to establish and maintain a MSMS. The information and structure contained in this system, together with supporting documents, such as, marine policies, procedures and working documents produced by Angus Council provides this requirement. The system components include:

- The MSMS (this document) inclusive of Appendices.
- The Marine Risk Assessments and Accident-Incident records.
- Personnel training records.
- Waste Management Plan.
- Infrastructure inspection records.
- Safe Systems of Work (SSoW).

2.3 Competence

Under the Code, all persons involved in the management and execution of marine operations should be qualified and trained to the requirements of the position.

- East Suffolk Council has in place a Southwold Harbour Marine Training Policy.
- Appropriately trained and competent members of staff are key elements of many risk control measures and are essential in determining risks and appropriate controls from the outset. Competence assurance begins at the recruitment stage and is maintained thereafter. To assure initial competence staff should satisfy the following:
- Prior to Job Commencement: no staff member will be permitted to undertake work until the entry level criteria (as defined in the job description / vacancy advertisement) have been met.
- Induction Training: All new staff (including temporary) will receive appropriate induction training and specific job related operational and procedural training, which will be overseen and recorded by appropriate line managers.
- Competence: When all the above stages have been satisfactorily completed, the person may be considered competent.

Where possible, those with the required qualifications and experience will be employed to perform marine roles. If a suitable applicant does not hold all the relevant qualifications, a training plan will be required once employment commences.

- East Suffolk Council maintains a training matrix for harbour staff. This ensures that harbour staff are suitably trained for their roles and responsibilities, allows for tracking of training received and expiry dates, and planning for refresher training as required.

2.4 Incident Reporting and Investigation

Following a marine accident, incident or near-miss in the harbour or its approaches, an entry is made to the Accident/Incident record.

- For incidents involving collision (vessel-to-vessel contact), harbour contact (impact), grounding or pollution (from a vessel), the vessel's Master must contact the Harbour Master and provide a statement, supporting evidence and allow access for any subsequent investigation the Harbour Master may conduct.

Investigations of marine incidents have two essential purposes, these are:

- To determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar).
- To determine if an offence has been committed: if so, there may be the need, on the part of the organisation, to initiate enforcement action that may lead to prosecution or through an agency of another authority such as the Police or the MCA.

The flow diagram in Figure 3 is used by East Suffolk Council harbour staff to determine the course of action:

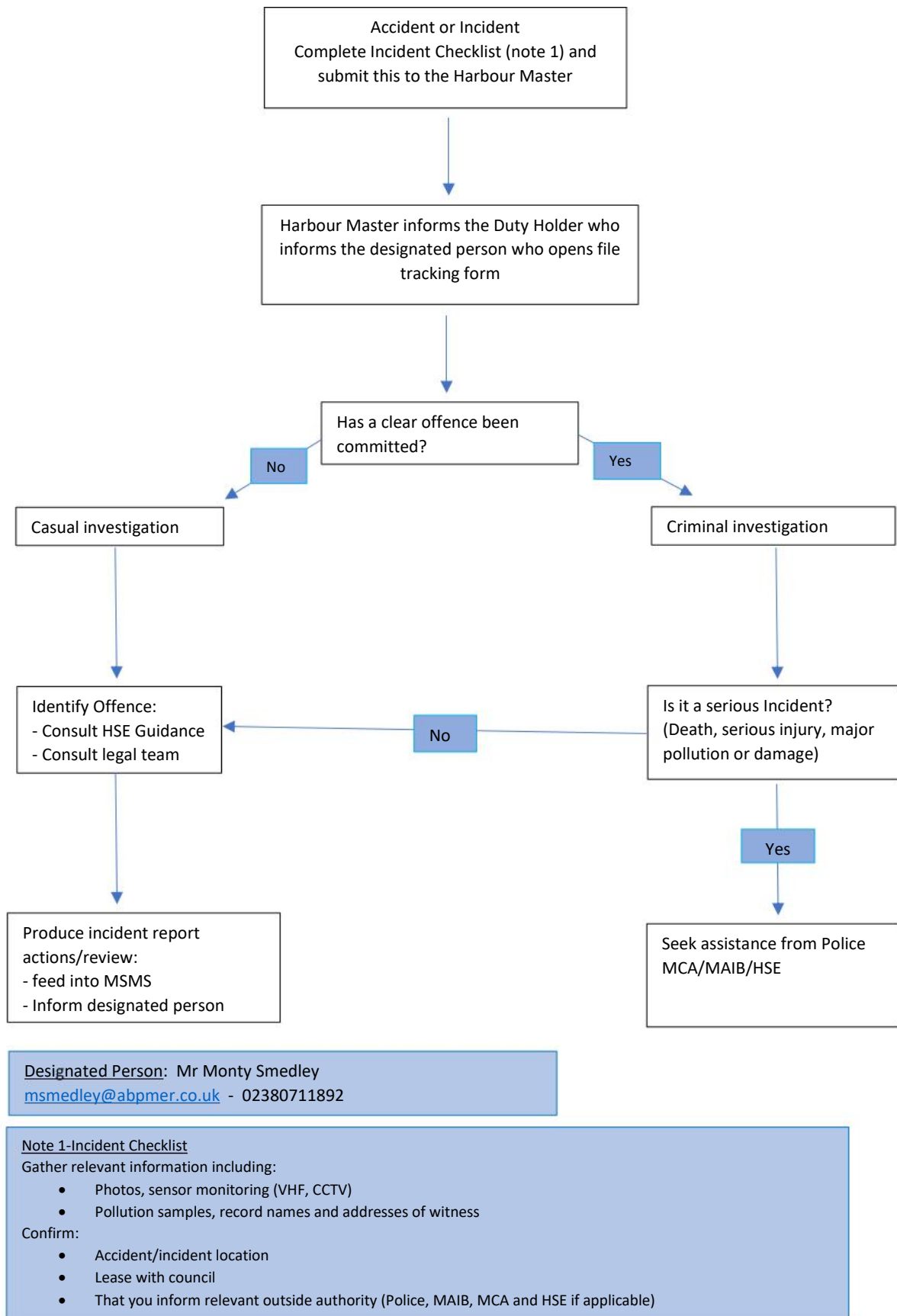


Figure 3 **Accident/Incident Decision Tree**

2.4.1 Reporting

Any Accident/Incident matching the reporting criteria from 'The Merchant Shipping (Accident Reporting and Investigation) Regulations 2012' are reported to the Marine Accident Investigation Branch (MAIB) within 24 hours.

Any quayside Accident/Incident matching the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' are reported to East Suffolk Council's Health and Safety team.

2.4.2 Investigation

Regarding marine incident investigation, the Code states: 'by ensuring that a robust, rigorous, independent investigation has been carried out, the board and the duty holder can be assured that their obligations for compliance have been addressed'.

Investigations will be conducted in accordance with standard marine incident methodology to provide a:

- Accident/Incident synopsis.
- Narrative surrounding casualty events and accident events.
- Human factors analysis.
- A root cause analysis.
- Conclusions.
- Actions taken.
- Recommendations.

In the suspicion of an offence having been committed evidence will be collected in accordance with **the Police and Criminal Evidence Act 1984 (PACE)** and the investigation conducted in the interests of enforcement by the relevant authorities.

2.4.3 Incidents Involving Drugs or Alcohol

Harbour users (vessel masters and crew) accused of being under the influence of alcohol and/or drugs may be committing an offence under Part 4 of the Railways and Transport Safety Act 2003. The Harbour Master has the power to detain a vessel if he suspects that a mariner (master or crew member) has committed a drink or drugs related offence when on duty. The power can be exercised only if the Harbour Master summons a police officer before, or immediately after the vessel is detained. The power of detention lapses after the police officer has decided whether to administer a preliminary test and has notified the Harbour Master of that decision.

2.5 Enforcement

East Suffolk Council, as SHA for Southwold Harbour, is responsible for the enforcement of regulations which are in place to manage safe and efficient port marine operations. Principally, this means enforcement of Byelaws and Directions issued by the Harbour Master and officers of the Authority with delegated powers.

East Suffolk Council has in place a Southwold Harbour Enforcement Policy.

The principal techniques for enforcement at Southwold Harbour are:

- **Education:** education by Harbour Staff that a contravention or omission has occurred.
- **Warning:** warning by Harbour Staff that a breach of direction, byelaws or criminal act has occurred.
- **Formal Caution:** written warning from the Harbour Master or Council Official setting out the way the Direction or Byelaw has been breached and the implications should the recipient re-offend.
- **Prosecution:** in the local Magistrates Court.

2.6 Monitoring and Reporting

2.6.1 Audits

Audits will be carried out by the Designated Person or delegated officer at regular intervals. Audits conducted at Southwold Harbour aim to meet the following objectives:

- To monitor the overall effectiveness of the system.
- To identify and implement ways of improving overall performance.
- To confirm that relevant procedures are understood and being actioned by those involved.

The Designated Person will use the results of the internal audits to monitor and report the effectiveness of **the MSMS** and compliance with the Code to the **Duty Holder**. **The Duty Holder** is responsible for publishing an assessment (every three years) of East Suffolk Council's performance at Southwold Harbour against the Marine Safety Plan. This report will draw heavily on the results of the audit process.

2.6.2 Safety Plan for Marine Operations

The Code provides detail on the way in which marine facility operators should show commitment to maritime safety and to ensuring the involvement of users. The Code

requires a 'safety plan for marine operations' which should be published at least once every three years. East Suffolk Council has in place a Southwold Harbour Marine Safety Plan.

2.6.3 MCA Compliance Statement

Every three years, the Duty Holder should write to the MCA to confirm compliance with the requirements of the code.

2.7 Consultation and Consensus

The Code requires facilities to maintain consensus with users and stakeholder regarding marine operations. To fulfil this requirement, East Suffolk Council by way of the **Southwold Harbour Management Committee** conduct consultation with **the Southwold Harbour Stakeholders Advisory Group (SAG)**

Southwold Harbour Stakeholder Advisory Group: The Stakeholder Advisory Group (SAG) was established in late 2021 as part of the Southwold Harbour Management Committee (HMC) commitment to improving relations with local stakeholders and to ensure that all user groups are given an equal platform in which to voice their views for the betterment of the harbour and caravan site.

The SAG consists of up to 18 appointed representatives and aims to meet just before each HMC meeting (but must meet a minimum of twice a year).

The SAG meetings are not open to the public and they are held both virtually and in person.

Section 3: Safe and Efficient Port Marine Operations

3.1 Open Port Duty

East Suffolk Council has an **Open Port Duty** through the inclusion of Section 33 of the 'Harbours, Docks and Piers Clauses Act 1847' into the Elgin & Lossiemouth & Southwold Confirmation Act 1933 and the **Southwold Harbour Order 1933** (The Order) . This means that the harbour, dock, or pier must be open to anyone for the shipping and unshipping of goods and the embarking and landing of passengers, on payment of the rates and other conditions set in local legislation (i.e., the Southwold Harbour Order 1933).

3.2 Collection of Dues

East Suffolk Council as the SHA for Southwold Harbour has the powers to collect harbour dues. The Authority's powers to levy dues is drawn from Section 26 of the Harbour Act 1964. The rate and dues leviable on vessels are published by the Council. Other services offered by the Council are subject to sundry charges.

3.3 Conservancy

East Suffolk Council as the SHA for Southwold Harbour has a duty to conserve the harbour. This means that the Council will ensure it is fit for use as a harbour and a duty of reasonable care is in place to see that the harbour is in a fit condition for a vessel to utilise it safely. East Suffolk Council has in place a **Southwold Harbour Marine Safety Plan** and conservancy policy.

Marine and Coastal Access Act 2009 gave the MMO powers to licence all construction activities in waters beyond MHWS including Normal Tidal Limits of rivers and estuaries. (Except for small works such as pontoons under 30 M2 area.).

The Marine Management Organisation (MMO) is responsible for marine licensing in English inshore and offshore waters and for Northern Ireland offshore waters.

Council liaises with MMO and the UK Hydrographic Office on conservancy and environmental matters where necessary.

MMO Jurisdiction: 'English waters' is the area of sea within the limits of territorial waters (12 nautical miles) adjacent to the English coastline (the 'inshore' area). This also includes any area of sea beyond the territorial limit (the 'offshore' area), that is within the exclusive economic zone (EEZ) and the UK sector of the continental shelf (up to 200 nautical miles).

3.3.1 Hydrographic Survey

East Suffolk Council has the authority to contract hydrographic survey services to chart the depths in the harbour and its approaches when required. Due to the limited degree of accretion and variance in depths, hydrographic surveys are conducted on an ad hoc basis. If any surveys are required, they will be conducted to the standard required by the International Hydrographic Office (IHO) SP44. In accordance with the Code, hydrographic records are maintained and passed to the UK Hydrographic Office (UKHO) to update their records.

3.3.2 Dredging

Where hydrographic surveys show a reduction in navigable depths or obstructions that may be a danger to navigation, maintenance dredging or seabed clearance work **may** be undertaken to provide a minimum safe depth for vessel navigation.

3.3.3 Aids to Navigation

Southwold Harbour is located within the Trinity House area of jurisdiction (the General Lighthouse Authority). East Suffolk Council is a Local Lighthouse Authority.

3.3.4 Wrecks, Derelict and Abandoned Vessels

The harbour has no identified wrecks, but should a new wreck occur, it will be marked and removed. The process of removing a wreck is defined in Section 252 of the Merchant Shipping Act.

3.4 Environmental Duty

East Suffolk Council as the SHA for Southwold Harbour has environmental duties and recognises its duty to exercise its functions relating to nature conservation and encouragement of biodiversity. East Suffolk Council has in place an Environmental Policy. In meeting this policy, it will:

1. Remain cognisant of the Natural Environment and Rural Communities Act 2006 and its duty under section 40 to conserve biodiversity and its additional duty under Section 48A of the Harbour Act 1964 to wherever practicable maintain public access to places of natural beauty or archaeological, architectural, or historic interest Habitats Directive under the Conservation (Natural Habitats) Regulations 1994, having
2. Due regard to protected species.

3.5 Civil Contingencies Duty

The Civil Contingencies Act 2004 provides a framework for civil protection in the event of an emergency that threatens serious damage to human welfare, the environment or security.

East Suffolk Council as the SHA for Southwold harbour is classified as a category 2 'co-operating body' in respect of its Statutory Harbour undertaking. This requires the cooperating and sharing relevant information with Category 1 (emergency services and local authorities) and other Category 2 responders and organisations including **Southwold and Reydon Community Emergency Planning Group**.

Section 4: Harbour and Vessel Traffic Management

4.1 Appointment of a Harbour Master

Through the inclusion of Section 51 of the ‘Harbours, Docks and Piers Clauses Act 1847’ into the Southwold Harbour Order 1933, East Suffolk Council as Harbour Authority.

has the power to appoint a Harbour Master. This appointment is a statutory role, the Harbour Master is accountable to the Authority for the safety of marine operations in the harbour.

4.2 Byelaws

East Suffolk Council in exercise of the powers conferred upon it by Section 83 of the ‘Harbours, Docks and Piers Clauses Act 1847’ and the Southwold Harbour Order 1933 and of all other powers enabling it has issued a set of Byelaws reference as the Southwold Harbour Byelaws 2009 (confirmed by Secretary of State 23 June 2012). The Byelaws revoked all previously issued Southwold Harbour Byelaws.

4.3 Powers of Direction

4.3.1 Special Directions

The Harbour Master (and any duly appointed deputy or assistant) has powers of direction to regulate the time and manner of vessels’ entry to, departure from and movement within Southwold Harbour, and related purposes. These powers are given for the purpose of giving specific directions to specific vessels for specific movements. The Harbour Master’s directions are referred to as ‘Special Directions’. Special directions are not for setting general rules but relate to specific vessels - or in an emergency, to a class of vessels - on occasions.

4.3.2 General/Harbour Directions

Powers of General Direction are not available to East Suffolk Council at Southwold Harbour. Directions have been applied for under a Harbour Revision Order application.

4.3.3 Dangerous Vessels

Under the **Dangerous Vessels Act 1985**, the Harbour Master (duly appointed deputy) may: “give directions prohibiting the entry into, or requiring the removal from, the harbour for which he [or she] is Harbour Master, of any vessel if in his [or her] opinion the condition of that vessel or the nature or condition of anything it contains is such that its presence in the harbour might involve:

- a) Grave and imminent danger to the safety of any person or property, or
- b) Grave and imminent risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels.

The Dangerous Vessels Act 1985 does not apply to any vessel belonging to Her Majesty (or employed in the service of the Crown) or any vessel which is a pleasure boat of 24 metres or less in length.

These directions can be given to the vessel owner, the master or any Salver or their Agent.

The Harbour Authority may have limited liability for any loss or damage occurring outside the Harbour because of any such direction. Direction of the Harbour Master/Deputy may be overruled by the Secretary of State's representative (SOSREP). In these cases, the vessel must be permitted to enter or stay in the Harbour and the Government assumes liability for the vessel.

4.3.4 Dangerous Substances

The '**Dangerous Goods in Harbour Area Regulations' (DGHAR) 2016** defines the meaning of a dangerous substance. The Harbour Master has powers to prohibit the entry into a harbour of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety, and to control similarly the entry on to dock estates of dangerous substances brought from inland (as prescribed in the DGHAR).

East Suffolk Council requires that prior notice is given to bring dangerous substances into the Southwold Harbour from sea or inland. The period of notice is 24 hours. Dangerous goods and marine pollutants in packaged form are administered through the provisions of **the International Maritime Dangerous Goods (IMDG) Code**.

4.3.5 Pollution Prevention

Under Section 144 of the Merchant Shipping Act 1995, the Harbour Master may detain a vessel if there is reason to believe that it has committed an offence by discharging oil, or a mixture containing oil, into the waters of a harbour.

Under Section 135 of the Merchant Shipping Act 1995, Notice must be given to a Harbour Master before oil is transferred at night to or from a ship in any harbour.

In addition, under **Sections 136/259(6) of the Merchant Shipping Act 1995**, all oil spills into harbour waters are to be reported and harbour masters have powers to board ships to investigate possible offences.

East Suffolk Council, as Harbour Authority for Southwold, under the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention)

Regulations 1998 (OPRC), **is exempt from producing an oil spill response plan but will review risk and decide on appropriate measures.**

The OPRC Regulations apply to:

- a) any harbour for which there is a statutory harbour authority having an annual turnover, as defined in the Schedule hereto, of more than £1 million.
- b) any other harbour, and any oil handling facility, offering berths alongside, on buoys or at anchor, to ships of over 400 Gross Tonnes (GT) or oil tankers of over 150 GT;
- c) any other harbour, and any oil handling facility, in respect of which the Secretary of State has served the harbour authority or operator (as the case may be) with a notice stating that he is of the opinion that maritime activities are undertaken at that harbour or facility which involve a significant risk of discharge of over 10 tonnes of oil; and
- d) any other harbour or oil handling facility in respect of which the Secretary of State has served the harbour authority or operator (as the case may be) a notice stating that he is of the opinion that it is in an area of significant environmental sensitivity, or in an area where a discharge of oil or other substances could cause significant economic damage.

4.4 Traffic Management

Traffic management principal methods include the Harbour Master's powers of Special Direction and published Byelaws.

4.4.1 Harbour office

Several different methods are used to monitor the movement of traffic within Southwold Harbour, these include:

- Line of sight visual observation from the harbour office or shore/quayside.
- Very High Frequency (VHF) radio monitoring on Channels 14.
- Closed Circuit Television (CCTV).
- The HM or DHM may go afloat in exceptional circumstances to manage traffic.

The harbour office is open from 0730 to 1730 hrs every day (1st April to 31st October) and 0800 to 1630 hrs every day (1st October to 31st March). Harbour users may communicate with the harbour office using VHF radio, the telephone, email or in person.

4.4.2 Navigational Advice and Guidance

Navigational information or assistance is mostly provided as advice. Details of the navigation at Southwold Harbour and its approaches including lights, marks and sources of communication are published annually in appropriate marine publications.

In managing navigation, in the interests of safety it may be necessary to require vessels to alter their navigation in some way. Such requirements may be expressed in **the form of a request**, but it should be made clear that the Harbour Master or an assigned deputy has the power to issue Special Directions, and should consider doing so, if a vessel ignores or declines to comply with a Direction, an enforcement action may be taken.

4.5 Harbour Management

4.5.1 Diving

All commercial diving in Southwold Harbour must be carried out according to the 'Diving at Work Regulations 1997' Statutory Instrument 1997 No. 2776. The general definition of commercial diving is 'all diving carried out for hire or reward'. Any commercial diving operations in the harbour must be subject to a **'Diving Permit' issued by the Harbour Master** on behalf of **East Suffolk Council**.

Before permission to dive is granted, the contracting party (client) whether it is **East Suffolk Council** or another body, must be satisfied that all legislative requirements have been met.

East Suffolk Council has a responsibility to ensure the marine safety of the facility. Sports diving in the harbour is **therefore prohibited** within the boundaries of the harbour.

4.5.2 Towage

Southwold Harbour does not provide towage facilities for visiting vessels. Activities requiring towage are to be arranged by vessel operators and communicated to the Harbour Master. In the event of a towage operation a specific risk assessment is to be conducted and a security broadcast made on VHF channel 14 and 16 if deemed appropriate.

4.5.3 Hot Works

Major planned repair work, including hot works is permitted in the harbour and within HMS Boatbuilders yard. Planned repair work, including hot works is also permitted while the vessel is alongside.

Whilst working on a vessel in HMS yard or berthed in the harbour an application to carry out hot work must be submitted to the Harbour Master and no hot work can commence until the application is granted and **a permit has been issued by the Harbour Master**.

Emergency repairs, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will be permitted on a case-by-case basis following approval by the Harbour Master.

4.5.4 Bunkering

Southwold Council is a Registered Dealer in Controlled Oils (RDCO) and can purchase “red” diesel to sell to commercial and pleasure boats. There are two 10,000-litre storage tanks situated in the fisherman’s compound in the harbour from where all bunkering operations are carried out. All bunkering procedures are carried out by the harbour staff only. No harbour users have access to the fuelling facilities. A SSoW **will be put in place** to assist the harbour staff with the bunkering procedure.

4.5.5 Control of Harbour Craft

East Suffolk Council operates a work boat within the Harbour, crewed only by the Harbour Master and Deputy Harbour Master.

Section 5: References and Abbreviations

5.1 References

Dangerous Goods in Harbour Areas Regulations 2016 (DGHAR).

<https://www.legislation.gov.uk/ukxi/2016/721/contents/made>

Harbours, Docks and Piers Clauses Act 1847

<https://www.legislation.gov.uk/ukpga/Vict/10-11/27>

Local Aids to Navigation Reporting Portal

<https://nlbhq.nlb.org.uk/latonsonline>

Merchant Shipping Act 1995 - Section 252:

<http://www.legislation.gov.uk/ukpga/1995/21/section/252>

Port marine Safety Code, 2016.

<https://www.gov.uk/government/publications/port-marine-safety-code>

A Guide to Good Practice on Port Marine Operations: Port marine Safety Code, 2018.

<https://www.gov.uk/government/publications/a-guide-to-good-practice-on-port-marine-operations>

Railways and Transport Safety Act 2003

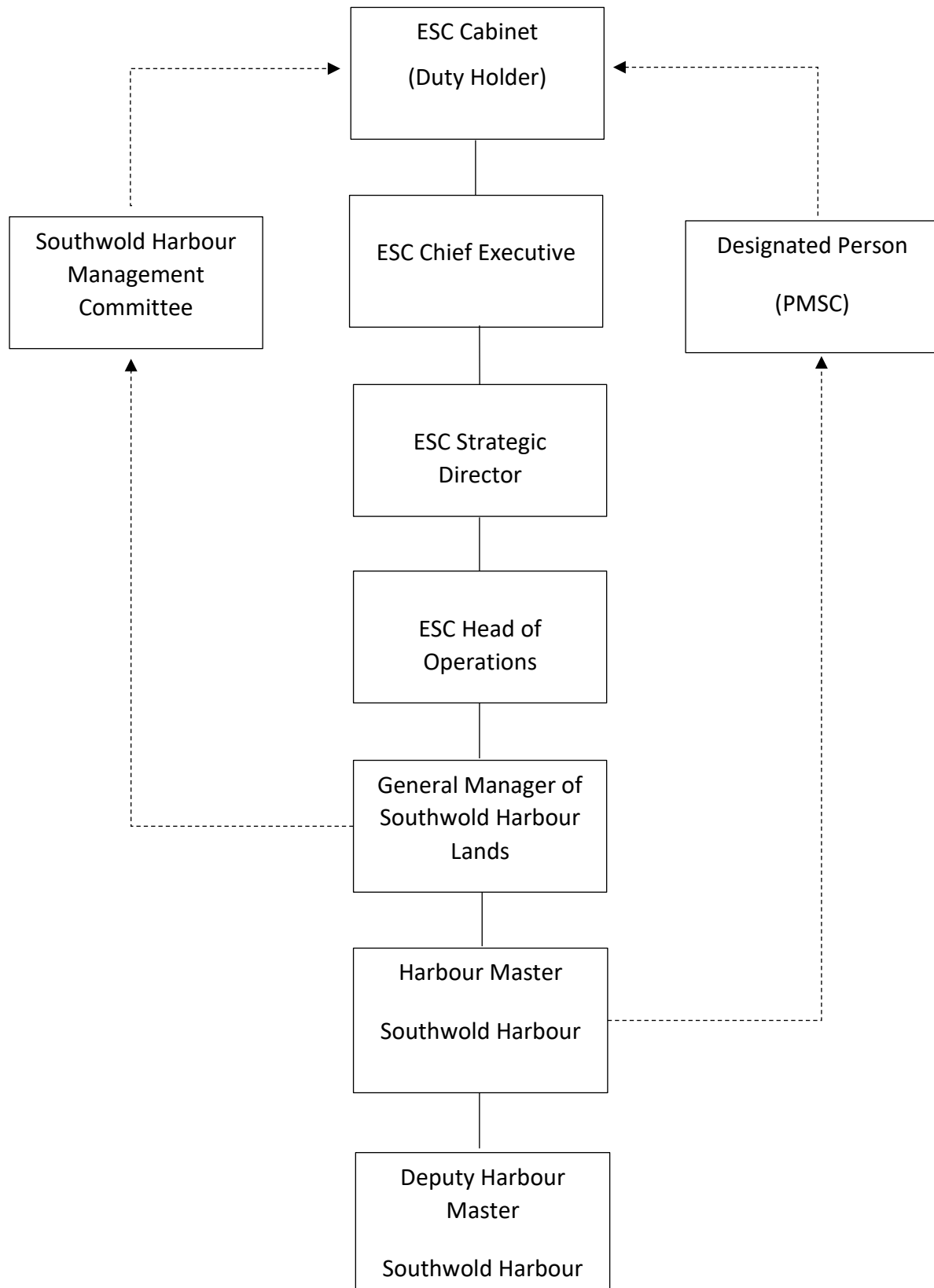
<http://www.legislation.gov.uk/ukpga/2003/20/contents>

5.2 Abbreviations

| | |
|-------|---|
| ALARP | As Low as Reasonably Practicable |
| CCTV | Close Circuit Television |
| DGHAR | Dangerous Goods in Harbour Area Regulations |
| DHM | Deputy Harbour Master |
| DRA | Dynamic Risk Assessment |
| EEZ | Exclusive Economic Zone |
| ESC | East Suffolk Council |
| FRA | Formal Risk Assessment |
| GT | Gross Tonnes |
| GtGP | Guide to good practice |
| HM | Harbour Master |
| HSE | Health & Safety Executive |

| | |
|--------|--|
| IHO | International Hydrographic Office |
| IMDG | International Maritime Dangerous Goods |
| LLA | Local Lighthouse Authority |
| MAIB | Marine Accident Investigation Branch |
| MCA | Maritime Coastguard Agency |
| MHWS | Mean High Water Springs |
| MSMS | Marine Safety Management System |
| MMO | Marine Management Organisation |
| PACE | Police and Criminal Evidence Act |
| PMSC | Port Marine Safety Code |
| RDCO | Registered Dealer in Controlled Oils |
| RYA | Royal Yachting Association |
| SAG | Southwold Harbour Stakeholder Advisory Group |
| SHA | Statutory Harbour Authority |
| HMC | Southwold Harbour Management Committee |
| SOSREP | Secretary of State Representative |
| SSoW | Safe System of Work |
| UK | United Kingdom |
| UKHO | UK Hydrographic Office |
| VHF | Very High Frequency |

Appendix 1: East Suffolk Council Organogram





EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Marine Safety Plan 2023 - 2025



Version 1.0

January 2023

1 Introduction

East Suffolk Council own and manages Southwold Harbour and as a Statutory Harbour Authority (SHA) has responsibilities and duties under health and safety, environmental and maritime legislation, and guidance.

The Port Marine Safety Code (PMSC) is published by the Department for Transport and sets out a national standard for port marine safety. The Code applies to all Harbour Authorities and other marine facilities, berth owners and terminal operators in the UK.

As part of its compliance with the requirements of the PMSC, East Suffolk Council is publishing the following 'Safety Plan for Marine Operations' for a period of three years, covering 2023 to 2026. The plan is **issued by East Suffolk Council Cabinet** as the duty holder for Southwold Harbour.

This Marine Safety Plan is one component of a comprehensive (strategic level) Marine Safety Management System (MSMS) and serves to support the continuing improvement of marine safety performance.

This Marine Safety Plan commits East Suffolk Council to undertaking the proper management and regulation of marine operations within the scope of its powers and authority, and in line with its stated marine policies.

2 Marine Policies

East Suffolk Council has several policies in support of the management and regulation of marine operations. For Southwold Harbour, these are the:

- Navigational Safety Policy
- Conservancy Policy
- Enforcement Policy
- Training Policy
- Environment Policy

These strategic policies are embedded in the MSMS and are approved by the **Duty Holder and the Harbour Management Committee** under the requirements of the PMSC.

3 The Management of Marine Operations

An overview of East Suffolk Council's structure, management, and documentation is maintained in the MSMS which supports the delivery of this Plan. External audits of the MSMS are undertaken on an annual basis.

East Suffolk Council is committed to ensuring a positive safety culture and to enhancing its risk based MSMS.

Southwold Harbour will consistently and proactively review its risk assessments for all identified marine hazards and when required, identify control measures to mitigate those risks to an acceptable level of **ALARP** (As Low as Reasonably Practicable).

East Suffolk Council has responsibilities to provide safe navigation and, as far as its powers allow, to facilitate the safe transit of vessels using its ports and harbours.

4 Plan Period

This plan covers a three-year period of 01 January 2023 to 31 December 2025.

5 Management Objectives

East Suffolk Council has split its objectives into two sets, the first addresses 'Standing Objectives' the second set addresses 'Period Objectives'.

5.1 Standing Objectives

The objectives support the ongoing improvement plan for Southwold Harbour.

This plan is owned by the **Harbour Master**, on behalf of the **Duty Holder**, and aims to address high level improvement targets which will benefit the harbour and fulfils the requirement of the PMSC for the Duty Holder to maintain a 'Marine Safety Plan'.

| Provision / Activity | Objective | Measure |
|----------------------|---|--|
| 1 Duty Holder | Duty Holders to have received training on their role and responsibility under the Code in the last three years. Duty Holders to have undertaken an operational tour of the Harbour in the last three years | All Duty Holders trained (100%) All Duty Holders to have attended a harbour tour (100%) |
| 2 Designated Person | External Audit completed once per year Annual Report/Presentation to the Duty Holder | Gap analysis 2022 Annual |
| 3 Legislation | Review legal duties and powers periodically | Under review HRO applied for 2022 Five-yearly review |
| 4 Duties and Powers | MAIB Reportable Incidents: make all reports to the MAIB within 24 hrs, with investigation followed up. | Nil to date |
| | Incident investigation: close out all incidents in accordance with defined procedures and closed out within an agreed timeframe | Nil to date |
| | Hydrographic Survey set out in a survey plan | To be achieved 2023 |
| 5. Risk Assessment | All Marine Risk Assessments to be in date | To be reviewed 2023 |
| 6 MSMS | The Marine Management Team will undertake a formal review of all marine policies on a three-yearly basis | Three-yearly |
| | The Marine Safety Management System will be reviewed annually (or following any significant industry changes) | Annual |
| 7 Review and Audit | Review SMS on an annual basis. | Annual by the Designated Person |
| | Complete internal audits to the three-yearly schedule | Annual by the Council |

| Provision / Activity | Objective | Measure |
|-----------------------|--|---|
| 8 Competence | Ensure staff with marine safety responsibilities are trained and experienced to undertake their duties | Ongoing - review by Q1 2023 |
| 9 Plan | Publish a three yearly 'Marine Safety Plan' (this plan) Published and in-date | Published by Q1 2023 |
| | Publish an assessment of the organisation's performance against the last period plan | Annually, in the Harbour Review / Annual Report |
| 10 Aids to Navigation | Aids to Navigation: Three-year performance meets or exceed IALA performance threshold. Annual inspection by Trinity House (TH) as the General Lighthouse Authority | No Non-compliances (measured annually by TH) |

5.2 Period Objectives

| Provision / Activity | Objective | Measure |
|--|--|---|
| 1. Vessel Traffic Management | Carry out a Formal Risk Assessment of Local Port Service in line with MGN 401 | By Q4 2023 |
| 2. Liaison and consultation with stakeholders (all SHAs) | Ensure good lines of communication are in place on marine safety matters for new and existing activities with Harbour Users Groups. | Advisory group and harbour User Group by Q1 2023 |
| 3. Training | Review training needs for all staff associated with Marine Operations to ensure staff with marine safety responsibilities are trained to undertake their duties, identify mandatory training | Establish a training matrix by Q1 2023 |
| 4. Emergency plan | Establish an exercise plan. Conduct real time and tabletop exercises for emergencies | Establish a plan and carry out an exercise by Q4 2023 |



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Safety of Navigation Policy

Version 1.0 January 2023

East Suffolk Council has a duty of care to harbour users for ensuring navigational safety and will:

1. **Provide** a fair and balanced opportunity for all recreational sectors to enjoy the harbour in safety through the application of local rules and Directions, and, where applicable, permits and licences.
2. **Apply** restrictions and controls in accordance with formal risk assessments for specific activities and will where practicable consult with user groups in identifying and imposing control measures. Many of these controls are applied through the Conservancy Policy and other policies.
3. **Maintain** up to date legislation, byelaws as appropriate in consultation with port users and enforce them to effectively regulate harbour use.
4. **Enforce** all relevant statutory Harbour legislation, Health and Safety regulations, the Merchant Shipping Act and Harbour byelaws as necessary.

Powers

ESC recognises its duty to make proper use of powers to give Directions and to regulate all vessel movements in its waters, and if necessary, its powers to make byelaws as required. These powers shall be exercised in support of the policies and procedures developed in the ESC Marine Safety Management System and are used to manage the navigation of all vessels.

The Harbour Master has powers of direction to regulate the time and manner of ships' entry to, departure from and movement within the harbour waters, and related purposes. These powers are given for the purpose of giving specific directions to specific vessels for specific movements unless the powers have been extended for other purposes. Harbour Master's directions may be referred to as 'Special Directions' to distinguish them from

‘general directions. (Special directions are not for setting general rules but relate to specific vessels – or in an emergency, to a class of vessels –on occasions.)

It is an offence not to comply with directions, but the master of a vessel is not obliged to obey directions if he believes that compliance would endanger the vessel. It is the duty of a harbour master in exercising these powers to consider the interests of all shipping in the harbour.

The Harbour Authority currently has no powers to issue General Directions.

Dangerous Vessels

Under the Dangerous Vessels Act 1985, the Harbour Master (or appointed Deputy) may give directions prohibiting the entry into, or requiring the removal from, the harbour of any vessel if, in his opinion, the condition of that vessel, or the nature or condition of anything it contains, is such that its presence in the harbour might involve a grave and imminent danger to the safety of persons or property or risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels.

The Harbour Master must have regard to all the circumstances and to the safety of any person or vessel. Directions given under the Dangerous Vessels Act 1985 may be overridden by the Secretary of State. This power is likely to be exercised through SOSREP, having assumed powers of intervention relating to the salvage of the casualty.

Vessel Traffic Management

A Vessel Traffic Service for Southwold would be inappropriate and excessive; instead, a Local Port Service is provided. A periodic Local Port Service is provided via VHF and landline during office hours on weekdays year-round and also on weekends. Contact information for the Local Port Service is listed under Southwold Harbour ” in the ‘Admiralty List of Radio Signals’ Volume 6 Southwold Harbour has an effective system for promulgating navigation warnings affecting the Harbour via various channels.

Specific Controls on Some User Groups

Southwold Harbour may implement management policies for specific groups of vessels in response to incidents and after consultation with stakeholders.

The option of further schemes relating to jet skis. Houseboats and Paddle craft etc. may be considered.

Events

Organisers of recreational events proposed within harbour limits must ensure that they consult with the Harbour Master and relevant landowners and mooring operators regarding events both on and over the water, about the need for risk assessments. The need will be proportional to the activity.

The Harbour Master may be able to agree that formal assessments are not needed for some low-key leisure activities.

The Harbour Master liaises on safety issues with Harbour Users. The PMSC applies to all organisations that own or manage marine facilities.

Passage Plans

There is no standing requirement for any vessel in Southwold Harbour to file a port passage plan. If they were appropriate in a particular case, powers of Direction would be used to require the use of a port passage plan.

Incident Investigation

Major incidents are subject to immediate investigation to establish cause and to validate control measures. The reporting requirements of RIDDOR and of the MAIB are followed.

Incidents, accidents, complaints and near misses are recorded in **an incident log** with contemporaneous information. This log records follow-up action where appropriate and is used to generate yearly KPIs and identify trends:

- Breakdown of incidents by type with annual comparisons
- Number of interviews under caution and other enforcement metrics
- Number of Local Notice to Mariners (LNtM) published
- Lifeboat service statistics

Consent for Marine Works

Southwold Harbour has powers to grant or reasonably withhold consent for marine works.

Installation of moorings within the harbour remains subject to formal Southwold Harbour consent for marine works and other **third-party licenses/permissions if required**.



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Conservancy Policy

Version 1.0 January 2023

Conservancy Policy

Southwold Harbour recognises its duty to conserve the harbour so that it is fit for use as a port, and its Common Law duty of care to see that the harbour is in a fit condition for a vessel to use it.

Accordingly, Southwold Harbour will:

1. Provide users with adequate information about conditions in the harbour.
2. Survey the harbour and navigable channels as regularly as necessary, and keep proper hydrographic records
3. Carry out its duty and powers as a Local Lighthouse Authority to place navigation marks or lights where they will be of best use and regulate third-party operators of aids to navigation.
4. Apply specific powers to licence and regulate marine works
5. Apply specific powers in relation to wrecks should a wreck become, or is likely to become, an obstruction or danger to navigation.

The Officer responsible for delivering the Conservancy Duty is the Harbour Master.

Hydrography

Southwold Harbour will follow the requirements laid out in the Port Marine Safety Code for the provision of survey information. Southwold Harbour will maintain appropriate contracted services to deliver surveying commitment.

The UK Hydrographic Office (UKHO) will receive all hydrographic information and Local Notices to Mariners produced by the Harbour.

Consents for Marine Works or Dredging

Marine Licences for works or dredging, will be obtained from the Marine Management Organisation if required. The authority has not yet undertaken maintenance dredging that required a Marine Licence from the Marine Management Organisation.

Consent for maintenance dredging and other marine works must have the approval of Southwold Harbour.

Mooring Areas

Southwold Harbour has powers to grant or reasonably withhold consent for marine works within the river (e.g. installation of moorings, dredging etc) after considering the effects on harbour safety of proposed changes in use or harbour works. Installation of moorings within the harbour remains subject to formal consent for marine works and **other third-party licenses/permissions if required**.

Buoyage and Aids to Navigation

Southwold Harbour inspects navigation marks under its jurisdiction in accordance with availability criteria laid down by the General Lighthouse Authority and effects maintenance and repairs as necessary. The alteration of existing marks and establishment of new marks are kept under review in consultation with Trinity House

Southwold Harbour will consider the effect of weather on harbour safety and promulgate warnings as required. Tide times are provided throughout the year.

Further information is available on request from the Harbour Office.



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Training Policy

Version 1.0 January 2023

Harbour Training Statement

The Southwold Harbour's services depend on the quality of its staff. It is therefore dedicated to the training and development.

The Harbour Authority recognises that the training needs of staff must be kept under ongoing evaluation through job descriptions and personal development review.

East Suffolk Council recognises that all its staff should have training appropriate to the responsibilities assigned to them relating to the safety of marine operations.

East Suffolk Council will assess the fitness of all who are appointed to positions with responsibility for safety of marine operations and will measure their competence against relevant National Occupational Standards. This policy commits the Harbour Authority to revalidating and maintaining qualifications for those in positions of responsibility for the delivery of marine safety.

Additionally, the Harbour Authority is committed to ensuring that the crew of harbour vessels, including launches and workboats, are appropriately trained and qualified.

Training Matrix

The matrix (next page) lays out the Harbour Authority's training expectations shown as Required (R), Optional (O) or Not Needed (-) against each role.

| Role | PMSC Duty Holder | VHF Radio Operator Short Range Certification (SRC) | RYA Power Level 2 | RYA Day Skipper | RYA Coastal Skipper | First Aid Certificate | Port Facility Security Officer | Oil Spill Response | Risk Assessment Training | Harbour Master Training |
|---|------------------|--|-------------------|-----------------|---------------------|-----------------------|--------------------------------|--------------------|--------------------------|-------------------------|
| Duty Holder (member) | R | - | - | - | - | - | - | - | - | - |
| Southwold Harbour Management Committee (member) | R | - | - | - | - | - | - | - | - | - |
| Harbour Manager: Southwold Harbour and Caravan Site | O | O | O | - | - | O | - | L2 | R | O |
| Harbour Master: Southwold Harbour | O | R | R | R | R | R | R | L2 | R | R |
| Deputy Harbour Master: Southwold Harbour | O | R | R | O | O | R | O | L2 | O | R |

Southwold Harbour Management Committee

Work Programme

| | |
|------------------|---|
| 24 November 2022 | <ul style="list-style-type: none"> • Schedule of Charges 2023/24 • Proposed Capital Expenditure and Budget Allocation (Exempt) • Update from the Working Groups • Update from the SAG • Work Programme • |
| 12 January 2023 | <ul style="list-style-type: none"> • Quarter 3 Budget Monitoring Report 2022/23 • Marine Safety Management System • Draft Budget for 2023/24 • Update from the Working Groups • Update from the SAG • Work Programme • |
| 23 February 2023 | <ul style="list-style-type: none"> • Royal HaskoningDHV report |
| 9 March 2023 | <ul style="list-style-type: none"> • Business Plan • Update from the Working Groups • Update from the SAG • Work Programme • |
| July 2023 | <ul style="list-style-type: none"> • Election of Chairman and Vice Chairman for 2023/24 • Co-opted Member Richard Musgrove Term of Office • Update from the Working Groups • Update from the SAG • Work Programme • |

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.

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