



# 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, 14 September 2023 at 4:00pm**

## Members:

Councillor David Beavan (Chair), Councillor Paul Ashton (Vice-Chair), Mr David Gledhill, Mr Richard Musgrove, Mr John Ogden, Mr Mike Pickles, Councillor Jan Candy, Councillor Toby Hammond, Councillor Lee Reeves.

An Agenda is set out below.

## Part One – Open to the Public

Pages

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Apologies for Absence</b><br>To receive apologies for absence, if any.  |                |
| <b>2</b> | <b>Declarations of Interest</b><br>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. |                |
| <b>3</b> | <b>Minutes</b><br>To agree the minutes of the meeting held on 24 July 2023   | <b>1 - 7</b>   |
| <b>4</b> | <b>Appointment of non-voting members to the Harbour Management Committee ES/1660</b><br>To consider the appointment of Non-Voting Representatives to the Southwold Harbour Management Committee  | <b>8 - 11</b>  |
| <b>5</b> | <b>Appointment of Representatives to the Stakeholder Advisory Group ES/1655</b><br>To consider the appointment of representatives to the Stakeholder Advisory Group  | <b>12 - 15</b> |
| <b>6</b> | <b>Staff Structure Update ES/1659</b><br>To receive an update on the staff structure   | <b>16 - 20</b> |
| <b>7</b> | <b>Mid-Year Budget Monitoring Report 2023/24 ES/1657</b><br>To consider the Mid-Year Budget Monitoring Report 2023/24  | <b>21 - 36</b> |

## Part One – Open to the Public

Pages

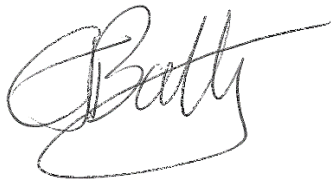
- 8 Update from the Stakeholder Advisory Group**  
To receive an update from the Stakeholder Advisory Group
- 9 Update from the Committee's Working Groups**  
To receive an update from the committee's working groups
- 10 Southwold Harbour Management Committee's Forward Work Programme** **37 - 37**  
To consider the Committee's forward work programme
- 11 Dates of the next meetings**  
To note the dates of the next meetings as 9 November 2023, 11 January 2024 and 14 March 2024
- 12 Exempt/Confidential Items**  
It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following 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.

## Part Two – Exempt/Confidential

Pages

- 13 Update on Harbour Management Following Harbour Fire**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Close**



Chris Bally, Chief Executive

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**Unconfirmed**



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millennium Hall, on **Monday, 24 July 2023** at **9:30 AM**

**Members of the Committee present:**

Councillor Paul Ashton, Councillor David Beavan, Councillor Jan Candy, Mr David Gledhill, Mr Richard Musgrove, Mr John Ogden, Mr Mike Pickles, Councillor Lee Reeves

**Other Members present:**

Councillor Katie Graham

**Officers present:** Andrew Jarvis (Strategic Director), Alli Stone (Democratic Services Officer), Nicola Wotton (Deputy Democratic Services Manager)

**Others present:** Simon Flunder (Chairperson of the Stakeholder Advisory Group), Diane Perry-Yates (Southwold Caravan Owners Association)

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**1 Apologies for Absence**

Apologies for absence were received from Councillor Toby Hammond. Councillor Katie Graham attended as substitute.

The Chair stated that item 12 would be moved and heard after item 6.

**2 Declarations of Interest**

Mr Mike Pickles declared a pecuniary interest in items 5, 7 and 9 on the agenda. The Chair noted that he had received dispensation from the Monitoring Officer and would be allowed take part in discussion and vote on the matter.

**3 Election of a Vice-Chair**

Councillor Paul Ashton was nominated for the role of Vice Chair for the 2023/24 municipal year. There being no other nominations and on the proposal of Councillor Candy, seconded by Councillor Reeves it was

## **RESOLVED**

That Councillor Paul Ashton be elected Vice Chair of the Southwold Harbour Management Committee for the 2023/24 municipal year.

### **4 Minutes**

The minutes of the meeting held on 9 March 2023 were agreed as a correct record.

### **5 Report on Harbour Fire and Impacts**

The Committee received report **ES/1599** which provided the Committee with an update following the fire at the harbour on 1 May 2023. The Strategic Director summarised the report and commented that the response from the Harbour Management Committee and East Suffolk Council was now key in ensuring this did not happen again. The fire was a wake up call for both the Council, tenants and stakeholders in the harbour, and changes now needed to be made. Investigations had shown the fire could have been a lot worse and damage more widespread. The Strategic Director summarised the work that now needed to be done on leases with tenants and more rigour needed to be applied on all sides to responsibilities in leases. The Council had written to tenants and would be following up with a timeframe for actions.

The Chair agreed that storage in the harbour and reviewing of the leases was a priority to ensure safety in the harbour for all users.

The Chairperson of the Stakeholder Advisory Group (SAG) commented that the SAG had requested for a follow up to the initial letter, with a time limit on action to be taken by tenants and a survey of what was being stored in the harbour. The fire could have been much worse than it was, and action needed to be taken to prevent this happening again. There needed to be a review of what materials were being stored and used in the harbour by the beginning of the next season.

Mr Pickles commented that there were concerns about the state of some of the premises, and that some buildings had been converted without planning permission or permission for change of use. It was a general issue in the harbour that people had extended premises and use beyond their leases and this needed to be policed. The General Manager for the Harbour had made a good start and this needed to be continued.

The Strategic Director commented that some leases were historic and so needed to be bought up to date to ensure they were safe. It was also a concern that some people had not sought either planning permission or permission from the Council as a landlord for changes of user and extension of premises. There were also concerns about the operations of premises and there would need to be discussions about the safe operation.

Mr Gledhill agreed with these comments and hoped that the harbour could become a safer place for businesses and visitors.

By unanimous agreement it was

## **RESOLVED**

That the Harbour Management Committee:

1. Notes the review of all leases to ensure tenancy agreements are in place, consistent and up to date.
2. Notes the use of the Councils' powers under leases to ensure compliance with lease obligations and effectively manage its assets.
3. Notes that any redevelopment of tenanted areas needs to be undertaken with coordination with the Council as Landowner and with appropriate Planning and Building Control consents.

## **6 Southwold Harbour Investment Plan Study and options for replacement of the South Pier**

The Committee received report **ES/1600** which provided an update on the final Southwold Harbour Study and Investment Plan and options to address the future function, operation, and survivability of the entrance to Southwold Harbour. The Strategic Director stated that the report had been considered over a number of meetings and the next step was to prepare a scope for a more detailed design and business case for the preferred option.

The Chair stated that work needed to be done to determine how the whole of the harbour should look and to guide future works. Works on the South Pier were a priority due to the expected lifetime of the structure.

The Committee discussed the options for replacement structures and noted that several different options were listed under option H6 in the report. Therefore, it was agreed to remove the mention of option H6 and amend the recommendation to refer to the 'preferred option' so as not to restrict the initial design and scope.

Mr Pickles asked how the Committee could ensure the proposal would move forward, and who would be managing this to ensure that local insight was not ignored and that a structure would not be built that proved detrimental to the harbour. The Chair stated that the recommendation at this point gave the go ahead to refine the size and shape of the replacement structure, and that the creation of a business case and more detailed design would be done with local engagement.

Mr Musgrove commented that there needed to be proper engineering oversight to ensure that what was planned was achieved. The Strategic Director agreed that this was important and that engineers from Coastal Partnership East would be involved to provide this oversight. The Strategic Director confirmed that once a full business case and designs had been created this Committee would then discuss and recommend this to Cabinet for approval.

By a unanimous vote it was

## **RESOLVED**

That having considered the report, the Harbour Management Committee supports the preparation of a Scope to go forward to an Outline or Detailed Design, including Environmental Assessments, and a Business Case for the preferred option to replace the South Pier with a breakwater.

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

The Chairperson of the Stakeholder Advisory Group provided an update on the recent meeting of the group.

Regarding works to the South Pier, there was not total support for the proposals. Engineering oversight and control of contractors had been lacking previously, and it was reassuring that this had been discussed in today's meeting. The Chairperson agreed that work now needed to move on, especially at the South Pier, and asked what the timeframe for the completion of a business case would be. The Strategic Director commented that he could not give a timeframe for works at this point as this was a complicated project. Mr Gledhill agreed that the design would easily take six months or more to complete. The Chairperson also commented on the importance of the rest of the estuary in the survival of the harbour and asked that this was considered in future works.

Mr Gledhill commented that the HMC was prevented from taking action in the whole estuary. The Strategic Director agreed and commented that the HMC could facilitate discussions around the estuary and support action in the estuary, but not do anything further. The HMC could also ensure that works did not negatively impact the wider estuary.

Councillor Candy commented that there was a lot going on, and the HMC needed to concentrate on what it could do and accept that it could not act outside of the estuary. There should not be confusion between the HMC encouraging other organisations to engage with the process and the HMC being able to spend money outside of the harbour.

The Chair of the Southwold Caravan Owners Association commented that a plan had been developed for the caravan site, and asked when these would be shared so that consultation could begin. Caravan owners were unsure of what was happening and some guidance and a timeline would be helpful. The Strategic Director confirmed that a huge amount needed doing on the caravan site. The report and plans for the site had been submitted and still needed to be evaluated by officers. The Council was committed to involving the caravan site owners and ensuring that the site achieved its potential and could contribute to the wider harbour area.

The Chairperson of the Advisory Group raised the issue of water cleanliness in the harbour. Concerns had been raised by Southwold Town Council around Anglian Water discharging into the river, and the potential for this to impact the blue flag status of the

beach in Southwold. Work also needed to be done to ensure that sewage was not dumped into the harbour, either by water companies or harbour users. The Strategic Director commented that any issues with individual users dumping waste needed to be reported to the Harbourmaster. Wider checking and monitoring of the harbour could also be looked at, however, working out all the sources of pollution would take some time.

Mr Pickles commented that there were no local bylaws preventing people from pumping out and there were no facilities for pumping out in the harbour. As a result it would be difficult to require people to use holding tanks if no facilities for pumping out were provided. There was also an issue with septic tanks in residential properties which overflowed when the harbour flooded.

The Chair commented that Anglian Water had agreed to notify the Town Council when they were discharging into the harbour, and that the water needed to be tested when this happened to determine if there was an impact on the bathing water. Mr Musgrove asked that when a survey of leases and assets was carried out, septic tanks were also included.

The Chairperson of the Advisory Group raised the issue of jet skis in the harbour. The Harbourmaster controlled them within the boundaries of the harbour, but craft that were launched in the harbour did cause issues for swimmers in the wider area. The Strategic Director commented that this was an issue along other parts of the coast and in rivers and some temporary measures could be put in place to control this.

The Chairperson of the Advisory Group also raised concerns about the cables coming onshore for the LionLink Interconnector. One of the plans was for the cables to come onshore at Southwold and the cables would potentially run through the harbour. The Strategic Director commented that there were a number of consultations on these plans which the Council was involved in more widely, and issues would be brought to the Committee's attention in due course.

There was a discussion on the recent bathymetric survey of the harbour. Stakeholders were concerned that this was not an accurate reflection of the conditions in the harbour. The Chair asked that the survey was sent round for feedback.

## **8 Southwold Harbour Emergency Plan**

The Committee considered report **ES/1601** which provided the Committee with the draft Southwold Harbour Emergency Plan for comment and approval.

The Strategic Director stated that ABP Mer had completed a gap analysis and identified thirty three items that were a requirement of the Port Marine Safety Code or other regulatory requirements that had not been completed for the harbour. An emergency plan had now been drawn up and was in use by harbour staff.

Mr Musgrove stated that the plan should be exercised every year, and asked for this to be scheduled in. The Chair suggested that this be done in coordination with exercises of the Southwold and Reydon emergency plans.



Mr Ogden commented that there was no specific mention of a storm surge and stated that as this was one of the more likely emergencies that would occur in the harbour it should be included. The Strategic Director agreed that this should be included and stated he would confirm whether this was captured through either the County or District emergency plans.

By unanimous agreement it was

**RESOLVED**

That the Harbour Management Committee note and approve the Southwold Harbour Emergency Plan.

**9 Draft Standard Operating Procedure (Harbour Craft) and Marine Key Performance Indicators**

The Committee received report **ES/1602** which provided the Committee with the proposed standard operating procedure for harbour craft and marine key performance indicators.

The Strategic Director stated that the need for these had been identified by ABP Mer in their gap analysis. Some standard operating procedures had already been written and approved by the Committee, this was the last procedure to be approved and would complete this action.

By a unanimous vote it was

**RESOLVED**

1. That having considered the draft Standard Operating Procedures the Harbour Management Committee note their contents.
2. That the Harbour Management Committee read and approve the draft key performance indicators for Southwold Harbour

**10 Reporting Forms (Marine Activity)**

The Committee received report ES/1603 which provided members with the draft reporting forms for use in the harbour. The Strategic Director introduced the report and stated that the need for these had been identified by ABP Mer in their gap analysis.

By a unanimous vote it was

**RESOLVED**

That the Harbour Management Committee note the reporting forms.

**11 Draft Outturn report for Budget 2022/23 & Monitoring Report Quarter 1 2023/24**

The Committee received report ES/1604 which provided the Committee with an overview of the draft outturn position for the year ending 31 March 2023 and financial performance to the end of Q1 2023/24.

The Strategic Director commented that the finance team had done a great deal of work based on feedback from stakeholders to improve the reports. There was now a lot more detail provided which ensured the Harbour Management Committee and the public had a much clearer understanding of the harbour finances.

By a unanimous vote it was

**RESOLVED**

That having reviewed the Draft Budget Monitoring Report for 2022/23 Outturn and Q1 2023/24 the Harbour Management Committee report this to Cabinet

**12 Update from the Committee's Working Groups**

The Committees working groups were yet to meet following the formation of the new Harbour Management Committee.

The Chair asked for a work programme to be drawn up for the working groups.

**13 Work Programme**

The Committee considered its work programme.

It was noted that there were additional reports on harbour works to be brought to the committee, and these would be added into the work programme as timescales became clear.

**14 Dates of the next meetings**

The dates of the next meetings were noted as 14 September 2023, 9 November 2023, 11 January 2024 and 14 March 2024.

The meeting concluded at 10.35am.

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Chair



**Southwold  
Harbour**  
MANAGEMENT COMMITTEE

**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**  
**Thursday, 14 September 2023**

<b>Subject</b>	Appointment of two Non-Voting Representatives to the Southwold Harbour Management Committee
<b>Supporting Officer</b>	Chris Bing Head of Legal and Democratic Services and Monitoring Officer <a href="mailto:Chris.bing@eastsoffolk.gov.uk">Chris.bing@eastsoffolk.gov.uk</a>
<b>Strategic Director</b>	Kate Blakemore Strategic Director <a href="mailto:Kate.blakemore@eastsoffolk.gov.uk">Kate.blakemore@eastsoffolk.gov.uk</a>

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

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

### **Purpose of Report:**

To co-opt two non-voting members onto the Southwold Harbour Management Committee (HMC) for a term of 12 months in preparation for the introduction of the Harbour Revision Order (HRO). The draft HRO allows for up to two non-voting co-opted members to be appointed for periods not exceeding 12 months.

### **Recommendation:**

That it be recommended to the Leader of the Council that Councillor Simon Flunder and Ms Diane Perry Yates be co-opted as non-voting members of the Southwold Harbour Management Committee for a period of twelve months until September 2024.

## Impact Assessment

### **Governance:**

Appointing two non-voting members to the HMC for a period not exceeding 12 months is in line with the proposal for the HMC in the draft HRO which is currently under consideration by the Marine Management Organisation (MMO).

### **Environmental:**

The HMC must act in the best interests of the Port, which includes ensuring its long-term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

### **Equalities and Diversity:**

No impact

### **Financial:**

The co-optees will be paid an amount per meeting, the amount being the Basic Allowance multiplied by between 1% to 4%, the % to be determined at the discretion of the Chair of the Committee.

### **Legal:**

The HMC was set up in accordance with the Ports Good Governance Guide of 2018, published by the Department for Transport and available as a link in Report ES/0683 (2 March 2021 referenced below and available on CMIS)

### **Risk:**

No impact.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input 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	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a HMC for the Southwold Harbour Lands. One of the HMC's priorities was to submit an HRO.
1.2	In the HRO which was submitted to the MMO in September 2022, there is provision for the Harbour Management Committee to co-opt two non-voting attendees to the meeting for a fixed term of up to 12 months.

### 2 Current position

2.1	Pending the draft HRO being consulted upon and prior to an Order being made in Parliament, it is proposed that two non-voting members are co-opted to help inform the HMC's work.
2.2	A 12 month term is proposed in line with the term set out in the draft HRO.

### 3 How to address current situation

3.1	Co-opted members of an HMC are there to serve the interests of the harbour overall, not to be representative of particular stakeholder interests per se. It is proposed that Councillor Simon Flunder of Southwold Town Council and Chair of the Stakeholder Advisory Group, and Ms Diane Perry Yates, Chair of the Southwold Caravan Owners Association, be co-opted on to the HMC in view of their experience and knowledge of Southwold Harbour and its users.
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### 4 Reason for recommendation

4.1	It is important that the HMC has a full complement of Members and co-opted Members in order to carry out its work.
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## Appendices

### Appendices:

None.

**Background reference papers:**

None.



# Southwold Harbour

MANAGEMENT COMMITTEE

## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 September 2023

<b>Subject</b>	Appointment of Representatives to the Stakeholder Advisory Group
<b>Supporting Officer</b>	Chris Bing Head of Legal and Democratic Services and Monitoring Officer <a href="mailto:Chris.bing@eastsoffolk.gov.uk">Chris.bing@eastsoffolk.gov.uk</a>
<b>Director</b>	Kate Blakemore Strategic Director <a href="mailto:Kate.blakemore@eastsoffolk.gov.uk">Kate.blakemore@eastsoffolk.gov.uk</a>

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

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

**Purpose of Report:**

To appoint a representative for the RNLI and local businesses onto the Stakeholder Advisory Group (SAG).

**Recommendation:**

That Mr Simon Hazelgrove be appointed as East Suffolk Council's named representative for the RNLI on the Stakeholder Advisory Group, with immediate effect.

That Mr Gerard Amiel be appointed as East Suffolk Council's named representative for the shoreside traders/businesses on the Stakeholder Advisory Group, with immediate effect.

## Impact Assessment

**Governance:**

The reasons for the establishment of the SAG and Harbour Management Committee (HMC) have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. Appointing a representative on behalf of the RNLI and an additional representative for shoreside businesses to attend the SAG meetings will ensure that there is good representation from a wide range of stakeholders at all future SAG meetings.

**Environmental:**

The HMC must act in the best interests of the Port, which includes ensuring its long-term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

**Equalities and Diversity:**

The SAG will be able to contribute its views at all HMC meetings, on items of business on the agenda, ensuring stakeholders views are considered.

**Financial:**

The HMC is a Committee of the Cabinet. Its costs of administration, including its Working Groups and the SAG, will be absorbed by the Democratic Services/Members' budget, in the same way as any other Committee of the Council is accounted for.

**Legal:**

No impact.

**Risk:**

No impact.

## Harbour Business Plan Priorities

To be added when the plan is in place.



## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input 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	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a Harbour Management Committee (HMC) for the Southwold Harbour Lands, which would include setting up an Advisory Group.
1.2	The HMC held its first meeting on 8 July 2021, where it agreed the public notice for appointments to the Advisory Group and letter requesting nominations from the agreed organisations and stakeholder groups.
1.3	The Terms of Reference for the SAG were also agreed at the HMC meeting held on 8 July 2021.
1.4	At its meeting on 23 September 2021, the HMC approved the nominated persons and established the SAG. The SAG could be formed of a maximum of 18 persons, from a range of organisations and stakeholder groups, which included the RNLI and two representatives for shoreside businesses.
1.5	The person initially nominated to represent the RNLI has moved on and so a new representative has been put forward.
1.6	Of the two spaces allocated to shoreside businesses/traders, one has been filled and one had remained vacant.

2 Current position	
2.1	Mr Simon Hazelgrove, Lifeboat Operations Manager for Southwold Lifeboat station, has applied for the vacant role for the RNLI.
2.2	Mr Gerard Amiel has applied for the vacant representatives for the interests of shoreside traders / businesses close to the harbour

3 How to address current situation	
3.1	In accordance with the SAG Terms of Reference, the HMC are asked to give approval for Mr Simon Hazelgrove and Mr Gerard Amiel to attend future SAG

	meetings, as representatives for the RNLI and shoreside traders/businesses respectively.
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#### **4 Reason for recommendation**

4.1	Nominating a representative to attend on behalf of RNLI and an additional representative for shoreside businesses to attend the future meetings of the SAG will ensure that there is good representation from a wide range of stakeholders at all future SAG meetings. The views of the SAG will also be fed back to the HMC to help inform their decision-making processes.
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## **Appendices**

### **Appendices:**

None.

### **Background reference papers:**

None.



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**  
**Thursday, 14 September 2023**

<b>Subject</b>	Staff Structure Update
<b>Supporting Officer</b>	Kerry Blair Head of Operations <a href="mailto:Kerry.blair@eastsoffolk.gov.uk">Kerry.blair@eastsoffolk.gov.uk</a>
<b>Director</b>	Andy Jarvis Strategic Director <a href="mailto:Andrew.jarvis@eastsoffolk.gov.uk">Andrew.jarvis@eastsoffolk.gov.uk</a>

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

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

**Purpose of Report:**

To provide members with an update on the staff structure for Southwold Harbour and Caravan Site.

**Recommendation/s:**

That the Harbour Management Committee (HMC) note the contents of the report.

## Impact Assessment

**Governance:**

The Southwold Caravan and Harbour Manager will be the responsible officer for delivery of the work of the Harbour Management Committee (HMC). This will include overseeing responsibility for operational matters, Health and Safety, and the delivery of the HMC business plan each year. The postholder will be employed by East Suffolk Council but will be required to work closely with HMC members and stakeholders to define and deliver business objectives.

**Environmental:**

No impact.

**Equalities and Diversity:**

No impact.

**Financial:**

The post has been evaluated as a Band 9 on the council's pay scale. This post has been budgeted for in the council's staff budget and will be funded from the Harbour Account.

**Legal:**

No impact.

**Risk:**

There are no risks associated with the creation of this role. Instead, it is considered that the risks of operating the harbour will be reduced, with a higher level of staffing and oversight covering issues such as compliance with tenancies and improving housekeeping.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

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

T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input type="checkbox"/>

## Background and Justification for Recommendation

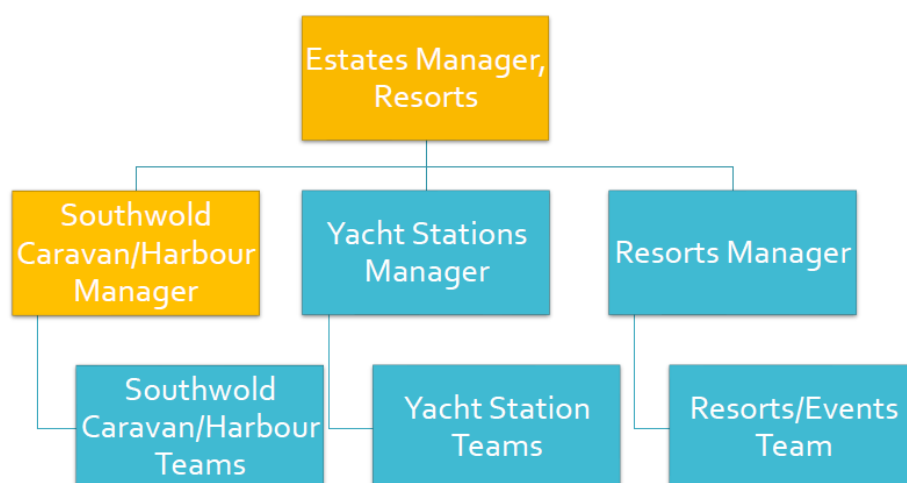
1 Background facts	
1.1	In September 2022, the Council appointed a General Manager for Southwold Harbour Lands to be responsible for delivering the objectives of the HMC.
1.2	The General Manager resigned with effect from June 2023 – following an alternative offer of work. East Suffolk Council had sought to recruit to this post on two occasions – unsuccessfully. In discussion with the General Manager, it was felt that it was unlikely that someone with a ports and maritime background would be attracted to work at Southwold – due to the limited nature of the role, when compared with comparable posts in Felixstowe, Ipswich, Yarmouth or Lowestoft.
1.3	It was decided, therefore, to roll this post into an expanded resorts function – with dedicated responsibility for Southwold. This function would sit as part of the council’s asset management team. This was felt to be appropriate due to the fact that most of the issues that are under review relate to leases, licenses, and the effective management of land and harbour side operations.
1.4	At the same time, a review of the council’s wider Asset Management team had identified a need to expand the capacity of the resorts team. This is the team who look after the council’s assets in resort areas such as Lowestoft seafront, Felixstowe, Aldeburgh and Southwold.
1.5	As part of this review, the role of the Southwold Caravan site manager was also considered and re-scoped. The new JD has a greater focus on being able to deliver the redevelopment of the caravan site – and also manage the site in a more commercial way, with a focus on safety, quality and income generation.
1.6	Both the caravan site manager post and the General Manager role have been included within the asset management review.

2 Current position	
2.1	As set out above – there was a need to review staffing arrangements in Southwold to ensure that they are able to deliver the expectations of the HMC – particularly in the area of compliance, management of tenants and tenancies, and general management.
2.2	Around the same time an Asset and Investment Consultant was appointed to manage the Asset Management Team, bringing in much needed expertise at a strategic level
2.3	It was quickly identified that the structure of the team needed to be reviewed and due to the resignation of the General Manager for Southwold Harbour Lands those conversations included looking more closely at the Southwold Harbour and Caravan Site team.
2.4	It is recognised that there needs to be a greater focus on the management of the harbour. Significant improvements have been made to the compliance of the marine side operation. However the harbour needs now to ensure that land side

operations are provided with sufficient staff resources to address long standing issues, such as rent reviews, and management of existing tenanted sites.

### 3 How to address current situation

3.1 The proposed new structure in the Assets team is set out below:



3.2 The restructured team provides a dedicated Southwold Harbour Manager – responsible for the caravan site and the wider harbour operation. This post will be solely responsible for Southwold Harbour assets.

3.3 This post reports to another new role – the Estates Manager – Resorts post. This is a district wide role, with a remit of ensuring that our ‘resort and tourism’ assets are well managed, that they are compliant, and that we have good, constructive commercial arrangements in place with tenants.

3.4 Regarding the Caravan Site Manager role – a review of the site by Rural Solutions demonstrated the potential for the facility to deliver more for the caravan owners, and for Southwold Harbour, than under the current model. One of the recommendations of the report writers was a more commercial approach to the management of the site, and to carry out an exercise to benchmark the JD and the salary for the Caravan Site Manager post to equivalent sites in the private sector. This led to a revision of the JD and salary for the post. The current post holder does not want to apply for the role – and ESC will therefore be ac

3.5 The revised structure gives more support and enables closer working with the wider Asset Management Team, supporting the HMC on the delivery of their objectives.

### 4 Reason/s for recommendation

4.1 To ensure the HMC are updated.

## Appendices

**Appendices:**

None.

**Background reference papers:**

None.



# Southwold Harbour

MANAGEMENT COMMITTEE

## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 September 2023

<b>Subject</b>	Mid-Year Budget Monitoring Report 2023/24
<b>Supporting Officer</b>	<p>Kerry Blair Head of Operations <a href="mailto:kerry.blair@eastsoffolk.gov.uk">kerry.blair@eastsoffolk.gov.uk</a></p> <p>Sandie Palmer Finance Business Partner <a href="mailto:Sandie.palmer@eastsoffolk.gov.uk">Sandie.palmer@eastsoffolk.gov.uk</a></p>
<b>Strategic Director</b>	<p>Andy Jarvis Strategic Director <a href="mailto:Andrew.jarvis@eastsoffolk.gov.uk">Andrew.jarvis@eastsoffolk.gov.uk</a></p>

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

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

### Purpose of Report:

This report provides the Committee with a mid-year overview of financial performance against approved budgets for 2023/24.

### Recommendation:

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

## Background and Justification for Recommendation

### 1 Background facts

1.1	<p>The Terms of Reference of the Harbour Management Committee state that the Committee will;</p> <ul style="list-style-type: none"> <li>• monitor performance against approved budgets and take appropriate action where this is required, and</li> <li>• make a six monthly and annual report to the Cabinet reporting on performance against budget.</li> </ul>
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## 2 Current position

2.1	A mid-year budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in <b>Appendix A</b> . Further supporting detail is provided in <b>Appendix B</b> . Sections 2.2 to 2.8 below, provide commentary on the mid-year position.
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2.2	<p><b>Southwold Harbour Income</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">1 April 2023 – 23 August 2023</th> <th style="width: 20%;">Actuals + Commitments</th> <th style="width: 20%;">Budget</th> <th style="width: 20%;">Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td style="color: red;">£(87,404.00)</td> <td style="color: red;">£(82,200.00)</td> <td style="color: red;">£(5,204.00)</td> </tr> <tr> <td>Property Lettings</td> <td style="color: red;">£(53,222.00)</td> <td style="color: red;">£(27,480.00)</td> <td style="color: red;">£(25,742.00)</td> </tr> <tr> <td>Other Fees &amp; Charges</td> <td style="color: red;">£(21,105.00)</td> <td style="color: red;">£(15,400.00)</td> <td style="color: red;">£(5,705.00)</td> </tr> <tr> <td><b>Total Income</b></td> <td style="color: red;"><b>£(161,731.00)</b></td> <td style="color: red;"><b>£(125,080.00)</b></td> <td style="color: red;"><b>£(36,651.00)</b></td> </tr> </tbody> </table> <p>The mid-year income position for the Harbour shows a surplus of £37k. This includes £25k of income received in advance of the second half of the year, for property rent and storage charges. Income from Mooring Fees and Harbour Dues are £5k above budget. Income from the sale of electric use and diesel is also £5k above budget.</p>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)	Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)	<b>Total Income</b>	<b>£(161,731.00)</b>	<b>£(125,080.00)</b>	<b>£(36,651.00)</b>
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2.3	<p><b>Southwold Harbour Expenditure</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">1 April to 23 August 2023</th> <th style="width: 20%;">Actuals + Commitments</th> <th style="width: 20%;">Budget</th> <th style="width: 20%;">Variance</th> </tr> </thead> <tbody> <tr> <td>Employee Expenses</td> <td>£40,771.00</td> <td>£39,975.00</td> <td>£796.00</td> </tr> <tr> <td>Transport Expenses</td> <td>£0.00</td> <td>£492.00</td> <td style="color: red;">£(492.00)</td> </tr> <tr> <td>Premises Expenses</td> <td>£15,014.00</td> <td>£34,078.00</td> <td style="color: red;">£(19,064.00)</td> </tr> <tr> <td>Supplies &amp; Services</td> <td>£74,230.00</td> <td>£21,730.00</td> <td>£52,500.00</td> </tr> <tr> <td><b>Total Cost</b></td> <td><b>£130,015.00</b></td> <td><b>£96,275.00</b></td> <td><b>£33,740.00</b></td> </tr> </tbody> </table> <p>The mid-year expenditure position for the Harbour shows an overspend of £34k but it is expected it will be £17k overspent at year end due to the cost of the hydrographic survey (£22,300).</p> <p><b>Premises Costs</b> – there is a budget provision of £22k for planned and responsive repairs and maintenance during the first half of the year. To date there has been no spend on planned maintenance, although the work on the French Drain on Harbour Road has yet to commence. There is a variance of £8k on responsive maintenance to date due to spending on Health &amp; Safety work at SO5E, the survey of the Washout Zone, and CCTV costs.</p>	1 April to 23 August 2023	Actuals + Commitments	Budget	Variance	Employee Expenses	£40,771.00	£39,975.00	£796.00	Transport Expenses	£0.00	£492.00	£(492.00)	Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)	Supplies & Services	£74,230.00	£21,730.00	£52,500.00	<b>Total Cost</b>	<b>£130,015.00</b>	<b>£96,275.00</b>	<b>£33,740.00</b>
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**Supplies and Services** – there is £43k overspend in this area at the end of Quarter 2. Contributing variances are: North Quay ground radar survey/hydrographic survey (£22k); New engine for the harbour launch (£9k); Diesel for sale (£7k); and Health & Safety Fishing Compound (£4k).

**2.4 Southwold Harbour Net Position**

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 £3k against the budget to the end of Quarter 2, which indicates the account is performing in line with the budget. The forecast to year-end (31 March 2024) is that the harbour's outturn net expenditure will be at break-even.

<b>1 April 2023 – 23 August 2023</b>	<b>Actuals + Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Mooring Fees/Harbour Dues</b>	£(87,404.00)	£(82,200.00)	£(5,204.00)
<b>Property Lettings</b>	£(53,222.00)	£(27,480.00)	£(25,742.00)
<b>Other Fees &amp; Charges</b>	£(21,105.00)	£(15,400.00)	£(5,705.00)
<b>Total Income</b>	<b>£(161,731.00)</b>	<b>£(125,080.00)</b>	<b>£(36,651.00)</b>
<b>Employee Expenses</b>	£40,771.00	£39,975.00	£796.00
<b>Transport Expenses</b>	£0.00	£492.00	£(492.00)
<b>Premises Expenses</b>	£15,014.00	£34,078.00	£(19,064.00)
<b>Supplies &amp; Services</b>	£74,230.00	£21,730.00	£52,500.00
<b>Total Cost</b>	<b>£130,015.00</b>	<b>£96,275.00</b>	<b>£33,740.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(31,716.00)</b>	<b>£(28,805.00)</b>	<b>£(2,911.00)</b>

**2.5 Southwold Caravan and Campsite Income**

<b>1 April 2023 – 23 August 2023</b>	<b>Actuals + Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Static Caravan Fees</b>	£(268,194.50)	£(297,000.00)	£28,805.50
<b>Touring Fees</b>	£(390,845.99)	£(289,100.00)	£(101,745.99)
<b>Other Fees &amp; Charges</b>	£(6,747.00)	£(5,002.00)	£(1,745.00)
<b>Total Income</b>	<b>£(665,787.49)</b>	<b>£(591,102.00)</b>	<b>£(74,685.49)</b>

The mid-year income position for the Caravan and Campsite shows income is over budget for the year to date by £75k. The budget includes an allowance for empty static sites, and it is likely that the shortfall of £29k to date will be the same at outturn. It is expected that the income will still be £46k over budget at year end, although this is dependent on weather related cancellations in the touring pitch area.

**2.6 Southwold Caravan and Campsite Expenditure**

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Employee Expenses	£112,066.00	£95,858.00	£16,208.00
Transport Expenses	£1,515.00	£533.00	£982.00
Premises Expenses	£131,962.00	£81,788.00	£50,174.00
Supplies & Services	£47,661.00	£18,532.00	£29,129.00
<b>Total Cost</b>	<b>£293,204.00</b>	<b>£196,711.00</b>	<b>£96,493.00</b>

**Employee Costs** – The variance of £16k against budget is due to the use of seasonal staff. By outturn this variance is expected to be about £6k under budget.

**Premises Costs** – the overspend to date of £50k is due in large part to the cost of the new shower block (£32k) and the refurbishment of the toilet block (£14k). However there has been an issue with the electricity meter and this is under investigation and should result in a reduction of electricity costs of c£16k.

**Supplies & Services** – The key variances are Repairs & Maintenance to Fire Bells, Bollards and other Health & Safety upgrades (£6k); Shop/Gas Sales (£13k); and Consultancy Costs (Surveys for voles and for static site) (£8k).

## 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 £22k against the budget for the year to the end of Quarter 2. However, forecasts to year-end (31 March 2024) suggest that the outturn for the caravan and campsite will be a small surplus of c£21k.

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(6,747.00)	£(5,002.00)	£(1,745.00)
<b>Total Income</b>	<b>£(665,787.49)</b>	<b>£(591,102.00)</b>	<b>£(74,685.49)</b>
Employee Expenses	£112,066.00	£95,858.00	£16,208.00
Transport Expenses	£1,515.00	£533.00	£982.00
Premises Expenses	£131,962.00	£81,788.00	£50,174.00
Supplies & Services	£47,661.00	£18,532.00	£29,129.00
<b>Total Cost</b>	<b>£293,204.00</b>	<b>£196,711.00</b>	<b>£96,493.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(372,583.49)</b>	<b>£(394,391.00)</b>	<b>£21,807.51</b>

## 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 £19k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date by £22k.

1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
<b>Total Income</b>	<b>£(827,518.49)</b>	<b>£(716,182.00)</b>	<b>£(111,336.49)</b>
Employee Expenses	£152,837.00	£135,833.00	£17,004.00
Transport Expenses	£1,515.00	£1,025.00	£490.00
Premises Expenses	£146,976.00	£115,866.00	£31,110.00
Supplies & Services	£121,891.00	£40,262.00	£81,629.00
<b>Total Cost</b>	<b>£423,219.00</b>	<b>£292,986.00</b>	<b>£130,233.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(404,299.49)</b>	<b>£(423,196.00)</b>	<b>£18,896.51</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(404,299.49)</b>	<b>£(423,196.00)</b>	<b>£18,896.51</b>

## 3 How to address current situation

3.1 **Appendix C** includes a year-end forecast position as at the end of Quarter 2 for Southwold Harbour and the Caravan and Camping Site.

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

### Southwold Caravan and Campsite Forecast Position 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)
Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)
<b>Total Income</b>	<b>£(889,194.50)</b>	<b>£(826,400.00)</b>	<b>£(62,794.50)</b>
Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)
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
<b>Total Cost</b>	<b>£693,450.00</b>	<b>£651,500.00</b>	<b>£41,950.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(195,744.50)</b>	<b>£(174,900.00)</b>	<b>£(20,844.50)</b>
Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£109,800.00</b>	<b>£109,800.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(85,944.50)</b>	<b>£(65,100.00)</b>	<b>£(20,844.50)</b>

3.3 Income is forecast to be above budget for the year due to income being down against the budget for static caravans but up against budget for mooring fees and touring fees. The overall improving position in income is partially offset by additional expenditure on responsive repairs and the rising costs of some supplies and services.

3.4 The overall net position is expected to be a £21k favourable variance against budget.

3.5 The Committee will receive the Quarter 3 Budget Monitoring Report at its January meeting, along with the Draft Budget for 2024-25. The proposed schedule of fees and charges for next year will be presented at the November meeting.

## 4 Reason for recommendation

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

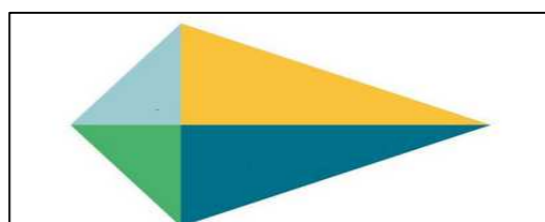
## Appendices

### Appendices:

<b>Appendix A</b>	2023-24 Mid-Year Budget Monitoring Summary
<b>Appendix B</b>	2023-24 Mid-Year Budget Monitoring Detailed Schedules
<b>Appendix C</b>	2023-24 Year End Forecast as at end of Quarter 2

### Background reference papers:

None.



## Southwold Harbour Income &amp; Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)
<b>Total Income</b>	<b>£(161,731.00)</b>	<b>£(125,080.00)</b>	<b>£(36,651.00)</b>
Employee Expenses	£40,771.00	£39,975.00	£796.00
Transport Expenses	£0.00	£492.00	£(492.00)
Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)
Supplies & Services	£74,230.00	£21,730.00	£52,500.00
<b>Total Cost</b>	<b>£130,015.00</b>	<b>£96,275.00</b>	<b>£33,740.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(31,716.00)</b>	<b>£(28,805.00)</b>	<b>£(2,911.00)</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(31,716.00)</b>	<b>£(28,805.00)</b>	<b>£(2,911.00)</b>

## Southwold Caravan/Campsite Income &amp; Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Agenda/Item
Static Caravan Fees	£(268,194.50)	£(297,000.00)	ES/1657 £28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(6,747.00)	£(5,002.00)	£(1,745.00)
<b>Total Income</b>	<b>£(665,787.49)</b>	<b>£(591,102.00)</b>	<b>£(74,685.49)</b>
Employee Expenses	£112,066.00	£95,858.00	£16,208.00
Transport Expenses	£1,515.00	£533.00	£982.00
Premises Expenses	£131,962.00	£81,788.00	£50,174.00
Supplies & Services	£47,661.00	£18,532.00	£29,129.00
<b>Total Cost</b>	<b>£293,204.00</b>	<b>£196,711.00</b>	<b>£96,493.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(372,583.49)</b>	<b>£(394,391.00)</b>	<b>£21,807.51</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(372,583.49)</b>	<b>£(394,391.00)</b>	<b>£21,807.51</b>

## Southwold Harbour and Caravan/Campsite Income &amp; Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
<b>Total Income</b>	<b>£(827,518.49)</b>	<b>£(716,182.00)</b>	<b>£(111,336.49)</b>
Employee Expenses	£152,837.00	£135,833.00	£17,004.00
Transport Expenses	£1,515.00	£1,025.00	£490.00
Premises Expenses	£146,976.00	£115,866.00	£31,110.00
Supplies & Services	£121,891.00	£40,262.00	£81,629.00
<b>Total Cost</b>	<b>£423,219.00</b>	<b>£292,986.00</b>	<b>£130,233.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(404,299.49)</b>	<b>£(423,196.00)</b>	<b>£18,896.51</b>
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(404,299.49)</b>	<b>£(423,196.00)</b>	<b>£18,896.51</b>

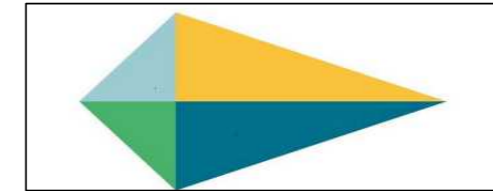


## Agenda Item 7

ES/1657

## Monthly Finance Report - 23rd August 2023

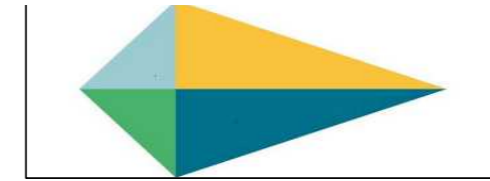
Department 23514 - Southwold Harbour  
 Service Harbours and Yacht Stations  
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
<b>Direct Income &amp; Expenditure</b>								
<b>Income</b>								
	Name							
£0	Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(22,772)	General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(9,636.00)	£0.00	£(8,200.00)	£(1,436.00)	Mooring fees
£(72,858)	Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(77,768.00)	£0.00	£(74,000.00)	£(3,768.00)	Harbour dues
£(800)	Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(100.00)	£0.00	£(328.00)	£228.00	
£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)	£(19,709.00)	£0.00	£(15,072.00)	£(4,637.00)	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	£0.00	£0.00	£0.00	£0.00	
£24	Cash Over/Short	£0.00	£0.00	£1.00	£0.00	£0.00	£1.00	
£0	General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(8,578)	Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(4,115.00)	£0.00	£(2,880.00)	£(1,235.00)	Storage income
£(56,491)	Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(49,107.00)	£0.00	£(24,600.00)	£(24,507.00)	Rent Fisherman's huts etc. - <b>Quarterly In Advance</b>
£0	Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£(204,271)</b>	<b>Total Cust &amp; Client Receipts</b>	<b>£(192,200.00)</b>	<b>£(192,200.00)</b>	<b>£(161,731.00)</b>	<b>£0.00</b>	<b>£(125,080.00)</b>	<b>£(36,651.00)</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Grants &amp; Contributions</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£(106,159)	Internal Recharges Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
<b>£(106,159)</b>	<b>Total Recharges/Other Income</b>	<b>£(72,000.00)</b>	<b>£(72,000.00)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£(310,430)</b>	<b>TOTAL INCOME</b>	<b>£(264,200.00)</b>	<b>£(264,200.00)</b>	<b>£(161,731.00)</b>	<b>£0.00</b>	<b>£(125,080.00)</b>	<b>£(36,651.00)</b>	
<b>Expenditure</b>								
£60,222	Basic Pay	£62,100.00	£62,100.00	£25,101.00	£0.00	£25,461.00	£(360.00)	
£10,243	Overtime	£10,000.00	£10,000.00	£4,951.00	£0.00	£4,100.00	£851.00	Harbour staffing additional hours during peak season
£7,546	Employers National Insurance	£7,400.00	£7,400.00	£3,101.00	£0.00	£3,034.00	£67.00	
£22,558	Employers Superannuation	£18,000.00	£18,000.00	£7,636.00	£0.00	£7,380.00	£256.00	
<b>£100,569</b>	<b>Total Direct Employee Expenses</b>	<b>£97,500.00</b>	<b>£97,500.00</b>	<b>£40,789.00</b>	<b>£0.00</b>	<b>£39,975.00</b>	<b>£814.00</b>	

### Monthly Finance Report - 23rd August 2023

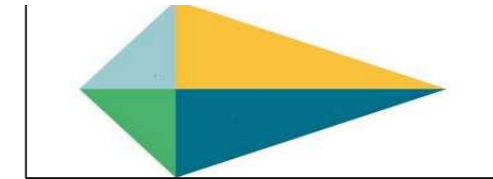
Department 23514 - Southwold Harbour  
 Service Harbours and Yacht Stations  
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£1,268.00	Recruitment Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£668.00	Technical Training	£0.00	£0.00	£(18.00)	£0.00	£0.00	£(18.00)	
£481.00	Employee Insurances	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	
<b>£2,417</b>	<b>Total Other Employee Expenses</b>	<b>£500.00</b>	<b>£500.00</b>	<b>£(18.00)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£(18.00)</b>	
£0	Building Services - Planned Maintenance	£43,600.00	£43,600.00	£0.00	£1,950.00	£17,876.00	£(15,926.00)	French Drain to Harbour Road
£7,097	Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£5,484.00	£6,699.00	£4,100.00	£8,083.00	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	£410.00	£(410.00)	
£722	Legionella	£0.00	£0.00	£284.00	£567.00	£0.00	£851.00	Compliance Testing
£9,545	Electricity	£9,700.00	£9,700.00	£1,940.00	£0.00	£3,977.00	£(2,037.00)	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	£7,241.00	£0.00	£7,100.00	£141.00	
£217	Water	£300.00	£300.00	£65.00	£0.00	£123.00	£(58.00)	
£0	Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£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	
<b>£27,463</b>	<b>Total Premises Expenses</b>	<b>£74,100.00</b>	<b>£74,100.00</b>	<b>£15,014.00</b>	<b>£9,216.00</b>	<b>£34,078.00</b>	<b>£(9,848.00)</b>	
£927	Fuel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£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	
<b>£2,042</b>	<b>Total Transport Expenses</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£492.00</b>	<b>£(492.00)</b>	
£15,222	Health and Safety	£13,500.00	£13,500.00	£7,037.00	£2,490.00	£5,535.00	£3,992.00	Fishing Compound EICR testing & remedials/Parking signs/bollards
£882	Furniture and Equipment	£3,200.00	£3,200.00	£523.00	£0.00	£1,312.00	£(789.00)	
£6,437	Machine Repair & Maintenance	£2,000.00	£2,000.00	£7,387.00	£2,160.00	£820.00	£8,727.00	New Engine for Harbour Launch
£35,925	Materials For Resale	£30,000.00	£30,000.00	£17,707.00	£1,201.00	£12,300.00	£6,608.00	Red diesel stock for resale
£153	Clothing & Uniforms	£400.00	£400.00	£96.00	£0.00	£164.00	£(68.00)	
£0	Internal Printing	£0.00	£0.00	£9.00	£0.00	£0.00	£9.00	

### Monthly Finance Report - 23rd August 2023

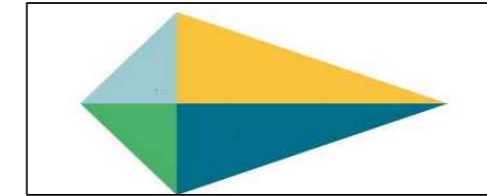
Department 23514 - Southwold Harbour  
 Service Harbours and Yacht Stations  
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2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£(120)	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£62	Stationery	£300.00	£300.00	£20.00	£0.00	£123.00	£(103.00)	
£504	Insurance Premiums	£0.00	£0.00	£510.00	£0.00	£0.00	£510.00	
£5,200	Consultants	£0.00	£0.00	£1,316.00	£404.00	£0.00	£1,720.00	Duty Holder training
£16,186	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£1,368	Bank Fees	£0.00	£0.00	£673.00	£0.00	£0.00	£673.00	
£548	Other Ext Provided Services	£1,800.00	£1,800.00	£0.00	£22,300.00	£738.00	£21,562.00	North Quay ground radar Survey/Hydrographic Survey
£24	Postages	£600.00	£600.00	£25.00	£0.00	£246.00	£(221.00)	
£324	Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£181.00	£0.00	£492.00	£(311.00)	
£514	Hardware Maintenance	£0.00	£0.00	£621.00	£0.00	£0.00	£621.00	
£1,024	Software Maintenance	£0.00	£0.00	£214.00	£0.00	£0.00	£214.00	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	
<b>£84,511</b>	<b>Total Supplies &amp; Services</b>	<b>£53,000.00</b>	<b>£53,000.00</b>	<b>£36,399.00</b>	<b>£28,615.00</b>	<b>£21,730.00</b>	<b>£43,284.00</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Third Party Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Transfer Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£9,500	Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	Cleaning of the Harbour Public Conveniences
<b>£9,500</b>	<b>Total Recharges/Other expenditure</b>	<b>£9,500.00</b>	<b>£9,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£226,502</b>	<b>TOTAL DIRECT EXPENDITURE</b>	<b>£236,100.00</b>	<b>£236,100.00</b>	<b>£92,184.00</b>	<b>£37,831.00</b>	<b>£96,275.00</b>	<b>£33,740.00</b>	
<b>£(83,928)</b>	<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(28,100.00)</b>	<b>£(28,100.00)</b>	<b>£(69,547.00)</b>	<b>£37,831.00</b>	<b>£(28,805.00)</b>	<b>£(2,911.00)</b>	
£35,500	Support Charges	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
<b>£35,500</b>	<b>Total Support Services</b>	<b>£36,800.00</b>	<b>£36,800.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£198,068</b>	<b>TOTAL INDIRECT EXPENDITURE</b>	<b>£36,800.00</b>	<b>£36,800.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£114,140</b>	<b>TOTAL INCOME STATEMENT</b>	<b>£8,700.00</b>	<b>£8,700.00</b>	<b>£(69,547.00)</b>	<b>£37,831.00</b>	<b>£(28,805.00)</b>	<b>£(2,911.00)</b>	

## Monthly Finance Report - 23rd August 23

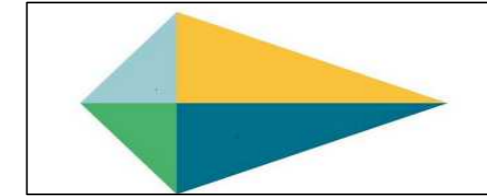
Department 23707 - Southwold Caravan and Camping Site  
 Service Caravan and Camping Sites  
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
<b>Direct Income &amp; Expenditure</b>								
<b>Income</b>								
No.	Name							
£(84)	67191 General Vatable Sales 20%	£0.00	£0.00	£(24.00)	£0.00	£0.00	£(24.00)	Vatable rated shop sales
£(6,789)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(4,584.00)	£0.00	£(3,690.00)	£(894.00)	Gas sales
£(778)	67292 General Zero Rated Sales	£0.00	£0.00	£(591.00)	£0.00	£0.00	£(591.00)	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(2,861)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(1,548.00)	£0.00	£(1,312.00)	£(236.00)	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(651,582)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(659,040.49)	£0.00	£(586,100.00)	£(72,940.49)	<b>Touring Pitch Income in advance £207,529.51</b>
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>Static Caravan Income £272,751, budget £297,000</b>
								<b>Touring Pitch income £472,923, budget £295,000</b>
£(662,094)	<b>Total Cust &amp; Client Receipts</b>	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	<b>Total Grants &amp; Contributions</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	<b>Total Recharges/Other Income</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(662,094)	<b>TOTAL INCOME</b>	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
<b>Expenditure</b>								
£121,050	71111 Basic Pay	£142,000.00	£142,000.00	£54,082.00	£0.00	£58,220.00	£(4,138.00)	
£0	71121 Overtime	£0.00	£0.00	£3,449.00	£0.00	£0.00	£3,449.00	
£11,529	71151 Employers National Insurance	£13,300.00	£13,300.00	£5,567.00	£0.00	£5,453.00	£114.00	
£38,745	71161 Employers Superannuation	£35,500.00	£35,500.00	£14,423.00	£0.00	£14,555.00	£(132.00)	
£46,996	71171 Contract Staff	£43,000.00	£43,000.00	£28,534.00	£6,011.00	£17,630.00	£16,915.00	Seasonal Staff: Cleaners and Receptionist
£218,320	<b>Total Direct Employee Expenses</b>	£233,800.00	£233,800.00	£106,055.00	£6,011.00	£95,858.00	£16,208.00	

## Monthly Finance Report - 23rd August 23

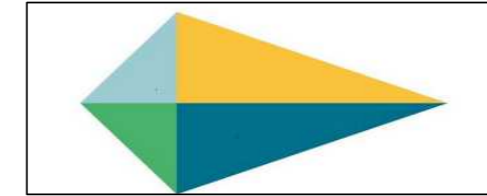
<b>Department</b>	<b>23707 - Southwold Caravan and Camping Site</b>
<b>Service</b>	<b>Caravan and Camping Sites</b>
<b>Committee</b>	<b>Communities, Leisure and Tourism</b>



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£956 71331	Employee Insurances	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	
<b>£956</b>	<b>Total Other Employee Expenses</b>	<b>£1,100.00</b>	<b>£1,100.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£21,999 72111	Building Services - Planned Maintenance	£400.00	£400.00	£(2,829.00)	£6,244.00	£164.00	£3,251.00	Ramp for toilet block, shower block refurbishment
£34,279 72114	Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£21,116.00	£398.00	£10,250.00	£11,264.00	Toilets/showers/painting - repairs/ paint brushes/paint/consumables
£65 72131	Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£410.00	£(410.00)	
£1,789 72136	Legionella	£0.00	£0.00	£851.00	£1,702.00	£0.00	£2,553.00	Compliance testing
£63,510 72211	Electricity	£32,200.00	£32,200.00	£42,054.00	£0.00	£13,202.00	£28,852.00	New shower block, increase in ppkwh - permanent change
£5,400 72214	Gas	£9,100.00	£9,100.00	£2,415.00	£3,582.00	£3,731.00	£2,266.00	
£40,192 72317	Business Rates	£46,200.00	£46,200.00	£46,347.00	£0.00	£46,200.00	£147.00	
£6,927 72411	Water	£11,000.00	£11,000.00	£1,780.00	£0.00	£4,510.00	£(2,730.00)	
£0 72414	Sewerage Charge	£100.00	£100.00	£0.00	£0.00	£41.00	£(41.00)	
£6,921 72511	Cleaning Materials	£5,000.00	£5,000.00	£5,401.00	£25.00	£2,050.00	£3,376.00	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 72527	Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£454 72612	Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£6,557 72617	Grounds Maintenance - Other	£3,000.00	£3,000.00	£2,606.00	£270.00	£1,230.00	£1,646.00	Shrubs/Plants/Baskets
£498 72711	Fire Insurance	£700.00	£700.00	£0.00	£0.00	£0.00	£0.00	
£264 72712	Engineering Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	
<b>£190,399</b>	<b>Total Premises Expenses</b>	<b>£134,000.00</b>	<b>£134,000.00</b>	<b>£119,741.00</b>	<b>£12,221.00</b>	<b>£81,788.00</b>	<b>£50,174.00</b>	
£91 73111	Fuel	£100.00	£100.00	£37.00	£0.00	£41.00	£(4.00)	Fuel for grass cutter, and other petrol tools like strimmers
£0 73114	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£1,913 73222	Car Allowances - Lump Sum	£0.00	£0.00	£1,478.00	£0.00	£0.00	£1,478.00	
<b>£2,004</b>	<b>Total Transport Expenses</b>	<b>£1,300.00</b>	<b>£1,300.00</b>	<b>£1,515.00</b>	<b>£0.00</b>	<b>£533.00</b>	<b>£982.00</b>	
£15,325 74111	Health and Safety	£15,000.00	£15,000.00	£4,392.00	£65.00	£6,150.00	£(1,693.00)	Emergency Lights/signs
£4,631 74114	Furniture and Equipment	£3,200.00	£3,200.00	£1,392.00	£172.00	£1,312.00	£252.00	Showers curtains, door mats, Lawnmower, strimmer
£3,180 74117	Machine Repair & Maintenance	£2,000.00	£2,000.00	£5,850.00	£805.00	£820.00	£5,835.00	Fire Bells and Buckets/Bollard Service & Safety Upgrade
£7,445 74121	Materials For Resale	£17,000.00	£17,000.00	£2,292.00	£17,741.00	£6,970.00	£13,063.00	Shop/gas sales
£0 74127	General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£4,796 74131	Equipment Hire	£2,200.00	£2,200.00	£1,097.00	£444.00	£902.00	£639.00	Laundry machines
£427 74213	Clothing & Uniforms	£600.00	£600.00	£310.00	£18.00	£246.00	£82.00	
£338 74335	Internal Printing	£0.00	£0.00	£105.00	£0.00	£0.00	£105.00	
£0 74346	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£912 74357	Stationery	£2,000.00	£2,000.00	£1,699.00	£0.00	£410.00	£1,289.00	5,000 Yellow Tent Tags
£0 74391	Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£94 74414	Consultants	£0.00	£0.00	£5,416.00	£2,745.00	£0.00	£8,161.00	Vole Survey/Static Site Survey
£623 74425	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

## Monthly Finance Report - 23rd August 23

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



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£2,260	74491 Bank Fees	£0.00	£0.00	£1,765.00	£0.00	£410.00	£1,355.00	
£302	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£615.00	£(615.00)	
£34	74515 Postages	£500.00	£500.00	£0.00	£0.00	£205.00	£(205.00)	
£719	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£604.00	£0.00	£492.00	£112.00	
£157	74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74548 Hardware Maintenance	£0.00	£0.00	£399.00	£0.00	£0.00	£399.00	Upgrade of Booking System
£240	74559 Software Purchases	£0.00	£0.00	£350.00	£0.00	£0.00	£350.00	Upgrade of Booking System
£775	74923 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£42,258</b>	<b>Total Supplies &amp; Services</b>	<b>£45,200.00</b>	<b>£45,200.00</b>	<b>£25,671.00</b>	<b>£21,990.00</b>	<b>£18,532.00</b>	<b>£29,129.00</b>	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Third Party Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£0	76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>£0</b>	<b>Total Transfer Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
£42,000	78611 Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	Recharge from the Southwold Harbour Department for lease of land
<b>£42,000</b>	<b>Total Recharges/Other expenditure</b>	<b>£42,000.00</b>	<b>£42,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>£495,937</b>	<b>TOTAL DIRECT EXPENDITURE</b>	<b>£457,400.00</b>	<b>£457,400.00</b>	<b>£252,982.00</b>	<b>£40,222.00</b>	<b>£196,711.00</b>	<b>£96,493.00</b>	
<b>£(166,157)</b>	<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(146,800.00)</b>	<b>£(146,800.00)</b>	<b>£(412,805.49)</b>	<b>£40,222.00</b>	<b>£(394,391.00)</b>	<b>£21,807.51</b>	
£70,100	77407 Support Charges	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	
<b>£70,100</b>	<b>Total Support Services</b>	<b>£73,000.00</b>	<b>£73,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	



## Southwold Harbour - Forecast Income &amp; 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	£(110,000.00)	£(94,000.00)	£(16,000.00)	Peak season is over, relatively small increase on actual to September. Easter 2024 falls into this Financial Year, additional revenue very much weather driven.
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00	No material changes from 2022/23 regarding lease agreements.
Other Fees & Charges	£(107,000.00)	£(104,200.00)	£(2,800.00)	The forecast includes an additional £30k of car park income which is not budgeted for.
<b>Total Income</b>	<b>£(281,000.00)</b>	<b>£(264,200.00)</b>	<b>£(16,800.00)</b>	
Employee Expenses	£98,000.00	£98,000.00	£0.00	
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
<b>Total Cost</b>	<b>£253,500.00</b>	<b>£236,100.00</b>	<b>£17,400.00</b>	
<b>Total Direct Income/Expenditure</b>	<b>£(27,500.00)</b>	<b>£(28,100.00)</b>	<b>£600.00</b>	
Support Recharges	£36,800.00	£36,800.00	£0.00	
<b>Total Indirect Income/Expenditure</b>	<b>£36,800.00</b>	<b>£36,800.00</b>	<b>£0.00</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£9,300.00</b>	<b>£8,700.00</b>	<b>£600.00</b>	

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

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Further sites vacated during the year.
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)	
Other Fees & Charges	£(10,000.00)	£(12,200.00)	£2,200.00	
<b>Total Income</b>	<b>£(650,194.50)</b>	<b>£(604,200.00)</b>	<b>£(45,994.50)</b>	
Employee Expenses	£229,050.00	£234,900.00	£(5,850.00)	Vacant post during the first half of the year. This offsets the pending pay award.
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	
<b>Total Cost</b>	<b>£481,950.00</b>	<b>£457,400.00</b>	<b>£24,550.00</b>	
<b>Total Direct Income/Expenditure</b>	<b>£(168,244.50)</b>	<b>£(146,800.00)</b>	<b>£(21,444.50)</b>	
Support Recharges	£73,000.00	£73,000.00	£0.00	
<b>Total Indirect Income/Expenditure</b>	<b>£73,000.00</b>	<b>£73,000.00</b>	<b>£0.00</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£(95,244.50)</b>	<b>£(73,800.00)</b>	<b>£(21,444.50)</b>	

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

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)
Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)
<b>Total Income</b>	<b>£(889,194.50)</b>	<b>£(826,400.00)</b>	<b>£(62,794.50)</b>
Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)
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
<b>Total Cost</b>	<b>£693,450.00</b>	<b>£651,500.00</b>	<b>£41,950.00</b>
<b>Total Direct Income/Expenditure</b>	<b>£(195,744.50)</b>	<b>£(174,900.00)</b>	<b>£(20,844.50)</b>
Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00
<b>Total Indirect Income/Expenditure</b>	<b>£109,800.00</b>	<b>£109,800.00</b>	<b>£0.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(85,944.50)</b>	<b>£(65,100.00)</b>	<b>£(20,844.50)</b>



## Southwold Harbour Management Committee

### Work Programme

<p>14 September 2023</p>	<ul style="list-style-type: none"> <li>• Project management of the South Pier</li> <li>• Staff structure</li> <li>• Redevelopment following Harbour Fire</li> <li>• Mid Year Budget Monitoring Report</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
<p>9 November 2023</p>	<ul style="list-style-type: none"> <li>• Fees and Charges 2024/25</li> <li>• Annual report to Cabinet</li> <li>• Letter of compliance</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
<p>11 January 2024</p>	<ul style="list-style-type: none"> <li>• Q3 Budget Monitoring Report</li> <li>• Budget 2024/25</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
<p>14 March 2024</p>	<ul style="list-style-type: none"> <li>• Q4 Budget Monitoring report</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>

Other matters:

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

Business Plan

Business Case on the North Wall

Harbour Revision Order

Lionlink interconnectors