



Southwold Harbour Management Committee

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

to be held in the Stella Peskett Millennium Hall, Southwold
on **Thursday, 18 January 2024 at 3.00pm**

Members:

Councillor David Beavan (Chair), Councillor Paul Ashton (Vice-Chair), Councillor Jan Candy, Mr Simon Flunder, Mr David Gledhill, Councillor Toby Hammond, Mr John Ogden, Ms Diane Perry-Yates, Mr Mike Pickles, Councillor Lee Reeves.

An Agenda is set out below.

Part One – Open to the Public

Pages

- | | | |
|----------|--|----------------|
| 1 | Apologies for Absence
To receive apologies for absence, if any. | |
| 2 | Declarations of Interest
Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered. | |
| 3 | Minutes
To confirm the minutes of the meeting held on 9 November 2023. | 1 - 5 |
| 4 | Operational Update
To receive a verbal update from the Southwold Caravan/Harbour Manager | |
| 5 | Southwold Harbour Vision ES/1823
To consider the Southwold Harbour Vision | 6 - 16 |
| 6 | Draft Budget 2024/2025 ES/1821
To consider the Draft Budget for 2024/2025 | 17 - 30 |
| 7 | Quarter 3 Budget Monitoring Report 2023/24 ES/1822
To consider the Quarter 3 Budget Monitoring Report 2023/24 | 31 - 45 |
| 8 | Southwold Static Caravan Site Redevelopment
To receive a presentation on the Southwold Static Caravan Site Redevelopment | |

Part One – Open to the Public

Pages

9 Harbour Revision Order Update

To receive a verbal update from the Head of Operations on the progress of the Southwold Harbour Revision Order.

10 Update from the Stakeholder Advisory Group

To receive a verbal update from the Stakeholder Advisory Group

11 Update on the Committee's Working Groups

To receive a verbal update on the Committee's Working Groups

12 Date of the next meeting


To note the date of the next meeting as 14 March 2024 at 4pm.

Part Two – Exempt/Confidential

Pages

There are no Exempt or Confidential items for this Agenda.

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 Millennium Hall, on **Thursday, 09 November 2023 at 4:00 PM**

Members of the Committee present:

Councillor David Beavan, Councillor Jan Candy, Mr David Gledhill, Mr John Ogden, Mr Mike Pickles, Councillor Lee Reeves

Other Members present:

Officers present: Kerry Blair (Head of Operations), Katy Cassidy (Democratic Services Officer), Andy Jarvis (Strategic Director), James Milnes (Southwold Caravan / Harbour Manager), Alli Stone (Democratic Services Officer)

1 Apologies for Absence

Apologies for absence were received from Councillor Paul Ashton and Councillor Toby Hammond.

2 Declarations of Interest

Mr Mike Pickles, Mr Simon Flunder and Ms Diane Perry Yates declared a Disclosable Pecuniary interest in item four of the agenda. The Chair confirmed they had received dispensation from the Monitoring Officer to stay and vote on this item.

3 Minutes

By unanimous agreement it was

RESOLVED

That the minutes of the meeting held on 14 September 2023 were agreed as a correct record.

4 Fee Structure at Southwold Harbour and Southwold Caravan & Campsite

The Committee received report **ES/1724** which summarised the fees and charges for the caravan site and harbour for 2024 and 2025.

The Head of Operations introduced the report. Every year the Council was required to review fees and charges across its estate. The Council had suffered like all businesses from an increase in inflation and had been hit through staffing and materials costs which had hit the harbour. The approach to reviewing the fees and charges had been to apply a rate of 6.7%, which was the rate of inflation for the Consumer Price Index in September 2023. This had applied across the board to fees and charges. The Council also considered similar sites to benchmark the fees and charges. The Head of Operations recognised that this rise did follow on from high inflation in 2022 which was passed on in the 23/24 fees and charges. This would be challenging for businesses, but if the Council was going to make investments, then some of these costs needed to be offset.

The Chair invited questions.

Ms Perry-Yates asked that the percentage fees and charges were increased by be reduced. She had been contacted by a caravan owner who had decided that they could no longer justify the expense of their caravan especially considering the uncertainty on the site. An overall rise of 6.7% following on from the 10% increase the previous year was very hard for people to accept. There were other avenues of income that could be investigated, including filling some of the empty plots on the site. The current owners should not be covering the loss of income from the Councils decision to leave these plots empty. Ms Perry-Yates felt that it would be a welcome gesture this year with so much uncertainty on the site to have a smaller increase, and this would go a long way to keep people on side. It was better to have people on the site than having to resell and readvertise pitches.

Mr Flunder stated that the concerns in the caravan site were also reflected in the wider harbour. Businesses had not done as well this year as in the previous years, and morale was low. There needed to be some recognition that things were tough and some support from the Council to businesses. Businesses supported the Committee and were moving on from past issues, and needed some support in return. Mr Flunder added that the rate structure for visiting vessels was not fair in comparison to the rest of the area and so many people were put off from coming to Southwold. The structure needed to be reviewed in addition to the fees themselves.

Councillor Candy asked what other avenues there were to find extra income. Ms Perry-Yates stated that some of the empty pitches could be filled. The waiting list should also be refreshed to see if the people on the waiting list were still wanting to apply for a pitch. Ms Perry-Yates added that many people felt that service had been poor on the site this year, with equipment and services not working, and many people on the static caravan site felt that they were the poor relatives on the site and most of the work and money went to the campsite side.

Mr Pickles stated that Southwold Harbour was more expensive than some of the most well known marinas on the coast. Southwold had no facilities and it was not worth the cost to moor here. Visitors did talk to each other and if the site was not up to scratch

people would not visit. It was getting harder and harder to persuade people to come to Southwold if the moorings were expensive and there were no facilities.

Mr Gledhill asked how much costs have increased in the last year. Many ports increased costs by a percentage of CPI as costs did not often increase in line with CPI year on year.

The Head of Operations stated there had been some salary increases for some of the lower paid staff on the site, but he could not say what the overall increase in costs were.

The Caravan and Harbour Manager stated that the way fees and charges were structured had been this way for a long time and this structure could be reviewed.

Mr Flunder felt that a smaller increase needed to be considered as this would have less of an impact on businesses where there was currently very low morale. Lower fees would also prompt more people to visit the harbour.

Mr Gledhill stated that there was a waiting list for the caravan site, and so was the price that much of a deterrent. The Head of Operations stated that prices would increase as the site developed and it was clear that Southwold Caravan Site and the Harbour needed to be benchmarked against other sites on the east coasts to understand where they should be sitting compared to others. It was difficult to make an arbitrary decision about a few percentage points when this information was not there.

Ms Perry-Yates stated that the uncertainty on the site and work that needed to be done needed to be taken into account, and a lower increase considered.

The Chair stated that he agreed that there was low morale and that work did need to get going and that a good will gesture was necessary. He added that in addition to this a timeline for works needed to be given to stakeholders so they had some more certainty of what was being done.

Mr Gledhill stated that in light of the questions raised about alternative fee structures and requests for information on the cost increase for the year, this decision should be deferred until the next meeting.

The Strategic Director stated that the next meeting would not be until January and would not work with the timeline for the budget setting process. The Democratic Services Officer confirmed that this could be revised over email as Cabinet was ultimately the body that set the fees and charges.

Councillor Candy asked if the waiting list could be reviewed to see if extra caravans could be bought onto the site. The Head of Operations stated he would review this with the team to see how this was done and how many vacant pitches were needed for the redevelopment. This could be reviewed with the timeline for the redevelopment.

Mr Flunder stated there needed to be recognition that the issues in the harbour were not always the result of the leaseholder or caravan site owners but of poor management on the site.

Mr Ogden stated that the charges on the site were very complicated in comparison to other harbours and marinas, and this needed to be reviewed.

It was by a majority vote

RESOLVED

That this decision be deferred and the Committee make their recommendation to Cabinet when information on the cost increases had been made available.

RESOLVED

That having commented upon the proposed annual schedule of charges and dues for the Harbour 2024/25 and the proposed fees and charges for the Caravan Site 2024/25, attached at Appendix A, these be recommended to Cabinet for approval.

5 Update from the Committee's Working Groups

The Democratic Services Officer confirmed that working groups would meet before Christmas and that a work programme for the work groups would be set up.

Councillor Reeves stated he had been disappointed with the compliance working group and there had been a lack of information from officers, and a lack of understanding of where information was being reported to.

The Head of Operations stated it had been difficult to get people to do work, and that he would ensure that the right officers were supporting the right working group.

6 Update from the Stakeholder Advisory Group

Mr Flunder updated the meeting on the most recent meeting of the Stakeholder Advisory Group. The group had an open meeting to discuss the fees and charges. They felt there was very little visibility of the projects that were going forward. The group also raised concerns on sewage which could impact the blue flag status of the beach. As had already been discussed, morale was low in the harbour, and the Committee needed to be clear on the timeline for work to provide some certainty to businesses and users.

Next year was the 200th anniversary of the RNLI and the 75th anniversary of the sailing club, and there was an aim to hold a fete in the harbour to celebrate this.

The Strategic Director stated that there were discussions ongoing about sewerage in the harbour and on the coast, but it was not within the gift of the Council to do anything about this. Anglian Water had stated that they would be confirming in real

time when sewage was discharged and water would be tested. The issue of offshore cable runs across East Suffolk was regularly being discussed by members and officers across the Council and there were concerns about the disconnected nature of the various cable routes. Concerns were being raised and the Council was lobbying on this with others.

The Harbour Revision Order had been submitted, no further information was forthcoming on when this would be dealt with.

7 Work Programme

The Committee considered its work programme. The Chair asked that longer term projects be included to help give an understanding of the timescales involved.

8 Dates of the next meetings

The dates of the next meetings were noted as 11 January 2024, 14 March 2024 and 9 May 2024.

9 Exempt/Confidential Items

By a unanimous vote 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 item 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.

10 Exempt minutes

By a unanimous vote it was

RESOLVED

The Exempt minutes of the meeting held on 14 September 2023 were agreed as a correct record.

The meeting concluded at 17:10

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Chair



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE
Thursday, 18 January 2024

Subject	Southwold Harbour Vision
Supporting Officer	James Milnes Southwold Harbour, Caravan and Campsite Manager James.milnes@eastsoffolk.gov.uk
Head of Service	Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk
Strategic Director	Kate Blakemore Kate.blakemore@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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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:

This report provides the Committee with an overview of the potential vision for Southwold Harbour over a 10-year period and beyond.

Recommendation:

That having reviewed the report and background document at Appendix A consideration is given to supporting the concept of the Harbour 2035 vision and developing a broad stakeholder consultation.

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:

Non directly arising from this report

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	<p>The Southwold Harbour Vision 2035 represents a comprehensive and forward-thinking framework designed to steer the development and enhancement of the Southwold Harbour area over the next decade and beyond. Rooted in a rich maritime heritage and a longstanding reputation as a vibrant fishing and recreational hub, this vision seeks to balance sustainable growth with environmental stewardship and community interests.</p> <p>The core objective is to transform the harbour into a modern, multi-functional destination while preserving its unique character and ecological significance. Central to this vision are the principles of economic vitality, social inclusivity, and ecological responsibility. These principles aim to foster a thriving economy, enhance the well-being of the local community, and protect the natural beauty and biodiversity of the harbour environment.</p> <p>Key components of the vision include infrastructure modernisation, tourism development, maritime industry support, and habitat conservation. The plan also addresses the challenges posed by climate change, aiming for resilience and adaptability in harbour management and development.</p> <p>This vision encapsulates a collective ambition to create a sustainable and prosperous future for Southwold Harbour, ensuring its legacy as a cherished landmark for generations to come.</p>
2 Current position	
2.1	<p>Southwold Harbour is at a pivotal point where its current state and future prospects are being re-evaluated. The harbour, while retaining its charm and serving as a vital local economic contributor, faces challenges in infrastructure, environmental sustainability and evolving community needs. Currently, the infrastructure, though functional, requires significant modernisation to meet contemporary standards and future demands. Environmental considerations, especially in the face of climate change, are increasingly pressing, necessitating proactive measures to protect and enhance the harbour's natural ecosystem. The community's evolving expectations around accessibility, amenities, and economic opportunities also call for a strategic redevelopment approach. Additionally, the balance between supporting the traditional maritime industry and promoting tourism presents a complex dynamic that needs careful management. The harbour's potential as a premier coastal destination is yet to be fully realised, indicating substantial room for growth and improvement. Recognising these factors, the Southwold Harbour Vision 2035 aims to address these challenges head-on, paving the way for a revitalised harbour that is economically robust, environmentally sound, and socially vibrant. This vision is set against the backdrop of an ever-changing landscape, where adaptability and long-term planning are crucial for achieving a sustainable and prosperous future for the harbour and its community.</p>

3 How to address current situation

- 3.1 Addressing the current challenges at Southwold Harbour requires a strategic and multi-dimensional approach, aligned with the goals of the Harbour Vision 2035. Firstly, infrastructure modernisation is paramount. This involves upgrading the harbour facilities to enhance efficiency, safety, and user experience, catering to both the maritime industry and recreational users. Environmental sustainability should be a cornerstone of all development projects, incorporating measures like habitat restoration, pollution control, and climate resilience planning.
- Promoting a balance between the maritime industry and tourism development is essential. This can be achieved by supporting traditional fishing activities while simultaneously creating attractive, eco-friendly tourist attractions that respect and highlight the harbour's natural and cultural heritage.
- Engaging the local community is vital; their input and participation in planning and development processes ensure that the harbour's evolution reflects their needs and aspirations.
- A clear, adaptable governance structure is needed to oversee these initiatives, ensuring that they are implemented efficiently, transparently, and in a manner that is accountable to all stakeholders.
- By embracing these approaches, Southwold Harbour can transition from its current position to a future that is vibrant, sustainable, and in harmony with its historical and environmental context.
- The Harbour Vision 2035 is not just a plan for redevelopment, but a commitment to the holistic and sustainable growth of the harbour and its community.

4 Reason/s for recommendation

- 4.1 The concept of the Harbour Vision 2035 is not only ambitious but also critically necessary for the future prosperity and sustainability of the harbour. The vision offers a blueprint for a harmonious blend of economic, environmental, and social advancements that align with the long-term goals of the community and stakeholders.
- It is, therefore, recommended that serious consideration be given to endorsing the Harbour Vision 2035 as a guiding principle for the harbour's development. Furthermore, to ensure the vision's success and its acceptance by all involved parties, it is crucial to embark on a broad stakeholder consultation process. This process will provide a platform for inclusive dialogue, enabling the incorporation of diverse perspectives and expertise into the planning and implementation phases.

Through active engagement, we can foster a collective sense of ownership and commitment to the vision, thereby enhancing the likelihood of its successful realisation.

Supporting the Harbour Vision 2035 and initiating comprehensive stakeholder consultations will not only demonstrate a forward-thinking leadership approach but also secure a resilient and thriving future for Southwold Harbour that is reflective of the community's shared aspirations.

Appendices

Appendices:

Appendix A	Southwold Harbour Vision 2035
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Background reference papers:

None

January 2024

HMC

Vision for Southwold Harbour 2035

Executive Summary

Southwold Harbour 2035 Redevelopment Plan

Introduction

1. The Southwold Harbour, with its rich history and charming presence, stands at a juncture of transformation. In line with the Harbour 2035 Vision, we are committed to developing a robust plan that not only enhances the fiscal health of the harbour but also integrates seamlessly with the Caravan and Campsite operations and the broader Southwold community. This executive summary outlines our strategic roadmap, focusing on sustainable development, community engagement, and economic revitalisation.

Context and Background

2. The symbiotic relationship between the Harbour and the Caravan and Campsite is anchored in history; the site, once home to fishermen's huts, has evolved into a potential fiscal powerhouse for harbour operations. The Harbour 2035 Plan acknowledges the interdependent nature of the harbour, the Caravan and Campsite, and the town itself, proposing a holistic approach to redevelopment.

Strategic Objectives

1. **Facility Enhancement.** Upgrading harbour facilities to modern standards while preserving its historic allure.
2. **Economic Strengthening.** Improving the harbour's financial performance through strategic enhancements and diversified revenue streams.
3. **Community and Tourism Boost.** Leveraging redevelopment to increase visitor numbers to Southwold, benefiting local enterprises and the community.

Plan Delivery

1. **Consultative Planning.** Engaging with stakeholders to shape a plan that reflects collective aspirations and addresses local needs.
2. **Phased Implementation.** Rolling out development in stages, ensuring operational continuity and fiscal prudence.
3. **Sustainability and Compliance.** Embedding best practices for environmental stewardship and regulatory compliance.

Vision for 2035

3. By 2035, Southwold Harbour will aim to be a beacon of heritage-rich, economically vibrant, and community-focused development. The essence of the harbour will be preserved, even as we usher in state-of-the-art facilities and new commercial opportunities. Our aim is to see Southwold Harbour not just endure but thrive, with an increased footfall to the town and a bolstered local economy, ensuring that the quintessential charm of the harbour remains a source of pride for generations to come.

Summary

4. The Harbour 2035 Plan is not just a blueprint for development; it is a commitment to the people of Southwold, the heritage of the harbour, and the prosperity of our shared future. Through careful planning, collaborative effort, and a deep respect for our heritage, we have the opportunity to deliver a successful and sustainable future for Southwold Harbour.

Harbour 2035 Vision: Southwold Harbour

Vision Statement

1. In the year 2035, Southwold Harbour is envisioned as a vibrant, sustainable, and community-centric destination, revered for its unique blend of historical charm and modern functionality. Our vision is to create a harbour that not only serves as a cornerstone for economic growth and cultural vitality but also stands as a testament to the enduring spirit of Southwold's maritime heritage.

Core Vision Elements

1. **Historical Integrity and Modernity Coalescence.**

- The Harbour will celebrate its history by preserving the characteristic fishermen's huts, maritime artifacts, and traditional aesthetics.
- Concurrently, it will embrace modernity with state-of-the-art facilities that complement its historical fabric, providing enhanced services to harbour users and visitors alike.

2. **Economic and Fiscal Prosperity**

- Fiscal strategies will be carefully crafted to ensure the harbour's financial self-sufficiency, leveraging the synergy with the Caravan and Campsite.
- A diversified economic framework will support both traditional fishing trades and innovative enterprises, nurturing a thriving marketplace for local artisans.

3. **Community Harmony and Participation**

- Southwold Harbour will be a collaborative space where community input is integral, ensuring developments resonate with the people's values and aspirations.
- Regular community forums and participatory decision-making processes will be the norm, fostering a sense of collective ownership and pride.

4. **Environmental Stewardship and Cleanliness**

- The harbour will be a model of environmental responsibility, with clean waters, well-maintained public spaces, and sustainable practices at its core.
- Green initiatives, including waste management and pollution control, will be paramount, ensuring the harbour's natural beauty is preserved for future generations.

5. **Commercial Innovation and Entrepreneurial Spirit**

- The harbour will serve as a nurturing ground for local businesses, providing platforms for entrepreneurs to innovate and flourish.
- Artisan shops, local food markets, and maritime services will coexist, creating a dynamic commercial landscape that attracts tourists and supports the local economy.

6. **Enhanced Accessibility and Footfall**

- Improvements to infrastructure will facilitate better access, drawing more visitors to the town and enhancing the harbour's role as a gateway to Southwold.
- The increased footfall will have a positive ripple effect on the town's businesses, further integrating the harbour with the economic fabric of the community.

7. **Governance and Control**

- Robust governance structures will ensure the harbour is managed effectively, with a focus on safety, efficiency, and responsiveness to stakeholders' needs.
- Control mechanisms will be in place to maintain order, regulate activities, and uphold the highest standards of service.

Summary

2. The Harbour 2035 Vision is our commitment to a future where tradition and progress walk hand in hand. It is an invitation to join us on a journey to a Southwold Harbour that is not just a place but a living, thriving community.

Planning Timelines

1. Initial Assessment and Vision Setting (2023-2024)

- **Evaluate Current Status.** Assess the current state of the harbour, including infrastructure, commercial activities, environmental impact, and community engagement.
- **Stakeholder Engagement.** Initiate consultations with local residents, businesses, environmental groups, and harbour users to understand their needs and concerns.
- **Vision Development.** Define a clear vision for 2035 that aligns with the quaint allure of Southwold, enhancing traditional fishing activities and fostering artisan entrepreneurship.

2. Strategic Planning (2024-2025)

- **Strategic Goals.** Based on the initial assessment, set strategic goals focusing on Compliance, Cleanliness, Commercialisation, and Control.
- **Financial Planning.** Leverage funding from the Caravan and Campsite redevelopment and explore additional funding sources.
- **Environmental Consideration.** Ensure sustainable practices in harbour development to protect the local ecosystem.

3. Detailed Project Planning (2025-2026)

- **Infrastructure Upgrade.** Plan for modernising harbour facilities while retaining its traditional charm.
- **Business Development.** Identify opportunities for local artisans and traditional fishermen.
- **Community Projects.** Initiate projects that directly benefit the local community, enhancing the sense of ownership.

4. Implementation Phase I (2027-2029)

- **Infrastructure Development.** Begin phased construction and renovation works.
- **Community Engagement Programs.** Launch continuous community engagement initiatives to keep the public informed and involved.
- **Business Incubation.** Support new local businesses, focusing on sustainability and community values.

5. Mid-term Review and Adjustment (2030)

- **Progress Evaluation.** Assess the progress against the set goals.
- **Feedback Incorporation.** Adjust plans based on feedback from stakeholders and lessons learned.
- **Policy Update.** Revise policies to ensure ongoing compliance and control.

6. Implementation Phase II (2031-2034)

- **Completion of Infrastructure Projects.** Finalize all construction and renovation.
- **Commercialisation Expansion.** Further develop commercial opportunities for local businesses.
- **Sustainability Measures.** Implement advanced sustainability measures to ensure long-term environmental health.

7. Final Review and Launch (2035)

- **Final Assessment.** Evaluate the entire project against the original 2035 vision.
- **Official Launch.** Organise a community event to celebrate the new Southwold Harbour.
- **Future Planning.** Set the stage for continuous improvement beyond 2035.

Continuous Activities Throughout the Plan

- **Regular Community Consultations.** Engage with the community continuously to ensure their needs and concerns are addressed.
- **Monitoring and Reporting.** Implement a robust system for monitoring progress and reporting to stakeholders.

This plan serves as a basis for development with the aim of transforming Southwold Harbour into a vibrant, sustainable, and community-focused destination by 2035.

The Southwold Harbour 4C's — Compliance, Cleanliness, Commercialisation, and Control

The 4C's approach is crucial for the comprehensive development of Southwold Harbour. A detailed explanation of each is below:

1. Compliance

- **Regulatory Adherence.** Ensure all redevelopment activities align with local, national, and international regulations. This includes environmental laws, building codes, health and safety standards, and industry-specific regulations.
- **Ethical Standards.** Maintain high ethical standards in all operations, including fair labour practices, transparency in business dealings, and responsible environmental stewardship.
- **Continuous Monitoring.** Establish a system for regular monitoring and auditing to ensure ongoing compliance.

2. Cleanliness

- **Environmental Cleanliness.** Implement initiatives to maintain and enhance the cleanliness of the harbour and surrounding areas. This includes waste management systems, regular cleaning schedules, and pollution control measures.
- **Aesthetic Appeal.** Ensure the harbour maintains a visually appealing environment. This involves landscaping, maintaining public spaces, and ensuring infrastructure is well-maintained.
- **Health and Safety.** Promote health and safety standards that prevent contamination and health hazards, both for the public and the marine ecosystem.

3. Commercialisation

- **Business Opportunities.** Identify and develop opportunities for local businesses, especially those that align with the harbour's traditional and artisanal character. This can include retail spaces, markets, and tourism-related ventures.
- **Revenue Generation.** Develop strategies to maximize revenue from harbour operations. This can include berthing fees, property rentals, and partnerships with local businesses.
- **Sustainable Economic Growth.** Focus on sustainable economic growth that benefits the local community without compromising environmental and social values.

4. Control

- **Operational Management.** Implement effective management systems to oversee harbour operations, ensuring efficiency and responsiveness to issues.
- **Community Engagement.** Maintain control over development projects by engaging with the community, ensuring that redevelopment reflects their needs and values.
- **Risk Management.** Develop a comprehensive risk management plan to anticipate and mitigate potential risks associated with harbour operations, including environmental risks, financial risks, and safety risks.

Integrating these 4C's into the redevelopment plan will help ensure that Southwold Harbour evolves in a way that is responsible, sustainable, and beneficial to all stakeholders.



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE
Thursday, 18 January 2024

Subject	Draft Budget 2024/25
Supporting Officer	Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk
Strategic Director	Kate Blakemore Kate.blakemore@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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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 2024/25 for recommendation to the Cabinet.

Recommendation:

That having reviewed and commented upon the draft 2024/25 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 2024/25 charges and dues for the Harbour, and the Campsite and Caravan Site was considered by the Committee on 9 November 2023 and presented to Cabinet on 2 January 2024.

2 Current position																																																																																																																	
2.1	<p>Appendix A provides an overall summary for the 2024/25 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.</p> <table border="1"> <thead> <tr> <th colspan="7">Southwold Harbour and the Caravan and Campsite Income & Expenditure Budget for MTFS Period 2024-25 - 2027-28</th> </tr> <tr> <th>Outturn 2021-22</th> <th>Outturn 2022-23</th> <th></th> <th>Budget 2023-24</th> <th>MTFS 2024-25</th> <th>MTFS 2025-26</th> <th>MTFS 2026-27</th> </tr> </thead> <tbody> <tr> <td>£(91,337.02)</td> <td>£(95,339.00)</td> <td>Mooring Fees/Harbour Dues</td> <td>£(94,000.00)</td> <td>£(94,000.00)</td> <td>£(94,000.00)</td> <td>£(94,000.00)</td> </tr> <tr> <td>£(75,243.50)</td> <td>£(56,491.00)</td> <td>Property Lettings</td> <td>£(60,000.00)</td> <td>£(60,000.00)</td> <td>£(60,000.00)</td> <td>£(60,000.00)</td> </tr> <tr> <td>£(332,994.15)</td> <td>£(361,037.37)</td> <td>Touring Fees</td> <td>£(295,000.00)</td> <td>£(295,000.00)</td> <td>£(295,000.00)</td> <td>£(295,000.00)</td> </tr> <tr> <td>£(217,622.90)</td> <td>£(290,345.80)</td> <td>Static Caravan Fees</td> <td>£(297,000.00)</td> <td>£(297,000.00)</td> <td>£(297,000.00)</td> <td>£(297,000.00)</td> </tr> <tr> <td>£2,033.83</td> <td>£(169,310.83)</td> <td>Other Fees & Charges</td> <td>£(122,400.00)</td> <td>£(122,400.00)</td> <td>£(122,400.00)</td> <td>£(122,400.00)</td> </tr> <tr> <td>£(715,163.74)</td> <td>£(972,524.00)</td> <td>Total Income</td> <td>£(868,400.00)</td> <td>£(868,400.00)</td> <td>£(868,400.00)</td> <td>£(868,400.00)</td> </tr> <tr> <td>£258,319.02</td> <td>£322,262.00</td> <td>Employee Expenses</td> <td>£477,900.00</td> <td>£462,700.00</td> <td>£472,300.00</td> <td>£480,100.00</td> </tr> <tr> <td>£140,817.33</td> <td>£219,867.00</td> <td>Premises Expenses</td> <td>£257,300.00</td> <td>£247,200.00</td> <td>£248,700.00</td> <td>£250,800.00</td> </tr> <tr> <td>£190,397.07</td> <td>£180,309.00</td> <td>Supplies & Services</td> <td>£150,100.00</td> <td>£150,100.00</td> <td>£150,100.00</td> <td>£150,100.00</td> </tr> <tr> <td>£589,533.42</td> <td>£722,438.00</td> <td>Total Cost</td> <td>£885,300.00</td> <td>£860,000.00</td> <td>£871,100.00</td> <td>£881,000.00</td> </tr> <tr> <td>£(125,630.32)</td> <td>£(250,086.00)</td> <td>Total Direct Income/Expenditure</td> <td>£16,900.00</td> <td>£(8,400.00)</td> <td>£2,700.00</td> <td>£12,600.00</td> </tr> <tr> <td>£105,800.00</td> <td>£105,600.00</td> <td>Support Recharges</td> <td>£109,800.00</td> <td>£130,000.00</td> <td>£132,800.00</td> <td>£135,800.00</td> </tr> <tr> <td>£105,800.00</td> <td>£105,600.00</td> <td>Total Indirect Income/Expenditure</td> <td>£109,800.00</td> <td>£130,000.00</td> <td>£132,800.00</td> <td>£135,800.00</td> </tr> <tr> <td>£(19,830.32)</td> <td>£(144,486.00)</td> <td>TOTAL INCOME STATEMENT</td> <td>£126,700.00</td> <td>£121,600.00</td> <td>£135,500.00</td> <td>£148,400.00</td> </tr> </tbody> </table> <p>The budget for 2024/25 includes additional planned maintenance work following a condition survey of all Council assets during 2022/23.</p> <p>Employee expenses reflect the recent changes in staffing structure.</p> <p>There are no other significant changes to the budget for next year to highlight.</p> <p>Internal Support Recharges are covered in Section 2.2 below.</p>	Southwold Harbour and the Caravan and Campsite Income & Expenditure Budget for MTFS Period 2024-25 - 2027-28							Outturn 2021-22	Outturn 2022-23		Budget 2023-24	MTFS 2024-25	MTFS 2025-26	MTFS 2026-27	£(91,337.02)	£(95,339.00)	Mooring Fees/Harbour Dues	£(94,000.00)	£(94,000.00)	£(94,000.00)	£(94,000.00)	£(75,243.50)	£(56,491.00)	Property Lettings	£(60,000.00)	£(60,000.00)	£(60,000.00)	£(60,000.00)	£(332,994.15)	£(361,037.37)	Touring Fees	£(295,000.00)	£(295,000.00)	£(295,000.00)	£(295,000.00)	£(217,622.90)	£(290,345.80)	Static Caravan Fees	£(297,000.00)	£(297,000.00)	£(297,000.00)	£(297,000.00)	£2,033.83	£(169,310.83)	Other Fees & Charges	£(122,400.00)	£(122,400.00)	£(122,400.00)	£(122,400.00)	£(715,163.74)	£(972,524.00)	Total Income	£(868,400.00)	£(868,400.00)	£(868,400.00)	£(868,400.00)	£258,319.02	£322,262.00	Employee Expenses	£477,900.00	£462,700.00	£472,300.00	£480,100.00	£140,817.33	£219,867.00	Premises Expenses	£257,300.00	£247,200.00	£248,700.00	£250,800.00	£190,397.07	£180,309.00	Supplies & Services	£150,100.00	£150,100.00	£150,100.00	£150,100.00	£589,533.42	£722,438.00	Total Cost	£885,300.00	£860,000.00	£871,100.00	£881,000.00	£(125,630.32)	£(250,086.00)	Total Direct Income/Expenditure	£16,900.00	£(8,400.00)	£2,700.00	£12,600.00	£105,800.00	£105,600.00	Support Recharges	£109,800.00	£130,000.00	£132,800.00	£135,800.00	£105,800.00	£105,600.00	Total Indirect Income/Expenditure	£109,800.00	£130,000.00	£132,800.00	£135,800.00	£(19,830.32)	£(144,486.00)	TOTAL INCOME STATEMENT	£126,700.00	£121,600.00	£135,500.00	£148,400.00
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2.2	<p>Internal Support Recharges</p> <p>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</p>																																																																																																																

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 2024/25 support recharges.

Internal Support Recharges for Southwold Harbour and Caravan and Campsite

Support Recharge	2024/25 Budget	
Accounting Services	£16,800	Covers transactional processing, budget monitoring, budget setting and reporting.
Corporate Expenses (Democratic Services, Comms, Health & Safety, Internal Audit)	£8,800	This is based on a percentage of officer time supporting the service area. For 2024/25 this is Democratic Services and Health and Safety.
Customer Services	£20,000	Based on usage of the call centre and website etc.
Estates/Asset Management	£800	This is based on a percentage of officer time supporting the service areas.
Human Resources	£38,100	Fixed charge per person. This covers all of the HR function (recruitment, payroll, etc).
ICT	£36,800	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	£4,000	Legal record their time.
Senior and Corporate Management	£4,700	Proportion of Head of Operations.
Total	£130,000	

Appendix B and C provides the detail budgets for 2024/25 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 2024/25 and to recommend to Cabinet.
3.2	The budget will be approved by Full Council on 21 February 2024 as part of the Council's overall General Fund budget setting for 2024/25. The Council has a statutory duty to set a balanced budget for the coming year.

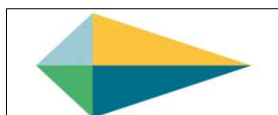
4 Reason/s for recommendation

4.1	To fulfil the Committee's responsibilities in respect of recommending an annual budget to Cabinet.
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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 (Harbour)
Appendix C	Detailed Draft Budget for 2023/24 and MTFS Period 2024/25 to 2026/27 (Caravan and Camp Site)

Background reference papers:	
None	



Southwold Harbour Income & Expenditure Budget for MTFS Period 2024-25 - 2027-28

Outturn 2021-22	Outturn 2022		Budget 2023-24	MTFS 2024	MTFS 2025	MTFS 2026-27	Notes
£(91,337.02)	£(95,339.00)	Mooring Fees	£(94,000.00)	£(94,000.00)	£(94,000.00)	£(94,000.00)	Daily Mooring Fees, Electricity and Fuel, revenue is not guaranteed
£(75,243.50)	£(56,491.00)	Property Lettings	£(60,000.00)	£(60,000.00)	£(60,000.00)	£(60,000.00)	
£(132,780.50)	£(158,600.00)	Other Fees & Charges	£(110,200.00)	£(110,200.00)	£(110,200.00)	£(110,200.00)	
£(299,361.02)	£(310,430.00)	Total Income	£(264,200.00)	£(264,200.00)	£(264,200.00)	£(264,200.00)	
£100,720.51	£102,986.00	Employee Expenses	£130,300.00	£107,900.00	£110,200.00	£112,100.00	Maintenance for Mooring Platforms
£18,347.35	£27,464.00	Premises Expenses	£34,300.00	£32,900.00	£29,700.00	£30,000.00	
£51,693.68	£96,052.00	Supplies & Services	£62,900.00	£62,900.00	£62,900.00	£62,900.00	
£170,761.54	£226,502.00	Total Cost	£227,500.00	£203,700.00	£202,800.00	£205,000.00	
£(128,599.48)	£(83,928.00)	Total Direct Income/Expenditure	£(36,700.00)	£(60,500.00)	£(61,400.00)	£(59,200.00)	
£32,300.00	£35,500.00	Support Recharges	£36,800.00	£42,200.00	£43,200.00	£44,400.00	
£32,300.00	£35,500.00	Total Indirect Income/Expenditure	£36,800.00	£42,200.00	£43,200.00	£44,400.00	
£(96,299.48)	£(48,428.00)	TOTAL INCOME STATEMENT	£100.00	£(18,300.00)	£(18,200.00)	£(14,800.00)	

Southwold Caravan and Campsite Income & Expenditure Budget for MTFS Period 2024-25 - 2027-28

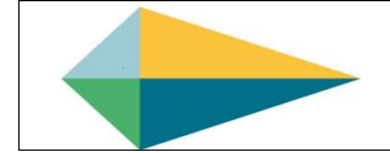
Outturn 2021-22	Outturn 2022		Budget 2023-24	MTFS 2024	MTFS 2025	MTFS 2026-27	Notes
£(332,994.15)	£(361,037.37)	Touring Fees	£(295,000.00)	£(295,000.00)	£(295,000.00)	£(295,000.00)	Touring Fees for 2021-22 were particularly buoyant due to the relaxation of COVID Rules and the weather COVID Refunds 2021-22 includes a COVID grant of £100,303
£(217,622.90)	£(290,345.80)	Static Caravan Fees	£(297,000.00)	£(297,000.00)	£(297,000.00)	£(297,000.00)	
£134,814.33	£(10,710.83)	Other Fees & Charges	£(12,200.00)	£(12,200.00)	£(12,200.00)	£(12,200.00)	
£(415,802.72)	£(662,094.00)	Total Income	£(604,200.00)	£(604,200.00)	£(604,200.00)	£(604,200.00)	
£157,598.51	£219,276.00	Employee Expenses	£347,600.00	£354,800.00	£362,100.00	£368,000.00	Vacant Southwold Manager post in 2022-23, now filled Utilities
£122,469.98	£192,403.00	Premises Expenses	£223,000.00	£214,300.00	£219,000.00	£220,800.00	
£138,703.39	£84,257.00	Supplies & Services	£87,200.00	£87,200.00	£87,200.00	£87,200.00	
£418,771.88	£495,936.00	Total Cost	£657,800.00	£656,300.00	£668,300.00	£676,000.00	
£2,969.16	£(166,158.00)	Total Direct Income/Expenditure	£53,600.00	£52,100.00	£64,100.00	£71,800.00	
£73,500.00	£70,100.00	Support Recharges	£73,000.00	£87,800.00	£89,600.00	£91,400.00	
£73,500.00	£70,100.00	Total Indirect Income/Expenditure	£73,000.00	£87,800.00	£89,600.00	£91,400.00	
£76,469.16	£(96,058.00)	TOTAL INCOME STATEMENT	£126,600.00	£139,900.00	£153,700.00	£163,200.00	

Southwold Harbour and the Caravan and Campsite Income & Expenditure Budget for MTFS Period 2024-25 - 2027-28

Outturn 2021-22	Outturn 2022		Budget 2023-24	MTFS 2024	MTFS 2025	MTFS 2026-27	Notes
£(91,337.02)	£(95,339.00)	Mooring Fees/Harbour Dues	£(94,000.00)	£(94,000.00)	£(94,000.00)	£(94,000.00)	
£(75,243.50)	£(56,491.00)	Property Lettings	£(60,000.00)	£(60,000.00)	£(60,000.00)	£(60,000.00)	
£(332,994.15)	£(361,037.37)	Touring Fees	£(295,000.00)	£(295,000.00)	£(295,000.00)	£(295,000.00)	
£(217,622.90)	£(290,345.80)	Static Caravan Fees	£(297,000.00)	£(297,000.00)	£(297,000.00)	£(297,000.00)	
£2,033.83	£(169,310.83)	Other Fees & Charges	£(122,400.00)	£(122,400.00)	£(122,400.00)	£(122,400.00)	
£(715,163.74)	£(972,524.00)	Total Income	£(868,400.00)	£(868,400.00)	£(868,400.00)	£(868,400.00)	
£258,319.02	£322,262.00	Employee Expenses	£477,900.00	£462,700.00	£472,300.00	£480,100.00	
£140,817.33	£219,867.00	Premises Expenses	£257,300.00	£247,200.00	£248,700.00	£250,800.00	
£190,397.07	£180,309.00	Supplies & Services	£150,100.00	£150,100.00	£150,100.00	£150,100.00	
£589,533.42	£722,438.00	Total Cost	£885,300.00	£860,000.00	£871,100.00	£881,000.00	
£(125,630.32)	£(250,086.00)	Total Direct Income/Expenditure	£16,900.00	£(8,400.00)	£2,700.00	£12,600.00	
£105,800.00	£105,600.00	Support Recharges	£109,800.00	£130,000.00	£132,800.00	£135,800.00	
£105,800.00	£105,600.00	Total Indirect Income/Expenditure	£109,800.00	£130,000.00	£132,800.00	£135,800.00	
£(19,830.32)	£(144,486.00)	TOTAL INCOME STATEMENT	£126,700.00	£121,600.00	£135,500.00	£148,400.00	

Budget 2022-23 - 2025-26

23514 - Southwold Harbour
Harbours and Yacht Stations
Communities, Leisure and Tourism
Peter Simmons
Kerry Blair



Account Code & Description	Budget	MTFS	MTFS	MTFS	Notes
	2324B £	2425I £	2526P £	2627E £	
Direct Income & Expenditure					
Income					
67191 General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(20,000.00)	£(20,000.00)	Mooring Fees
67444 Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(74,000.00)	£(74,000.00)	Harbour Dues
67466 Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(800.00)	£(800.00)	Internal Staff , between Harbour and Campsite
67481 Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(31,400.00)	£(31,400.00)	Electricity/Diesel
67491 General Vatable Fees & Charges	£0.00	£0.00	£0.00	£0.00	
67615 Exempt Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	
67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	
67815 Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(6,000.00)	£(6,000.00)	Storage
67835 Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(60,000.00)	£(60,000.00)	Rent Fisherman's Huts etc
67838 Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	
Total Cust & Client Receipts	£(192,200.00)	£(192,200.00)	£(192,200.00)	£(192,200.00)	
Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	
Total Recharges/Other Income	£(72,000.00)	£(72,000.00)	£(72,000.00)	£(72,000.00)	
TOTAL INCOME	£(264,200.00)	£(264,200.00)	£(264,200.00)	£(264,200.00)	
Expenditure					

Budget 2022-23 - 2025-26

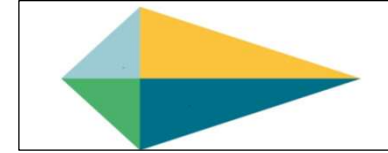
**23514 - Southwold Harbour
Harbours and Yacht Stations
Communities, Leisure and Tourism
Peter Simmons
Kerry Blair**



Account Code & Description	Budget	MTFS	MTFS	MTFS	Notes
	2324B £	2425I £	2526P £	2627E £	
71111 Basic Pay	£66,500.00	£67,800.00	£69,100.00	£70,500.00	
71121 Overtime	£10,700.00	£11,200.00	£11,500.00	£11,500.00	
71151 Employers National Insurance	£8,100.00	£8,400.00	£8,600.00	£8,800.00	
71161 Employers Superannuation	£19,300.00	£19,700.00	£20,200.00	£20,500.00	
Total Direct Employee Expenses	£104,600.00	£107,100.00	£109,400.00	£111,300.00	
71312 Recruitment Advertising	£0.00	£0.00	£0.00	£0.00	
71321 Technical Training	£25,000.00	£0.00	£0.00	£0.00	
71331 Employee Insurances	£700.00	£800.00	£800.00	£800.00	
Total Other Employee Expenses	£25,700.00	£800.00	£800.00	£800.00	
72111 Building Services - Planned Maintenance	£4,400.00	£3,500.00	£0.00	£0.00	
72114 Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
72131 Vandalism	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
72135 Asbestos	£200.00	£0.00	£0.00	£0.00	
72136 Legionella	£500.00	£0.00	£0.00	£0.00	
72211 Electricity	£7,200.00	£7,200.00	£7,200.00	£7,200.00	
72214 Gas	£0.00	£0.00	£0.00	£0.00	
72217 Oil	£0.00	£0.00	£0.00	£0.00	
72311 Rents Payable	£0.00	£0.00	£0.00	£0.00	
72317 Business Rates	£7,500.00	£7,700.00	£7,900.00	£8,200.00	
72411 Water	£300.00	£300.00	£300.00	£300.00	
72414 Sewerage Charge	£0.00	£0.00	£0.00	£0.00	
72511 Cleaning Materials	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	

Budget 2022-23 - 2025-26

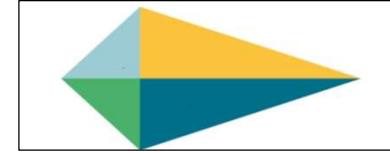
**23514 - Southwold Harbour
Harbours and Yacht Stations
Communities, Leisure and Tourism
Peter Simmons
Kerry Blair**



Account Code & Description	Budget	MTFS	MTFS	MTFS	Notes
	2324B £	2425I £	2526P £	2627E £	
72711 Fire Insurance	£2,000.00	£2,000.00	£2,100.00	£2,100.00	
72817 Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	
Total Premises Expenses	£34,300.00	£32,900.00	£29,700.00	£30,000.00	
73114 Repairs & Service	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
73231 Insurance	£400.00	£400.00	£400.00	£400.00	
Total Transport Expenses	£400.00	£400.00	£400.00	£400.00	
74111 Health and Safety	£13,500.00	£13,500.00	£13,500.00	£13,500.00	H&S Signs, PAT Testing, Fire Extinguisher Service
74114 Furniture and Equipment	£3,200.00	£3,200.00	£3,200.00	£3,200.00	
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£2,000.00	£2,000.00	Tractor Service
74121 Materials For Resale	£30,000.00	£30,000.00	£30,000.00	£30,000.00	Red Diesel for Resale
74213 Clothing & Uniforms	£400.00	£400.00	£400.00	£400.00	
74335 Internal Printing	£0.00	£0.00	£0.00	£0.00	
74346 External Printing	£0.00	£0.00	£0.00	£0.00	
74357 Stationery	£300.00	£300.00	£300.00	£300.00	
74402 Insurance Premiums	£0.00	£0.00	£0.00	£0.00	
74414 Consultants	£0.00	£0.00	£0.00	£0.00	
74425 Legal Fees	£0.00	£0.00	£0.00	£0.00	Tax on Diesel
74491 Bank Fees	£0.00	£0.00	£0.00	£0.00	Credit Card Machine
74492 Other Ext Provided Services	£1,800.00	£1,800.00	£1,800.00	£1,800.00	
74515 Postages	£600.00	£600.00	£600.00	£600.00	
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00	
74570 Software Maintenance	£0.00	£0.00	£0.00	£0.00	

Budget 2022-23 - 2025-26

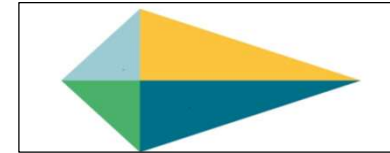
**23514 - Southwold Harbour
Harbours and Yacht Stations
Communities, Leisure and Tourism
Peter Simmons
Kerry Blair**



Account Code & Description	Budget	MTFS	MTFS	MTFS	Notes
	2324B £	2425I £	2526P £	2627E £	
74717 Subsistence	£0.00	£0.00	£0.00	£0.00	
74811 Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	
74992 Miscellaneous Other Services	£0.00	£0.00	£0.00	£0.00	
Total Supplies & Services	£53,000.00	£53,000.00	£53,000.00	£53,000.00	
78611 Internal Recharges	£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	
TOTAL DIRECT EXPENDITURE	£227,500.00	£203,700.00	£202,800.00	£205,000.00	
TOTAL DIRECT INCOME AND EXPENDITURE	£(36,700.00)	£(60,500.00)	£(61,400.00)	£(59,200.00)	
Support Services	£42,200.00	£43,200.00	£44,400.00	£44,400.00	
Total Support Services	£42,200.00	£43,200.00	£44,400.00	£44,400.00	
78112 Depreciation Charge	£0.00	£0.00	£0.00	£0.00	
78128 Revaluation Losses	£0.00	£0.00	£0.00	£0.00	
Total Capital/Other Adjustments	£0.00	£0.00	£0.00	£0.00	
No. Name					
71221 Supn - Reverse Cash Payments	£0.00	£0.00	£0.00	£0.00	
71231 Supn - Current Service (Pension)	£0.00	£0.00	£0.00	£0.00	

Budget 2022-23 - 2025-26

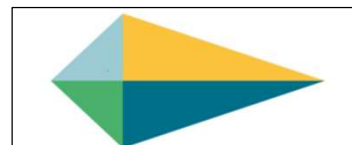
23514 - Southwold Harbour
 Harbours and Yacht Stations
 Communities, Leisure and Tourism
 Peter Simmons
 Kerry Blair



Account Code & Description	Budget	MTFS	MTFS	MTFS	Notes
	2324B £	2425I £	2526P £	2627E £	
Total Pension Fund Adjustments	£0.00	£0.00	£0.00	£0.00	
TOTAL INDIRECT EXPENDITURE	£42,200.00	£43,200.00	£44,400.00	£44,400.00	
TOTAL INCOME STATEMENT	£5,500.00	£(17,300.00)	£(17,000.00)	£(14,800.00)	

Budget 2022-23 - 2025-26

23707 - Southwold Caravan and Camping Site
 Caravan and Camping Sites
 Communities, Leisure and Tourism
 Peter Simmons
 Kerry Blair



Account Code & Description	Budget 2223B £	MTFS 2324I £	MTFS 2425P £	MTFS 2526E £	Notes
Direct Income & Expenditure					
Income					
67191 General Vatable Sales 20%	£0.00	£0.00	£0.00	£0.00	
67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(9,000.00)	£(9,000.00)	
67292 General Zero Rated Sales	£0.00	£0.00	£0.00	£0.00	
67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	
67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	
67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(3,200.00)	£(3,200.00)	
67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	
67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	
67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	
67811 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)
67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	
Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(604,200.00)	£(604,200.00)	
	£0.00	£0.00	£0.00	£0.00	
Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	
68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	
Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	
TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(604,200.00)	£(604,200.00)	
Expenditure					

71111 Basic Pay	£199,800.00	£204,900.00	£210,100.00	£214,300.00
71121 Overtime	£17,000.00	£17,000.00	£17,000.00	£17,000.00
71151 Employers National Insurance	£22,400.00	£23,100.00	£23,800.00	£24,400.00
71161 Employers Superannuation	£54,200.00	£55,500.00	£56,800.00	£57,800.00
71171 Contract Staff	£52,000.00	£52,000.00	£52,000.00	£52,000.00
Total Direct Employee Expenses	£345,400.00	£352,500.00	£359,700.00	£365,500.00
71331 Employee Insurances	£2,200.00	£2,300.00	£2,400.00	£2,500.00
Total Other Employee Expenses	£2,200.00	£2,300.00	£2,400.00	£2,500.00
72111 Building Services - Planned Maintenance	£12,500.00	£4,400.00	£7,400.00	£7,400.00
72114 Building Services - Responsive Maintenance	£40,000.00	£40,000.00	£40,000.00	£40,000.00
72131 Vandalism	£1,000.00	£1,000.00	£1,000.00	£1,000.00
72135 Asbestos	£300.00	£0.00	£0.00	£0.00
72136 Legionella	£2,000.00	£0.00	£0.00	£0.00
72138 Pest Control	£700.00	£700.00	£700.00	£700.00
72211 Electricity	£87,100.00	£87,100.00	£87,100.00	£87,100.00
72214 Gas	£7,600.00	£7,600.00	£7,600.00	£7,600.00
72317 Business Rates	£47,700.00	£49,200.00	£50,600.00	£52,200.00
72411 Water	£10,800.00	£11,000.00	£11,300.00	£11,500.00
72414 Sewerage Charge	£0.00	£0.00	£0.00	£0.00
72511 Cleaning Materials	£8,000.00	£8,000.00	£8,000.00	£8,000.00
72521 Refuse Collection	£0.00	£0.00	£0.00	£0.00
72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00
72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00
72617 Grounds Maintenance - Other	£2,300.00	£2,300.00	£2,300.00	£2,300.00
72711 Fire Insurance	£1,400.00	£1,400.00	£1,400.00	£1,400.00
72712 Engineering Insurance	£300.00	£300.00	£300.00	£300.00
Total Premises Expenses	£221,700.00	£213,000.00	£217,700.00	£219,500.00
73111 Fuel	£100.00	£100.00	£100.00	£100.00
73114 Repairs & Service	£1,200.00	£1,200.00	£1,200.00	£1,200.00
73222 Car Allowances - Lump Sum	£0.00	£0.00	£0.00	£0.00
Total Transport Expenses	£1,300.00	£1,300.00	£1,300.00	£1,300.00
74111 Health and Safety	£15,000.00	£15,000.00	£15,000.00	£15,000.00
74114 Furniture and Equipment	£3,200.00	£3,200.00	£3,200.00	£3,200.00
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£2,000.00	£2,000.00

74121 Materials For Resale	£17,000.00	£17,000.00	£17,000.00	£17,000.00
74127 General Purchases	£0.00	£0.00	£0.00	£0.00
74131 Equipment Hire	£2,200.00	£2,200.00	£2,200.00	£2,200.00
74213 Clothing & Uniforms	£600.00	£600.00	£600.00	£600.00
74335 Internal Printing	£0.00	£0.00	£0.00	£0.00
74346 External Printing	£0.00	£0.00	£0.00	£0.00
74357 Stationery	£1,000.00	£1,000.00	£1,000.00	£1,000.00
74391 Other Office Expenses	£0.00	£0.00	£0.00	£0.00
74414 Consultants	£0.00	£0.00	£0.00	£0.00
74491 Bank Fees	£1,000.00	£1,000.00	£1,000.00	£1,000.00
74492 Other Ext Provided Services	£1,500.00	£1,500.00	£1,500.00	£1,500.00
74515 Postages	£500.00	£500.00	£500.00	£500.00
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£1,200.00	£1,200.00
74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00
74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00
74559 Software Purchases	£0.00	£0.00	£0.00	£0.00
Total Supplies & Services	£45,200.00	£45,200.00	£45,200.00	£45,200.00
	£0.00	£0.00	£0.00	£0.00
Total Third Party Payments	£0.00	£0.00	£0.00	£0.00
76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00
Total Transfer Payments	£0.00	£0.00	£0.00	£0.00
78611 Internal Recharges	£42,000.00	£42,000.00	£42,000.00	£42,000.00
Total Recharges/Other expenditure	£42,000.00	£42,000.00	£42,000.00	£42,000.00
TOTAL DIRECT EXPENDITURE	£657,800.00	£656,300.00	£668,300.00	£676,000.00
TOTAL DIRECT INCOME AND EXPENDITURE	£53,600.00	£52,100.00	£64,100.00	£71,800.00
Support Services	£87,800.00	£89,600.00	£91,400.00	£91,800.00
Total Support Services	£87,800.00	£89,600.00	£91,400.00	£91,800.00
TOTAL INDIRECT EXPENDITURE	£87,800.00	£89,600.00	£91,400.00	£91,800.00
TOTAL INCOME STATEMENT	£141,400.00	£141,700.00	£155,500.00	£163,600.00



**Southwold
Harbour**
MANAGEMENT COMMITTEE

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE
Thursday, 18 January 2024

Subject	Quarter 3 Budget Monitoring Report 2023/24
Supporting Officer	Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk Sandie Palmer Finance Business Partner Sandie.palmer@eastsoffolk.gov.uk
Strategic Director	Kate Blakemore Strategic Director Kate.blakemore@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.	Not applicable

Wards Affected:	Southwold
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Purpose and high-level overview

Purpose of Report:

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

Recommendation:

That having reviewed the Q3 Budget Monitoring Report 2023/24, the Committee report this to Cabinet.

Impact Assessment

Governance:

None directly arising from this report

Environmental:

None directly arising from this report

Equalities and Diversity:

None directly arising from this report

Financial:

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

Legal:

None directly arising from this report

Risk:

None directly arising from this report

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

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

Background and Justification for Recommendation

1 Background facts																									
1.1	<p>The Terms of Reference of the Harbour Management Committee state that the Committee will;</p> <ul style="list-style-type: none"> • monitor performance against approved budgets and take appropriate action where this is required, and • make a six monthly and annual report to the Cabinet reporting on performance against budget. 																								
2 Current position																									
2.1	<p>A Q3 budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in Appendix A. Further supporting detail is provided in Appendix B. Sections 2.2 to 2.8 below, provide commentary on the Q3 position.</p>																								
2.2	<p>Southwold Harbour Income</p> <table border="1"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td>£(96,881.00)</td> <td>£(89,000.00)</td> <td>£(7,881.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(74,009.00)</td> <td>£(48,780.00)</td> <td>£(25,229.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(38,214.00)</td> <td>£(20,382.00)</td> <td>£(17,832.00)</td> </tr> <tr> <td>Total Income</td> <td>£(209,104.00)</td> <td>£(158,162.00)</td> <td>£(50,942.00)</td> </tr> </tbody> </table> <p>The Q3 income position for the Harbour shows a surplus of £51k. This includes £25k of income received, for property rent and storage charges.</p>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)	Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)	Other Fees & Charges	£(38,214.00)	£(20,382.00)	£(17,832.00)	Total Income	£(209,104.00)	£(158,162.00)	£(50,942.00)				
1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance																						
Mooring Fees/Harbour Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)																						
Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)																						
Other Fees & Charges	£(38,214.00)	£(20,382.00)	£(17,832.00)																						
Total Income	£(209,104.00)	£(158,162.00)	£(50,942.00)																						
2.3	<p>Southwold Harbour Expenditure</p> <table border="1"> <thead> <tr> <th>1 April to 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Employee Expenses</td> <td>£111,189.00</td> <td>£88,875.00</td> <td>£22,314.00</td> </tr> <tr> <td>Transport Expenses</td> <td>£(2,324.00)</td> <td>£900.00</td> <td>£(3,224.00)</td> </tr> <tr> <td>Premises Expenses</td> <td>£22,125.00</td> <td>£56,450.00</td> <td>£(34,325.00)</td> </tr> <tr> <td>Supplies & Services</td> <td>£97,024.00</td> <td>£39,750.00</td> <td>£57,274.00</td> </tr> <tr> <td>Total Cost</td> <td>£228,014.00</td> <td>£185,975.00</td> <td>£42,039.00</td> </tr> </tbody> </table> <p>The mid-year expenditure position for the Harbour shows an overspend of £42k.</p>	1 April to 23 August 2023	Actuals + Commitments	Budget	Variance	Employee Expenses	£111,189.00	£88,875.00	£22,314.00	Transport Expenses	£(2,324.00)	£900.00	£(3,224.00)	Premises Expenses	£22,125.00	£56,450.00	£(34,325.00)	Supplies & Services	£97,024.00	£39,750.00	£57,274.00	Total Cost	£228,014.00	£185,975.00	£42,039.00
1 April to 23 August 2023	Actuals + Commitments	Budget	Variance																						
Employee Expenses	£111,189.00	£88,875.00	£22,314.00																						
Transport Expenses	£(2,324.00)	£900.00	£(3,224.00)																						
Premises Expenses	£22,125.00	£56,450.00	£(34,325.00)																						
Supplies & Services	£97,024.00	£39,750.00	£57,274.00																						
Total Cost	£228,014.00	£185,975.00	£42,039.00																						
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 £9k against the budget to the end of Quarter 3, which indicates the account is performing in line with the budget.</p>																								

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)
Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)
Other Fees & Charges	£(38,214.00)	£(20,382.00)	£(17,832.00)
Total Income	£(209,104.00)	£(158,162.00)	£(50,942.00)
Employee Expenses	£111,189.00	£88,875.00	£22,314.00
Transport Expenses	£(2,324.00)	£900.00	£(3,224.00)
Premises Expenses	£22,125.00	£56,450.00	£(34,325.00)
Supplies & Services	£97,024.00	£39,750.00	£57,274.00
Total Cost	£228,014.00	£185,975.00	£42,039.00
Total Direct Income/Expenditure	£18,910.00	£27,813.00	£(8,903.00)

2.5 **Southwold Caravan and Campsite Income**

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00)
Other Fees & Charges	£(12,843.00)	£(9,150.00)	£(3,693.00)
Total Income	£(679,763.49)	£(601,150.00)	£(78,613.49)

The mid-year income position for the Caravan and Campsite shows income is over budget for the year to date by £79k.

2.6 **Southwold Caravan and Campsite Expenditure**

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Employee Expenses	£210,825.00	£175,350.00	£35,475.00
Transport Expenses	£1,515.00	£975.00	£540.00
Premises Expenses	£148,538.00	£111,300.00	£37,238.00
Supplies & Services	£63,908.00	£33,900.00	£30,008.00
Total Cost	£424,786.00	£321,525.00	£103,261.00

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 and Campsite, a deficit of £25k against the budget for the year to the end of Quarter 3.

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00)
Other Fees & Charges	£(12,843.00)	£(9,150.00)	£(3,693.00)
Total Income	£(679,763.49)	£(601,150.00)	£(78,613.49)
Employee Expenses	£210,825.00	£175,350.00	£35,475.00
Transport Expenses	£1,515.00	£975.00	£540.00
Premises Expenses	£148,538.00	£111,300.00	£37,238.00
Supplies & Services	£63,908.00	£33,900.00	£30,008.00
Total Cost	£424,786.00	£321,525.00	£103,261.00
Total Direct Income/Expenditure	£(254,977.49)	£(279,625.00)	£24,647.51

2.8

Combined Net Position

This table brings together the mid-year position for both the Harbour and the Caravan and Camping Site. This shows an overall deficit position on direct income and expenditure of £16k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date by £25k.

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(96,881.00)	£(89,000.00)	£(7,881.00)
Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00)
Other Fees & Charges	£(51,057.00)	£(29,532.00)	£(21,525.00)
Total Income	£(888,867.49)	£(759,312.00)	£(129,555.49)
Employee Expenses	£322,014.00	£264,225.00	£57,789.00
Transport Expenses	£(809.00)	£1,875.00	£(2,684.00)
Premises Expenses	£170,663.00	£167,750.00	£2,913.00
Supplies & Services	£160,932.00	£73,650.00	£87,282.00
Total Cost	£652,800.00	£507,500.00	£145,300.00
Total Direct Income/Expenditure	£(236,067.49)	£(251,812.00)	£15,744.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00

	TOTAL INCOME STATEMENT	£(236,067.49)	£(251,812.00)	£15,744.51
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3 How to address current situation

3.1	Appendix C includes a year-end forecast position as at the end of Quarter 3 for Southwold Harbour and the Caravan and Camping Site.
3.2	The overall net position is expected to be a £2k deficit variance against budget.

4 Reason for recommendation

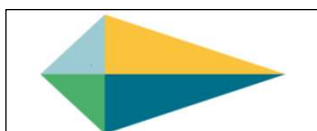
4.1	To fulfil the Committee's responsibilities in respect of budget monitoring, and for reporting to the Cabinet on performance against approved budgets.
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Appendices

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

Background reference papers:

None.



Southwold Harbour Income & Expenditure for year to 31st December 2023

April 2023 - December 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(96,881.00)	£(89,000.00)	£(7,881.00)
Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)
Other Fees & Charges	£(38,214.00)	£(20,382.00)	£(17,832.00)
Total Income	£(209,104.00)	£(158,162.00)	£(50,942.00)
Employee Expenses	£111,189.00	£88,875.00	£22,314.00
Transport Expenses	£(2,324.00)	£900.00	£(3,224.00)
Premises Expenses	£22,125.00	£56,450.00	£(34,325.00)
Supplies & Services	£97,024.00	£39,750.00	£57,274.00
Total Cost	£228,014.00	£185,975.00	£42,039.00
Total Direct Income/Expenditure	£18,910.00	£27,813.00	£(8,903.00)
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£18,910.00	£27,813.00	£(8,903.00)

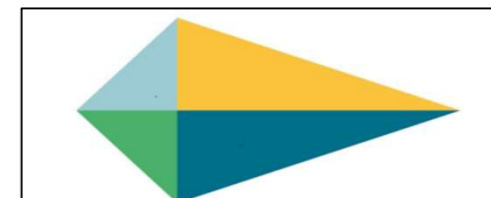
Southwold Caravan/Campsite Income & Expenditure for year to 31st December 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00)
Other Fees & Charges	£(12,843.00)	£(9,150.00)	£(3,693.00)
Total Income	£(679,763.49)	£(601,150.00)	£(78,613.49)
Employee Expenses	£210,825.00	£175,350.00	£35,475.00
Transport Expenses	£1,515.00	£975.00	£540.00
Premises Expenses	£148,538.00	£111,300.00	£37,238.00
Supplies & Services	£63,908.00	£33,900.00	£30,008.00
Total Cost	£424,786.00	£321,525.00	£103,261.00
Total Direct Income/Expenditure	£(254,977.49)	£(279,625.00)	£24,647.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(254,977.49)	£(279,625.00)	£24,647.51

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 31st December 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(96,881.00)	£(89,000.00)	£(7,881.00)
Property Lettings	£(74,009.00)	£(48,780.00)	£(25,229.00)
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(376,734.00)	£(295,000.00)	£(81,734.00)
Other Fees & Charges	£(51,057.00)	£(29,532.00)	£(21,525.00)
Total Income	£(888,867.49)	£(759,312.00)	£(129,555.49)
Employee Expenses	£322,014.00	£264,225.00	£57,789.00
Transport Expenses	£(809.00)	£1,875.00	£(2,684.00)
Premises Expenses	£170,663.00	£167,750.00	£2,913.00
Supplies & Services	£160,932.00	£73,650.00	£87,282.00
Total Cost	£652,800.00	£507,500.00	£145,300.00
Total Direct Income/Expenditure	£(236,067.49)	£(251,812.00)	£15,744.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(236,067.49)	£(251,812.00)	£15,744.51

Monthly Finance Report - 28th December 2023



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

2022/23 Outturn	Account Code & Description	2023/24 Original Budget 2223B	2023/24 Current Budget 2223A	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD 2223R	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
Direct Income & Expenditure								
Income								
	Name							
£0	Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(22,772)	General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(17,427.00)	£0.00	£(15,000.00)	£(2,427.00)	Mooring fees
£(72,858)	Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(79,454.00)	£0.00	£(74,000.00)	£(5,454.00)	Harbour dues
£(800)	Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(300.00)	£0.00	£(600.00)	£300.00	
£0	Vatable Energy Costs Recovered 20%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(41,254)	Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(36,281.00)	£0.00	£(19,782.00)	£(16,499.00)	Electricity/diesel sales
£(542)	General Vatable Fees & Charges	£0.00	£0.00	£(1,297.00)	£0.00	£0.00	£(1,297.00)	
£(1,000)	Exempt Leisure Activity Fees	£0.00	£0.00	£(1,000.00)	£0.00	£0.00	£(1,000.00)	
£24	Cash Over/Short	£0.00	£0.00	£(104.00)	£0.00	£0.00	£(104.00)	
£0	General Outside Scope Fees & Charges	£0.00	£0.00	£(232.00)	£0.00	£0.00	£(232.00)	
£(8,578)	Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(7,502.00)	£0.00	£(3,780.00)	£(3,722.00)	Storage income
£(56,491)	Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(65,507.00)	£0.00	£(45,000.00)	£(20,507.00)	Rent Fisherman's huts etc. - Quarterly In Advance
£0	Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(204,271)	Total Cust & Client Receipts	£(192,200.00)	£(192,200.00)	£(209,104.00)	£0.00	£(158,162.00)	£(50,942.00)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Internal Recharges Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Total Recharges/Other Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(310,430)	TOTAL INCOME	£(264,200.00)	£(264,200.00)	£(209,104.00)	£0.00	£(158,162.00)	£(50,942.00)	
Expenditure								
£60,222	Basic Pay	£62,100.00	£62,100.00	£48,436.00	£0.00	£46,575.00	£1,861.00	
£10,243	Overtime	£10,000.00	£10,000.00	£32,879.00	£0.00	£7,500.00	£25,379.00	Harbour staffing additional hours during peak season & Back dated weekend/Bank Holiday working
£7,546	Employers National Insurance	£7,400.00	£7,400.00	£9,339.00	£0.00	£5,550.00	£3,789.00	

Monthly Finance Report - 28th December 2023



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

2022/23 Outturn £	Account Code & Description	2023/24 Original Budget 2223B £	2023/24 Current Budget 2223A £	2023/24 Actuals YTD £	2023/24 Commitments YTD £	2023/24 Budget YTD 2223R £	2023/24 Variance YTD £	Notes
£22,558	Employers Superannuation	£18,000.00	£18,000.00	£20,553.00	£0.00	£13,500.00	£7,053.00	
£100,569	Total Direct Employee Expenses	£97,500.00	£97,500.00	£111,207.00	£0.00	£73,125.00	£38,082.00	
£1,268.00	Recruitment Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£668.00	Technical Training	£0.00	£21,000.00	£(18.00)	£0.00	£15,750.00	£(15,768.00)	
£481.00	Employee Insurances	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	
£2,417	Total Other Employee Expenses	£500.00	£21,500.00	£(18.00)	£0.00	£15,750.00	£(15,768.00)	
£0	Building Services - Planned Maintenance	£43,600.00	£43,600.00	£0.00	£1,950.00	£32,700.00	£(30,750.00)	French Drain to Harbour Road
£7,097	Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£10,426.00	£2,443.00	£7,500.00	£5,369.00	H&S Work to SO5E, and survey of washout Zone, cabinet for CCTV
£1,083	Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£750.00	£(750.00)	
£0	Asbestos	£0.00	£0.00	£0.00	£170.00	£0.00	£170.00	
£722	Legionella	£0.00	£0.00	£638.00	£213.00	£0.00	£851.00	Compliance Testing
£9,545	Electricity	£9,700.00	£9,700.00	£3,186.00	£0.00	£7,275.00	£(4,089.00)	Utilities are two month in arrears.
£0	Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Rents Payable	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£6,784	Business Rates	£7,100.00	£7,100.00	£7,275.00	£0.00	£7,100.00	£175.00	
£217	Water	£300.00	£300.00	£117.00	£0.00	£225.00	£(108.00)	
£0	Sewerage Charge	£0.00	£0.00	£23.00	£0.00	£0.00	£23.00	
£0	Cleaning Materials	£1,200.00	£1,200.00	£460.00	£0.00	£900.00	£(440.00)	
£854	Minor Improvements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£941	Fire Insurance	£1,200.00	£1,200.00	£0.00	£0.00	£0.00	£0.00	
£220	Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£27,463	Total Premises Expenses	£74,100.00	£74,100.00	£22,125.00	£4,776.00	£56,450.00	£(29,549.00)	
£927	Fuel	£0.00	£0.00	£(2,324.00)	£0.00	£0.00	£(2,324.00)	
£0	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£900.00	£(900.00)	
£95	Rail Travel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£270	Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	
£750	Car Park Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£2,042	Total Transport Expenses	£1,500.00	£1,500.00	£(2,324.00)	£0.00	£900.00	£(3,224.00)	

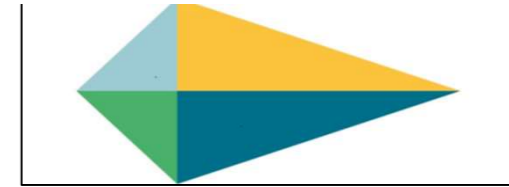
Monthly Finance Report - 28th December 2023



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

2022/23 Outturn £	Account Code & Description	2023/24 Original Budget 2223B £	2023/24 Current Budget 2223A £	2023/24 Actuals YTD £	2023/24 Commitments YTD £	2023/24 Budget YTD 2223R £	2023/24 Variance YTD £	Notes
£15,222	Health and Safety	£13,500.00	£13,500.00	£7,079.00	£0.00	£10,125.00	£(3,046.00)	Fishing Compound EICR testing & remedials/Parking signs/bollards
£882	Furniture and Equipment	£3,200.00	£3,200.00	£1,119.00	£0.00	£2,400.00	£(1,281.00)	
£6,437	Machine Repair & Maintenance	£2,000.00	£2,000.00	£12,500.00	£2,960.00	£1,500.00	£13,960.00	New Engine for Harbour Launch
£35,925	Materials For Resale	£30,000.00	£30,000.00	£35,496.00	£1,201.00	£22,500.00	£14,197.00	Red diesel stock for resale
£153	Clothing & Uniforms	£400.00	£400.00	£133.00	£0.00	£300.00	£(167.00)	
£0	Internal Printing	£0.00	£0.00	£9.00	£0.00	£0.00	£9.00	
£(120)	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£62	Stationery	£300.00	£300.00	£39.00	£0.00	£225.00	£(186.00)	
£504	Insurance Premiums	£0.00	£0.00	£510.00	£0.00	£0.00	£510.00	
£5,200	Consultants	£0.00	£0.00	£2,116.00	£404.00	£0.00	£2,520.00	Duty Holder training
£16,186	Legal Fees	£0.00	£0.00	£3,511.00	£0.00	£0.00	£3,511.00	Harbour Revision Order/Advice/Lease Agreement
£1,368	Bank Fees	£0.00	£0.00	£1,231.00	£0.00	£0.00	£1,231.00	
£0	Surveyor Fees	£0.00	£0.00	£19,850.00	£2,500.00	£0.00	£22,350.00	North Quay ground radar Survey/Hydrographic Survey
£548	Other Ext Provided Services	£1,800.00	£1,800.00	£0.00	£0.00	£1,350.00	£(1,350.00)	
£24	Postages	£600.00	£600.00	£25.00	£0.00	£450.00	£(425.00)	
£324	Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£322.00	£0.00	£900.00	£(578.00)	
£514	Hardware Maintenance	£0.00	£0.00	£621.00	£0.00	£0.00	£621.00	
£1,024	Software Maintenance	£0.00	£0.00	£482.00	£0.00	£0.00	£482.00	CCTV maintenance & Broadband charges
£258	Subsistence	£0.00	£0.00	£0.00	£60.00	£0.00	£60.00	
£0	Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Miscellaneous Other Services	£0.00	£0.00	£80.00	£0.00	£0.00	£80.00	
£84,511	Total Supplies & Services	£53,000.00	£53,000.00	£85,123.00	£7,125.00	£39,750.00	£52,498.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£9,500	Internal Recharges	£9,500.00	£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	£9,500.00	£0.00	£0.00	£0.00	£0.00	

Monthly Finance Report - 28th December 2023



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

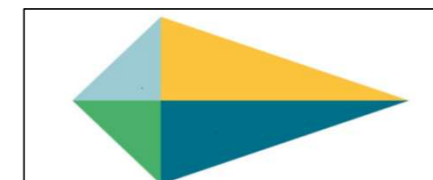
2022/23 Outturn £	Account Code & Description	2023/24 Original Budget 2223B £	2023/24 Current Budget 2223A £	2023/24 Actuals YTD £	2023/24 Commitments YTD £	2023/24 Budget YTD 2223R £	2023/24 Variance YTD £	Notes
£226,502	TOTAL DIRECT EXPENDITURE	£236,100.00	£257,100.00	£216,113.00	£11,901.00	£185,975.00	£42,039.00	
£(83,928)	TOTAL DIRECT INCOME AND EXPENDITURE	£(28,100.00)	£(7,100.00)	£7,009.00	£11,901.00	£27,813.00	£(8,903.00)	
£35,500	Support Charges	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£35,500	Total Support Services	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	

Agenda Item 7

ES/1822

Monthly Finance Report - 28th December 23

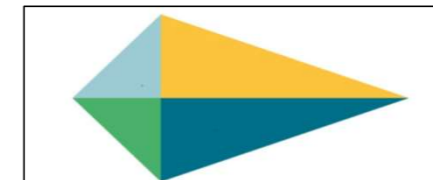
Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original 2324B	2023/24 Current 2324R	2023/24 Actuals	2023/24 Commitments	2023/24 Budget 2324R	2023/24 Variance	2023/24 Variance	Notes
£		£	£	£	£	£	£	%	
Direct Income & Expenditure									
Income									
No.	Name								
£(84)	67191 General Vatable Sales 20%	£0.00	£0.00	£(77.00)	£0.00	£0.00	£(77.00)	0%	Vatable rated shop sales
£(6,786)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(7,762.00)	£0.00	£(6,750.00)	£(1,012.00)	15%	Gas sales
£(778)	67292 General Zero Rated Sales	£0.00	£0.00	£(955.00)	£0.00	£0.00	£(955.00)	0%	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(2,861)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(4,049.00)	£0.00	£(2,400.00)	£(1,649.00)	69%	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(651,585)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(666,920.49)	£0.00	£(592,000.00)	£(74,920.49)	13%	Touring Pitch Income in advance £327,530
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	Static Caravan Income £290,186, budget £297,000
									Touring Pitch income £703,350, budget £295,000 - Income in advance!!!
£(662,094)	Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(679,763.49)	£0.00	£(601,150.00)	£(78,613.49)	13%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(662,094)	TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(679,763.49)	£0.00	£(601,150.00)	£(78,613.49)	13%	
Expenditure									
£121,050	71111 Basic Pay	£142,000.00	£142,000.00	£86,136.00	£0.00	£106,500.00	£(20,364.00)	(19)%	
£0	71121 Overtime	£0.00	£0.00	£12,933.00	£0.00	£0.00	£12,933.00	0%	Week end/Bank Holiday Working
£11,529	71151 Employers National Insurance	£13,300.00	£13,300.00	£9,989.00	£0.00	£9,975.00	£14.00	0%	
£38,745	71161 Employers Superannuation	£35,500.00	£35,500.00	£37,390.00	£0.00	£26,625.00	£10,765.00	40%	
£46,996	71171 Contract Staff	£43,000.00	£43,000.00	£63,583.00	£794.00	£32,250.00	£32,127.00	100%	Seasonal Staff: Cleaners/Receptionist/Security
£218,320	Total Direct Employee Expenses	£233,800.00	£233,800.00	£210,031.00	£794.00	£175,350.00	£35,475.00	20%	
£956	71331 Employee Insurances	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	0%	
£956	Total Other Employee Expenses	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	0%	
£21,999	72111 Building Services - Planned Maintenance	£400.00	£400.00	£(2,829.00)	£6,244.00	£300.00	£3,115.00	1,038%	Ramp for toilet block, shower block refurbishment

Monthly Finance Report - 28th December 23

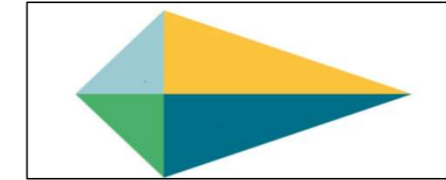
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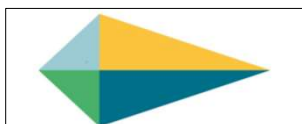
2022/23 Outturn £		2023/24 Original 2324B £	2023/24 Current 2324R £	2023/24 Actuals £	2023/24 Commitments £	2023/24 Budget 2324R £	2023/24 Variance £	2023/24 Variance %	Notes
£34,279	72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£37,330.00	£827.00	£18,750.00	£19,407.00	104%	Toilets/showers/painting - repairs/ paint brushes/paint/consumables
£65	72131 Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£750.00	£(750.00)	(100)%	
£1,789	72136 Legionella	£0.00	£0.00	£1,915.00	£510.00	£0.00	£2,425.00	0%	Compliance testing
£0	72138 Pest Control	£0.00	£0.00	£120.00	£638.00	£0.00	£758.00	0%	Compliance testing
£63,510	72211 Electricity	£32,200.00	£32,200.00	£36,730.00	£0.00	£24,150.00	£12,580.00	52%	New shower block, increase in ppkwh - permanent change
£5,400	72214 Gas	£9,100.00	£9,100.00	£4,795.00	£546.00	£6,825.00	£(1,484.00)	(22)%	
£40,193	72317 Business Rates	£46,200.00	£46,200.00	£46,347.00	£0.00	£46,200.00	£147.00	0%	
£6,927	72411 Water	£11,000.00	£11,000.00	£4,182.00	£0.00	£8,250.00	£(4,068.00)	(49)%	
£0	72414 Sewerage Charge	£100.00	£100.00	£(137.00)	£0.00	£75.00	£(212.00)	(283)%	
£6,921	72511 Cleaning Materials	£5,000.00	£5,000.00	£7,957.00	£25.00	£3,750.00	£4,232.00	113%	Additional costs for new shower block - permanent change
£1,544	72521 Refuse Collection	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£454	72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£6,557	72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£3,068.00	£270.00	£2,250.00	£1,088.00	48%	Shrubs/Plants/Baskets
£498	72711 Fire Insurance	£700.00	£700.00	£0.00	£0.00	£0.00	£0.00	0%	
£264	72712 Engineering Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	0%	
£190,400	Total Premises Expenses	£134,000.00	£134,000.00	£139,478.00	£9,060.00	£111,300.00	£37,238.00	33%	
£91	73111 Fuel	£100.00	£100.00	£37.00	£0.00	£75.00	£(38.00)	(51)%	Fuel for grass cutter, and other petrol tools like strimmers
£0	73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£900.00	£(900.00)	0%	
£1,913	73222 Car Allowances - Lump Sum	£0.00	£0.00	£1,478.00	£0.00	£0.00	£1,478.00	0%	
£2,004	Total Transport Expenses	£1,300.00	£1,300.00	£1,515.00	£0.00	£975.00	£540.00	55%	
£15,325	74111 Health and Safety	£15,000.00	£15,000.00	£11,311.00	£262.00	£11,250.00	£323.00	3%	Emergency Lights/signs
£4,631	74114 Furniture and Equipment	£3,200.00	£3,200.00	£4,434.00	£100.00	£2,400.00	£2,134.00	89%	Shower curtains, door mats, Lawnmower, strimmer
£3,180	74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£7,004.00	£1,144.00	£1,500.00	£6,648.00	443%	Fire Bells and Buckets/Bollard Service & Safety Upgrade
£7,445	74121 Materials For Resale	£17,000.00	£17,000.00	£6,955.00	£13,491.00	£12,750.00	£7,696.00	60%	Shop/gas sales
£0	74127 General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£4,796	74131 Equipment Hire	£2,200.00	£2,200.00	£2,979.00	£65.00	£1,650.00	£1,394.00	84%	Laundry machines
£427	74213 Clothing & Uniforms	£600.00	£600.00	£387.00	£18.00	£450.00	£(45.00)	(10)%	
£338	74335 Internal Printing	£0.00	£0.00	£355.00	£0.00	£0.00	£355.00	0%	
£0	74346 External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£912	74357 Stationery	£2,000.00	£2,000.00	£1,801.00	£2.00	£750.00	£1,053.00	140%	5,000 Yellow Tent Tags
£0	74391 Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£94	74414 Consultants	£0.00	£0.00	£8,161.00	£0.00	£0.00	£8,161.00	0%	Vole Survey/Static Site Survey
£623	74425 Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£2,260	74491 Bank Fees	£0.00	£0.00	£3,577.00	£0.00	£750.00	£2,827.00	0%	
£302	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£1,125.00	£(1,125.00)	(100)%	
£34	74515 Postages	£500.00	£500.00	£0.00	£0.00	£375.00	£(375.00)	(100)%	
£719	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£1,113.00	£0.00	£900.00	£213.00	24%	
£157	74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	74548 Hardware Maintenance	£0.00	£0.00	£399.00	£0.00	£0.00	£399.00	0%	Upgrade of Booking System
£240	74559 Software Purchases	£0.00	£0.00	£350.00	£0.00	£0.00	£350.00	0%	Upgrade of Booking System
£775	74923 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	

Monthly Finance Report - 28th December 23

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



2022/23 Outturn £		2023/24 Original 2324B £	2023/24 Current 2324R £	2023/24 Actuals £	2023/24 Commitments £	2023/24 Budget 2324R £	2023/24 Variance £	2023/24 Variance %	Notes
£42,258	Total Supplies & Services	£45,200.00	£45,200.00	£48,826.00	£15,082.00	£33,900.00	£30,008.00	89%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0 76131	Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£42,000 78611	Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	Recharge from the Southwold Harbour Department for lease of land
£42,000	Total Recharges/Other expenditure	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£495,938	TOTAL DIRECT EXPENDITURE	£457,400.00	£457,400.00	£399,850.00	£24,936.00	£321,525.00	£103,261.00	32%	
£(166,156)	TOTAL DIRECT INCOME AND EXPENDITURE	£(146,800.00)	£(146,800.00)	£(279,913.49)	£24,936.00	£(279,625.00)	£24,647.51	(9)%	
£70,100 77407	Support Charges	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£70,100	Total Support Services	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	0%	



Southwold Harbour - Forecast Income & Expenditure for 2023/24

April 2023 to March 2024	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Mooring Fees/Harbour Dues	£(105,000.00)	£(94,000.00)	£(11,000.00)	Peak season is over, relatively small increase on actual to September. Easter 2024 falls into this Financial Year, additional revenue very much weather driven. No material changes from 2022/23 regarding lease agreements. The forecast includes an additional £30k of car park income which is not budgeted for.
Property Lettings	£(67,000.00)	£(66,000.00)	£(1,000.00)	
Other Fees & Charges	£(110,000.00)	£(104,200.00)	£(5,800.00)	
Total Income	£(282,000.00)	£(264,200.00)	£(17,800.00)	
Employee Expenses	£135,500.00	£98,000.00	£37,500.00	Back Pay for Weekend & Bank Holiday Working
Transport Expenses	£1,500.00	£1,500.00	£0.00	
Premises Expenses	£64,000.00	£74,100.00	£(10,100.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£90,000.00	£62,500.00	£27,500.00	The forecast includes additional costs associated with Hydrgraphic Surveys and Health & Safety Spend
Total Cost	£291,000.00	£236,100.00	£54,900.00	
Total Direct Income/Expenditure	£9,000.00	£(28,100.00)	£37,100.00	
Support Recharges	£36,800.00	£36,800.00	£0.00	
Total Indirect Income/Expenditure	£36,800.00	£36,800.00	£0.00	
TOTAL INCOME STATEMENT	£45,800.00	£8,700.00	£37,100.00	

Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51	Further sites vacated during the year.
Touring Fees	£(377,000.00)	£(295,000.00)	£(82,000.00)	
Other Fees & Charges	£(13,000.00)	£(12,200.00)	£(800.00)	
Total Income	£(680,186.49)	£(604,200.00)	£(75,986.49)	
Employee Expenses	£245,900.00	£234,900.00	£11,000.00	Vacant post during the first half of the year. This offsets the pending pay award. Redundancy cost
Transport Expenses	£1,700.00	£1,300.00	£400.00	
Premises Expenses	£164,000.00	£134,000.00	£30,000.00	This includes an estimate for the additional utility costs for the new shower block.
Supplies & Services	£87,200.00	£87,200.00	£0.00	
Total Cost	£498,800.00	£457,400.00	£41,400.00	
Total Direct Income/Expenditure	£(181,386.49)	£(146,800.00)	£(34,586.49)	
Support Recharges	£73,000.00	£73,000.00	£0.00	
Total Indirect Income/Expenditure	£73,000.00	£73,000.00	£0.00	
TOTAL INCOME STATEMENT	£(108,386.49)	£(73,800.00)	£(34,586.49)	

Southwold Harbour and Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(105,000.00)	£(94,000.00)	£(11,000.00)
Property Lettings	£(67,000.00)	£(66,000.00)	£(1,000.00)
Static Caravan Fees	£(290,186.49)	£(297,000.00)	£6,813.51
Touring Fees	£(377,000.00)	£(295,000.00)	£(82,000.00)
Other Fees & Charges	£(81,000.00)	£(74,400.00)	£(6,600.00)
Total Income	£(920,186.49)	£(826,400.00)	£(93,786.49)
Employee Expenses	£381,400.00	£332,900.00	£48,500.00
Transport Expenses	£3,200.00	£2,800.00	£400.00
Premises Expenses	£228,000.00	£208,100.00	£19,900.00
Supplies & Services	£135,200.00	£107,700.00	£27,500.00
Total Cost	£747,800.00	£651,500.00	£96,300.00
Total Direct Income/Expenditure	£(172,386.49)	£(174,900.00)	£2,513.51
Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00
Total Indirect Income/Expenditure	£109,800.00	£109,800.00	£0.00
TOTAL INCOME STATEMENT	£(62,586.49)	£(65,100.00)	£2,513.51