



# Southwold Harbour Management Committee

## Work Programme

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

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



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

Other matters:

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

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

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

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