



**East Suffolk House, Riduna Park, Station  
Road, Melton, Woodbridge, IP12 1RT**

# **Southwold Harbour Management Committee**

## **Members:**

Councillor David Ritchie (Chairman)  
Councillor Maurice Cook (Vice-Chairman)  
Mr David Gledhill  
Mr Alistair MacFarlane  
Mr Richard Musgrove  
Mr Mike Pickles  
Councillor James Mallinder  
Councillor Craig Rivett  
Councillor Letitia Smith

Members are invited to a **Meeting of the Southwold Harbour Management Committee**  
to be held in the Stella Peskett Millennium Hall, Might's Road, Southwold, IP18  
6BE  
on **Thursday, 11 November 2021 at 4.00pm**

In order to comply with East Suffolk Council's coronavirus arrangements and guidance, the number of people at this meeting will have to be restricted to only those whose attendance is reasonably necessary.

If you do believe it is necessary for you to be in attendance we encourage you to notify Democratic Services, by email to [democraticservices@east Suffolk.gov.uk](mailto:democraticservices@east Suffolk.gov.uk), of your intention to do so no later than 12 noon on the working day before the meeting so that the meeting can be managed in a COVID secure way and the Team can endeavour to accommodate you and advise of the necessary health and safety precautions.

However, we are not able to guarantee you a space/seat and you are advised that it may be that, regrettably, we are not able to admit you to the meeting room.

An Agenda is set out below.

## Part One – Open to the Public

### Pages

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- 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 Disclosable Pecuniary or Local Non-Pecuniary Interests 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** **1 - 4**  
To confirm as a correct record the Minutes of the Meeting held on 23 September 2021.
- 4 Budget Monitoring Report Quarter 2 2021/22 ES/0944** **5 - 16**  
To receive the Budget Monitoring Report for Quarter 2.
- 5 Review of Health and Safety Responsibilities - Southwold Harbour ES/0945** **17 - 22**  
To review the Health and Safety arrangements at Southwold Harbour.
- 6 Appointments to the Southwold Harbour Management Committee Working Groups ES/0946** **23 - 27**  
To consider appointments to the Southwold Harbour Management Committee Working Groups
- 7 Southwold Harbour Management Committee's Forward Work Programme** **28 - 28**  
To consider the Committee's forward work programme.
- 8 Exempt/Confidential Items (LGA)**  
It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

## Part Two – Exempt/Confidential

### Pages

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

## 10 Southwold Caravan and Camping Site

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

## 11 Southwold Harbour Lands Assets

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

## 12 Date of Next Meeting

To note the date of the next meeting, which is Thursday 27 January 2022 at 4.00pm.

To consider 10 March 2022 as a future meeting date.

**Close**



Stephen Baker, Chief Executive

### Filming, Videoing, Photography and Audio Recording at Council Meetings

The Council, members of the public and press may record / film / photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk (in advance), who will instruct that they are not included in any filming.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email: [democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)



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East Suffolk Council is committed to achieving excellence in elected member development  
[www.local.gov.uk/Community-Leadership](http://www.local.gov.uk/Community-Leadership)

**Unconfirmed**



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millenium Hall, on **Thursday, 23 September 2021 at 4.00pm**

**Members of the Committee present:**

Councillor Maurice Cook, Mr David Gledhill, Mr Alistair MacFarlane, Councillor James Mallinder, Mr Richard Musgrove, Mr Mike Pickles, Councillor David Ritchie, Councillor Letitia Smith

**Other Members present:**

Councillor David Beavan

**Officers present:** Chris Bing (Head of Legal and Democratic Services), Kerry Blair (Head of Operations), Sarah Carter (Democratic Services Officer), Madeline Fallon (Senior Coastal Advisor), Brian Mew (Chief Finance Officer & Section 151 Officer), Nicola Wotton (Deputy Democratic Services Manager)

**Others present:** Amy Savage (Royal Haskoning DHV)

**1 Minutes**

**RESOLVED**

That the Minutes of the meeting held on 8 July 2021 be agreed as a correct and signed by the Chairman.

**2 Apologies for Absence**

An apology for absence was received from Councillor Rivett.

**3 Declarations of Interest**

There were no Declarations of Interest.

**4 Appointments to the Southwold Harbour Advisory Group**

The HMC considered report ES/0895, the purpose of which was to approve the appointment of members to the Southwold Harbour Advisory Group.

The HMC was reminded that, at its first meeting, the public notice for appointments to the Advisory Group and a letter requesting nominations from the agreed organisations and stakeholders had been approved.

The Head of Operations drew particular attention to paragraph 2.2 in the report which showed nominations from the agreed organisations and stakeholder groups and paragraph 2.4 set out nominations resulting from the public notice that had been published in the EADT and Lowestoft Journal. Whilst there were still some vacancies, this would not stop the formation of the group. If the HMC approved the nominations, the first meeting would be set up in due course and he confirmed that the Group would be supported by the Democratic Services Team.

The HMC noted that the Charter Boat Association comprised only 2-3 people and it might be difficult to receive a nomination from such a small group of people. There being no further discussion it was

#### **RESOLVED**

1. That the appointment of nominated persons listed in paragraphs 2.2 and 2.4 in the report as Members of the Southwold Harbour Advisory Group be approved.
2. That, on the appointment of the members in resolution 1. above, the Advisory Group be established on 23 September 2021.

### **5 Southwold Harbour Annual Report and Accounts**

The Cabinet Member with responsibility for Resources introduced report ES/0896 which set out the Southwold Harbour Annual Report and Accounts for the period ending 31 March 2021 which, with detailed support papers, had been shared with stakeholders.

Whilst, as was explained in the narrative, they represent a memorandum account of the financial information held in East Suffolk Council's records, they were prepared and presented in accordance with proper accounting practices as required by the Companies Act 2006. The Accounts were also subject to audit by the Council's External Auditors.

The Cabinet Member with responsibility for Resources advised that the Council had always been open and transparent in sharing the details of the accounts with local stakeholders, the HMC was keen to ensure that the detail of the accounts could be readily understood. To that end, a draft budget would be presented to the November meeting of the HMC by which future operations could be measured. The fundamental objectives, from now, were:

1. To ensure that income derived from operations around the harbour was re-invested in the harbour.
2. To reduce the level of subsidy provided by East Suffolk Council tax-payers with the medium term objective of the harbour becoming a self-financing operation.
3. To achieve that by improving the level of customer offer across all aspects of the harbour operation.

The Chief Finance Officer confirmed that the draft budget in November would give more detail than the current extract. The external audit had not yet commenced; that was likely during October with sign off in December. The Chief Finance Officer would inform the HMC once audit had been completed.

The HMC discussed contribution from the campsite to capital and noted that there had been additional expenditure of some £16,000 for the necessary Covid measures. The Head of Operations reminded the HMC that income had been down due to closure through the Covid pandemic and had only reopened on a limited basis in June this year. Additional WCs and showers had been necessary and there had been additional investment and expenditure due to the need to ensure they were available in sufficient numbers.

In response to questions, the Chief Finance Officer advised that the forthcoming draft budget would go into detail and monitoring was ongoing on a regular basis. In response to a question, the Chief Finance Officer reported that local authorities had not been able to apply for Covid Business Support grants and the harbour was not a separate entity to the Council. He noted that the other harbour income heading covered a revaluation adjustment and some other small items of income.

The Chairman moved the recommendation in the report which was duly seconded and it was

## **RESOLVED**

That the contents of the Southwold Harbour Annual Report be noted.

## **6 Southwold Harbour Management Committee's Forward Work Programme**

The Head of Operations advised that there had been a change to the previous Work Programme in that two items, 1. Health and Safety and 2. Operation of the Harbour had been moved to the November meeting. One of the main reasons for this rescheduling was that there needed to be an understanding of responsibilities between the Council and the Harbour on any health and safety recommendations. The Caravan Site was overdue for redevelopment and the services provided needed further consideration. The Rent Review item might need to be delayed until 2022 due to possible heavy workload on forthcoming meetings.

The Chairman commented that he would not wish to see Health and Safety deferred for a second time and the HMC agreed that, if necessary, the meetings would take as long as necessary. Comment was made that working groups could be set up to look at specifics and then report back to the HMC; that could reduce the heavy workload for the HMC. The Chairman proposed and it was agreed that an informal meeting be arranged to enable the HMC to look at this proposal. Democratic Services were requested to look at possible dates and set up an on-line informal meeting.

It was noted that the HMC logo would be added to the Work Programme for the next meeting in November.

**7 Date of Next Meeting**

It was noted that the next meeting would be held on Thursday, 11 November 2021 at 4.00pm.

**8 Exempt/Confidential Items**

**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 it involved the likely disclosure of exempt information as defined in Paragraphs 3 of Part 1 of Schedule 12A of the Act.

**9 Southwold Harbour Investment Plan Update**

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

The meeting concluded at 6.58pm.

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Chairman



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 11 November 2021

<b>Subject</b>	<b>SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – BUDGET MONITORING REPORT QUARTER 2 2021/22</b>
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer and Section 151 Officer Brian.Mew@eastsoffolk.gov.uk 01394 444571

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	N/A
<b>Wards Affected:</b>	Southwold



## Purpose and high-level overview

### **Purpose of Report:**

This report provides the Committee with an overview of the Budget Monitoring position for Quarter 2 2021/22; recommends a schedule of charges and dues for the Harbour for 2022/23; and seeks the Committee's views on Campsite and Caravan Site fees and charges proposals for 2022/23.

### **Recommendation/s:**

The Committee is recommended to:

1. Review the Budget Monitoring Report Quarter 2 2021/22 and report this to Cabinet.
2. Recommend the annual schedule of charges and dues for the Harbour for 2022/23 attached as Appendix B to Cabinet.
3. Review and comment to Cabinet on the draft proposals for Fees and Charges for the Caravan Site and Campsite for 2022/23 attached as Appendix C.

## 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:**

As at Quarter 2 2021/22, net Southwold Harbour income and expenditure (adjusted for income in advance) is showing a small favourable variance compared with budget to date. It is currently anticipated that the outturn position for the year should be broadly in line with budget.

As at Quarter 2 2021/22, net Southwold Caravan Site and Campsite Harbour income and expenditure (adjusted for income in advance) is showing an adverse variance of around £62,000, and this is anticipated to increase by year end. However, officers will explore further the potential for Government support funding for additional costs and income losses in respect of the pandemic to be both claimed and attributed to the Caravan Site and Campsite.

The fees and charges proposals for the Harbour, Caravan Site, and Campsite are intended to be broadly in line with current rates of inflation and will increase income in the next financial year.

**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	The Terms of Reference of the Harbour Management Committee state that the Committee will monitor performance against approved budgets and take appropriate action where this is required, and that the Committee will make a six monthly and annual report to the Cabinet reporting on performance against budget. This report is the first of these budget monitoring reports.
1.2	The Terms of Reference also state that the Committee will review and then recommend an annual budget, (including rental charges and central re-charges to the Council) and an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet. This report also provides an opportunity for the Committee to review and comment to Cabinet on the draft proposals for Fees and Charges for the Caravan Site and Campsite for 2022/23.
2 Current position	
2.1	The Budget Monitoring report for Quarter 2, up to 30 September 2021, is attached as Appendix A. The Appendix shows a Summary and account code level detail for the Harbour, and the Caravan and Campsite.

2.2	<p>Key points:</p> <p><b>Southwold Harbour:</b></p> <ol style="list-style-type: none"> <li>1) Mooring Income remains steady in spite of COVID, taking into account the Income in advance for Rent and Mooring Fees of £65k, Total Harbour income is expected to exceed the budget by about £10k.</li> <li>2) Employee Expenses by year end will have an adverse variance to budget by about £7k, which is for a small amount of overtime.</li> <li>3) Red Diesel shows an adverse variance of £12k, which does not allow for the adjustment of stock – this adjustment is posted to the accounts at year end.</li> <li>4) All other costs are either on budget or favourable compared with budget.</li> <li>5) The figures shown in the Summary of Appendix A for the Harbour include adjustments to the Actual year to date figures in respect of income in advance.</li> <li>6) As the harbour is now in the slower part of the year, no significant changes are currently foreseen for the rest of the year.</li> </ol> <p><b>Southwold Caravan and Campsite</b></p> <ol style="list-style-type: none"> <li>1) Static Caravan Fees show an adverse variance of £84k, which is directly related to COVID, as refunds were issued for the closed part of the year.</li> <li>2) Touring fees are favourable compared with budget by £14k, this includes the adjustment for income in advance of £178k.</li> <li>3) Premises expenses are favourable to budget because of the timing of utility invoices, and this is expected to be on budget by year end.</li> <li>4) Other externally provided services have an adverse variance to budget by £27k, this is because of the hire of Portable Toilets and Showers due to COVID regulations.</li> <li>5) The figures shown in the Summary of Appendix A for the Harbour include adjustments to the Actual year to date figures in respect of income in advance.</li> <li>6) Due to the additional costs due to COVID and the refunds to the Static Caravan owners, the year end result is expected to be £100k adverse to budget. However, officers will explore further the potential for Government support funding for additional costs and income losses in respect of the pandemic to be both claimed and attributed to the Caravan Site and Campsite.</li> </ol>
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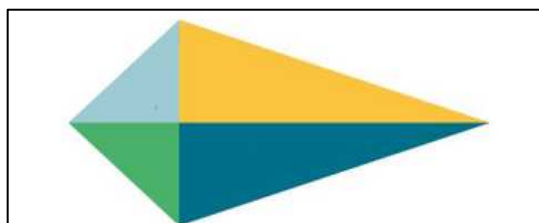
3 How to address current situation	
3.1	Proposed fees and charges for the Harbour for 2022/23 for review and recommendation to Cabinet are attached as Appendix B. Inflation has generally been applied at a minimum rate of around 3.0% in these proposals, but with rounding up to produce sensible individual charge levels.
3.2	Proposed fees and charges for the Campsite and Caravan Site for 2022/23 for review and comment to Cabinet are attached as Appendix C. As with the proposals for the Harbour, inflation has generally been applied at a minimum rate of around 3.0% in these proposals, but with rounding up to produce sensible individual charge levels.

4 Reason/s for recommendation	
4.1	To fulfil the Committee's responsibilities in respect of budget monitoring, and recommending fees and charges.

## Appendices

Appendices:	
<b>Appendix A</b>	Southwold Harbour Management Committee Budget Monitoring Report Quarter 2 2021/22
<b>Appendix B</b>	Proposed Harbour Fees and Charges 2022/23
<b>Appendix C</b>	Proposed Campsite and Caravan Site Fees and Charges 2022/23

Background reference papers:
None.



**Southwold Harbour Income & Expenditure for year to 30th September 2021**

	Actual	Budget	Variance
Mooring Fees	£(42,998.67)		
Property Lettings	£(31,278.50)		
Other Fees & Charges	£(38,509.81)		
<b>Total Income</b>	<b>£(112,786.98)</b>	<b>£(87,020.00)</b>	<b>£(25,766.98)</b>
Employee Expenses	£50,578.90	£40,650.00	£9,928.90
Premises Expenses	£12,645.91	£14,150.00	£(1,504.09)
Supplies & Services	£32,163.04	£22,700.00	£9,463.04
<b>Total Cost</b>	<b>£95,387.85</b>	<b>£77,500.00</b>	<b>£17,887.85</b>
<b>Total Direct Income/Expenditure</b>	<b>£(17,399.13)</b>	<b>£(9,520.00)</b>	<b>£(7,879.13)</b>

**Southwold Caravan/Campsite Income & Expenditure for year to 30th September 2021**

	Actual	Budget	Variance
Touring Fees	£(309,548.36)	£(295,000.00)	£(14,548.36)
Static Caravan Fees	£(195,651.54)	£(280,000.00)	£84,348.46
Other Fees & Charges	£(8,063.15)	£(6,100.00)	£(1,963.15)
<b>Total Income</b>	<b>£(513,263.05)</b>	<b>£(581,100.00)</b>	<b>£67,836.95</b>
Employee Expenses	£94,668.45	£95,300.00	£(631.55)
Premises Expenses	£65,852.13	£90,900.00	£(25,047.87)
Supplies & Services	£43,028.96	£23,250.00	£19,778.96
<b>Total Cost</b>	<b>£203,549.54</b>	<b>£209,450.00</b>	<b>£(5,900.46)</b>
<b>Total Direct Income/Expenditure</b>	<b>£(309,713.51)</b>	<b>£(371,650.00)</b>	<b>£61,936.49</b>

## Monthly Finance Report - September 21

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



Account Code & Description	2021/22 Original Budget 2122B £	2021/22 Current Budget 2122A £	2021/22 Actuals YTD £	2021/22 Commitments YTD £	2021/22 Budget YTD 2122A £	2021/22 Variance YTD £	2021/22 Variance YTD %	Notes
<b>Direct Income &amp; Expenditure</b>								
<b>Income</b>								
67191 General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(10,891.67)	£0.00	£(10,000.00)	£(891.67)	9%	Mooring Fees
67444 Vatable Leisure Activity Fees	£(68,000.00)	£(68,000.00)	£(72,998.67)	£0.00	£(34,680.00)	£(38,318.67)	110%	Harbour Dues
67466 Vatable Staff Costs Recovered	£(200.00)	£(200.00)	£(1,000.00)	£0.00	£(100.00)	£(900.00)	900%	Internal Staff , between Harbour and Campsite
67481 Vatable Energy Costs Recovered 5%	£(24,000.00)	£(24,000.00)	£(25,352.62)	£0.00	£(12,240.00)	£(13,112.62)	107%	Electricity/Diesel
67491 General Vatable Fees & Charges	£0.00	£0.00	£222.50	£0.00	£0.00	£222.50	0%	Refund
67615 Exempt Leisure Activity Fees	£0.00	£0.00	£(512.32)	£0.00	£0.00	£(512.32)	0%	Rent for Pedestrian Ferry
67791 General Outside Scope Fees & Charges	£0.00	£0.00	£(1,500.00)	£0.00	£0.00	£(1,500.00)	0%	Cost of legal Charges for Easement
67815 Vatable Property Lettings	£0.00	£0.00	£(5,975.70)	£0.00	£0.00	£(5,975.70)	0%	Storage
67835 Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(56,278.50)	£0.00	£(30,000.00)	£(26,278.50)	88%	Rent Fisherman's Huts etc
67838 Exempt Wayleaves & Easements	£0.00	£0.00	£(3,500.00)	£0.00	£0.00	£(3,500.00)	0%	Easement Income
<b>Total Cust &amp; Client Receipts</b>	<b>£(172,200.00)</b>	<b>£(172,200.00)</b>	<b>£(177,786.98)</b>	<b>£0.00</b>	<b>£(87,020.00)</b>	<b>£(90,766.98)</b>	<b>104%</b>	<b>Income in advance (Mooring Fees and Rent) approx £65,000</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>	<b>0%</b>	
<b>Total Recharges/Other Income</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>	<b>0%</b>	
<b>TOTAL INCOME</b>	<b>£(172,200.00)</b>	<b>£(172,200.00)</b>	<b>£(177,786.98)</b>	<b>£0.00</b>	<b>£(87,020.00)</b>	<b>£(90,766.98)</b>	<b>104%</b>	
<b>Expenditure</b>								
71111 Basic Pay	£57,000.00	£57,000.00	£27,718.79	£0.00	£28,500.00	£(781.21)	-3%	
71121 Overtime	£0.00	£0.00	£5,690.60	£0.00	£0.00	£5,690.60	0%	
71151 Employers National Insurance	£5,500.00	£5,500.00	£3,390.00	£0.00	£2,750.00	£640.00	23%	
71161 Employers Superannuation	£18,800.00	£18,800.00	£11,025.08	£0.00	£9,400.00	£1,625.08	17%	
<b>Total Direct Employee Expenses</b>	<b>£81,300.00</b>	<b>£81,300.00</b>	<b>£47,824.47</b>	<b>£0.00</b>	<b>£40,650.00</b>	<b>£7,174.47</b>	<b>18%</b>	
71312 Recruitment Advertising	£0.00	£0.00	£2,754.43	£0.00	£0.00	£2,754.43	0%	
71331 Employee Insurances	£400.00	£400.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Other Employee Expenses</b>	<b>£400.00</b>	<b>£400.00</b>	<b>£2,754.43</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,754.43</b>	<b>0%</b>	
72111 Building Services - Planned Maintenance	£8,600.00	£8,600.00	£0.00	£0.00	£4,300.00	£(4,300.00)	-100%	
72114 Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£2,940.30	£0.00	£5,000.00	£(2,059.70)	-41%	Repairs to ice plant and freezer unit, repair visitor mooring uprights
72131 Vandalism	£1,000.00	£1,000.00	£794.50	£0.00	£500.00	£294.50	59%	Replace vandalised speed signs
72211 Electricity	£5,300.00	£5,300.00	£1,302.44	£0.00	£2,650.00	£(1,347.56)	-51%	
72214 Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
72217 Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
72311 Rents Payable	£1,800.00	£1,800.00	£0.00	£0.00	£900.00	£(900.00)	-100%	
72317 Business Rates	£0.00	£0.00	£7,160.67	£0.00	£0.00	£7,160.67	0%	
72411 Water	£400.00	£400.00	£0.00	£0.00	£200.00	£(200.00)	-100%	

72414 Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
72511 Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	-100%	
72527 Other Cleaning Services	£0.00	£0.00	£448.00	£0.00	£0.00	£448.00	0%	
72711 Fire Insurance	£900.00	£900.00	£0.00	£0.00	£0.00	£0.00	0%	
72817 Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Premises Expenses</b>	<b>£29,200.00</b>	<b>£29,200.00</b>	<b>£12,645.91</b>	<b>£0.00</b>	<b>£14,150.00</b>	<b>£(1,504.09)</b>	<b>-11%</b>	
73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	-100%	
<b>Total Transport Expenses</b>	<b>£1,200.00</b>	<b>£1,200.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£600.00</b>	<b>£(600.00)</b>	<b>-100%</b>	
74111 Health and Safety	£13,500.00	£13,500.00	£1,822.65	£170.00	£6,750.00	£(4,757.35)	-70%	H&S Signs, PAT Testing, Fire Extinguisher Service
74114 Furniture and Equipment	£3,200.00	£3,200.00	£17.27	£0.00	£1,600.00	£(1,582.73)	-99%	
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£2,485.40	£0.00	£1,000.00	£1,485.40	149%	Tractor Service
74121 Materials For Resale	£23,000.00	£23,000.00	£23,587.41	£354.00	£11,500.00	£12,441.41	108%	Red Diesel for Resale
74213 Clothing & Uniforms	£400.00	£400.00	£155.40	£0.00	£200.00	£(44.60)	-22%	
74335 Internal Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74346 External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74357 Stationery	£300.00	£300.00	£20.00	£0.00	£150.00	£(130.00)	-87%	
74402 Insurance Premiums	£0.00	£0.00	£384.09	£0.00	£0.00	£384.09	0%	
74414 Consultants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74425 Legal Fees	£0.00	£0.00	£619.36	£0.00	£0.00	£619.36	0%	Tax on Diesel
74491 Bank Fees	£0.00	£0.00	£1,626.28	£0.00	£0.00	£1,626.28	0%	Credit Card Machine
74492 Other Ext Provided Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74515 Postages	£600.00	£600.00	£14.50	£0.00	£300.00	£(285.50)	-95%	
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£231.85	£0.00	£600.00	£(368.15)	-61%	
74548 Hardware Maintenance	£0.00	£0.00	£392.44	£0.00	£0.00	£392.44	0%	
74570 Software Maintenance	£0.00	£0.00	£671.39	£0.00	£0.00	£671.39	0%	
74717 Subsistence	£0.00	£0.00	£135.00	£0.00	£0.00	£135.00	0%	
74811 Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74992 Miscellaneous Other Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Supplies &amp; Services</b>	<b>£44,200.00</b>	<b>£44,200.00</b>	<b>£32,163.04</b>	<b>£524.00</b>	<b>£22,100.00</b>	<b>£10,587.04</b>	<b>48%</b>	
78611 Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	0%	
<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>0%</b>	
<b>TOTAL DIRECT EXPENDITURE</b>	<b>£165,800.00</b>	<b>£165,800.00</b>	<b>£95,387.85</b>	<b>£524.00</b>	<b>£77,500.00</b>	<b>£18,411.85</b>	<b>24%</b>	
<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(6,400.00)</b>	<b>£(6,400.00)</b>	<b>£(82,399.13)</b>	<b>£524.00</b>	<b>£(9,520.00)</b>	<b>£(72,355.13)</b>	<b>760%</b>	
77407 Cent - Human Resources	£3,900.00	£3,900.00	£0.00	£0.00	£0.00	£0.00	0%	Support Service Costs
<b>Total Support Services</b>	<b>£3,900.00</b>	<b>£3,900.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
78112 Depreciation Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
78128 Revaluation Losses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Capital/Other Adjustments</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>	<b>0%</b>	
No. Name								
71221 Supn - Reverse Cash Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
71231 Supn - Current Service (Pension)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Pension Fund Adjustments</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>	<b>0%</b>	
<b>TOTAL INDIRECT EXPENDITURE</b>	<b>£3,900.00</b>	<b>£3,900.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£(2,500.00)</b>	<b>£(2,500.00)</b>	<b>£(82,399.13)</b>	<b>£524.00</b>	<b>£(9,520.00)</b>	<b>£(72,355.13)</b>	<b>760%</b>	

## Monthly Finance Report - September 21

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



Account Code & Description	2021/22 Original Budget 2122B £	2021/22 Current Budget 2122A £	2021/22 Actuals YTD £	2021/22 Commitments YTD £	2021/22 Budget YTD 2122A £	2021/22 Variance YTD £	2021/22 Variance YTD %	Notes
<b>Direct Income &amp; Expenditure</b>								
<b>Income</b>								
67191 General Vatable Sales 20%	£0.00	£0.00	£(9.37)	£0.00	£0.00	£(9.37)	0%	Vatable Shop Sales - Juice/Water Gas Sales
67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(5,599.59)	£0.00	£(4,500.00)	£(1,099.59)	24%	
67292 General Zero Rated Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	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	0%	Battery Charging
67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(2,454.19)	£0.00	£(1,600.00)	£(854.19)	53%	
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	0%	Static Caravan Rent £195,651.54 Touring Pitch Income £487,785.64 Touring Pitch Income in advance £178,237.28
67811 Vatable Land Rents	£(575,000.00)	£(575,000.00)	£(242,818.49)	£0.00	£(575,000.00)	£332,181.51	-58%	
67813 Vatable Land Rents 5%	£0.00	£0.00	£(440,618.69)	£0.00	£0.00	£(440,618.69)	0%	
<b>Total Cust &amp; Client Receipts</b>	<b>£(587,200.00)</b>	<b>£(587,200.00)</b>	<b>£(691,500.33)</b>	<b>£0.00</b>	<b>£(581,100.00)</b>	<b>£(110,400.33)</b>	<b>19%</b>	
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<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>	<b>0%</b>	
68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Recharges/Other Income</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>	<b>0%</b>	
<b>TOTAL INCOME</b>	<b>£(587,200.00)</b>	<b>£(587,200.00)</b>	<b>£(691,500.33)</b>	<b>£0.00</b>	<b>£(581,100.00)</b>	<b>£(110,400.33)</b>	<b>19%</b>	
<b>Expenditure</b>								
71111 Basic Pay	£121,000.00	£121,000.00	£38,854.08	£0.00	£60,500.00	£(21,645.92)	-36%	
71121 Overtime	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
71151 Employers National Insurance	£10,700.00	£10,700.00	£2,920.86	£0.00	£5,350.00	£(2,429.14)	-45%	
71161 Employers Superannuation	£39,900.00	£39,900.00	£12,821.88	£0.00	£19,950.00	£(7,128.12)	-36%	
71171 Contract Staff	£19,000.00	£19,000.00	£40,071.63	£1,018.88	£9,500.00	£31,590.51	333%	
<b>Total Direct Employee Expenses</b>	<b>£190,600.00</b>	<b>£190,600.00</b>	<b>£94,668.45</b>	<b>£1,018.88</b>	<b>£95,300.00</b>	<b>£387.33</b>	<b>0%</b>	
71331 Employee Insurances	£900.00	£900.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Other Employee Expenses</b>	<b>£900.00</b>	<b>£900.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
72111 Building Services - Planned Maintenance	£1,500.00	£1,500.00	£0.00	£0.00	£750.00	£(750.00)	-100%	Repairs to toilets, showers, and painting
72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£11,052.97	£2,252.48	£12,500.00	£805.45	6%	
72131 Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£500.00	£(500.00)	-100%	
72136 Legionella	£0.00	£0.00	£378.06	£378.06	£0.00	£756.12	0%	
72211 Electricity	£47,200.00	£47,200.00	£2,511.61	£0.00	£23,600.00	£(21,088.39)	-89%	Legionella Test
72214 Gas	£4,500.00	£4,500.00	£3,128.60	£474.22	£2,250.00	£1,352.82	60%	
72317 Business Rates	£41,400.00	£41,400.00	£40,192.00	£0.00	£41,400.00	£(1,208.00)	-3%	
72411 Water	£11,700.00	£11,700.00	£(113.92)	£0.00	£5,850.00	£(5,963.92)	-102%	
72414 Sewerage Charge	£100.00	£100.00	£(784.85)	£0.00	£50.00	£(834.85)	-1670%	
72511 Cleaning Materials	£5,000.00	£5,000.00	£4,477.28	£1,123.26	£2,500.00	£3,100.54	124%	
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	0%	
72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	Repairs to grass roller, compost hedge cutting
72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£5,010.38	£222.20	£1,500.00	£3,732.58	249%	
72711 Fire Insurance	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	0%	



72712 Engineering Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Premises Expenses</b>	<b>£141,200.00</b>	<b>£141,200.00</b>	<b>£65,852.13</b>	<b>£4,450.22</b>	<b>£90,900.00</b>	<b>£(20,597.65)</b>	<b>-23%</b>	
73111 Fuel	£100.00	£100.00	£101.89	£0.00	£50.00	£51.89	104%	
73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	-100%	
73222 Car Allowances - Lump Sum	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Transport Expenses</b>	<b>£1,300.00</b>	<b>£1,300.00</b>	<b>£101.89</b>	<b>£0.00</b>	<b>£650.00</b>	<b>£(548.11)</b>	<b>-84%</b>	
74111 Health and Safety	£15,000.00	£15,000.00	£2,749.11	£743.00	£7,500.00	£(4,007.89)	-53%	
74114 Furniture and Equipment	£3,200.00	£3,200.00	£667.98	£815.80	£1,600.00	£(116.22)	-7%	H&S Signs, PAT Testing, Fire Extinguisher Service
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£3,161.42	£995.88	£1,000.00	£3,157.30	316%	Repairs to washing machines
74121 Materials For Resale	£17,000.00	£17,000.00	£4,149.76	£1,054.36	£8,500.00	£(3,295.88)	-39%	Gas for resale
74127 General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74131 Equipment Hire	£2,200.00	£2,200.00	£1,555.86	£0.00	£1,100.00	£455.86	41%	Rent of Laundry Machines
74213 Clothing & Uniforms	£600.00	£600.00	£227.61	£0.00	£300.00	£(72.39)	-24%	
74335 Internal Printing	£0.00	£0.00	£185.00	£0.00	£0.00	£185.00	0%	
74346 External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74357 Stationery	£2,000.00	£2,000.00	£750.08	£0.00	£1,000.00	£(249.92)	-25%	Tent Pegs
74391 Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74414 Consultants	£0.00	£0.00	£1,050.00	£0.00	£0.00	£1,050.00	0%	
74491 Bank Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74492 Other Ext Provided Services	£1,500.00	£1,500.00	£27,365.00	£0.00	£750.00	£26,615.00	3549%	Hire of Portable Toilets and showers
74515 Postages	£500.00	£500.00	£0.00	£0.00	£250.00	£(250.00)	-100%	
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£686.26	£0.00	£600.00	£86.26	14%	
74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74548 Hardware Maintenance	£0.00	£0.00	£45.00	£0.00	£0.00	£45.00	0%	
74559 Software Purchases	£0.00	£0.00	£3.99	£0.00	£0.00	£3.99	0%	
<b>Total Supplies &amp; Services</b>	<b>£45,200.00</b>	<b>£45,200.00</b>	<b>£42,597.07</b>	<b>£3,609.04</b>	<b>£22,600.00</b>	<b>£23,606.11</b>	<b>104%</b>	
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<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>	<b>0%</b>	
76131 Settlement Of Complaints	£0.00	£0.00	£330.00	£0.00	£0.00	£330.00	0%	
<b>Total Transfer Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£330.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£330.00</b>	<b>0%</b>	
78611 Internal Recharges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Recharges/Other expenditure</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>	<b>0%</b>	
<b>TOTAL DIRECT EXPENDITURE</b>	<b>£379,200.00</b>	<b>£379,200.00</b>	<b>£203,549.54</b>	<b>£9,078.14</b>	<b>£209,450.00</b>	<b>£3,177.68</b>	<b>2%</b>	
<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(208,000.00)</b>	<b>£(208,000.00)</b>	<b>£(487,950.79)</b>	<b>£9,078.14</b>	<b>£(371,650.00)</b>	<b>£(107,222.65)</b>	<b>29%</b>	
77407 Cent - Human Resources	£8,100.00	£8,100.00	£0.00	£0.00	£0.00	£0.00	0%	
77519 Cent - Customer Services	£27,800.00	£27,800.00	£0.00	£0.00	£0.00	£0.00	0%	
77616 Cent - ICT	£37,600.00	£37,600.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Support Services</b>	<b>£73,500.00</b>	<b>£73,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
78112 Depreciation Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
78128 Revaluation Losses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Capital/Other Adjustments</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>	<b>0%</b>	
No. Name								
71221 Supn - Reverse Cash Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
71231 Supn - Current Service (Pension)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Pension Fund Adjustments</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>	<b>0%</b>	
<b>TOTAL INDIRECT EXPENDITURE</b>	<b>£73,500.00</b>	<b>£73,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	
<b>TOTAL INCOME STATEMENT</b>	<b>£(134,500.00)</b>	<b>£(134,500.00)</b>	<b>£(487,950.79)</b>	<b>£9,078.14</b>	<b>£(371,650.00)</b>	<b>£(107,222.65)</b>	<b>29%</b>	

### 3.6 Harbour & annual licences (beach & boat related)

						£	%
	2022/23	VAT Status	2021/22	2020/21	2019/20	Increase or (Decrease)	Increase or (Decrease)
<b>Regular users (per annum)</b>							
Mooring fees	£730.00	S	£700.00	£655.00	£630.00	£30.00	4.29%
Tenders/Canoe/Kayak	£38.50	S	£37.00	£35.00	£33.50	£1.50	4.05%
Tenders/Canoe/Kayak Day Rate	£4.80	S	£4.60	£4.40	£4.20	£0.20	4.35%
<b>Harbour dues (per annum)</b>							
Up to 6100mm	£77.00	S	£74.50	£72.00	£68.00	£2.50	3.36%
6100mm up to 9150mm	£147.00	S	£142.00	£138.00	£130.00	£5.00	3.52%
9150mm up to 12200mm	£190.00	S	£181.00	£175.00	£167.00	£9.00	4.97%
12200mm up to 15250mm	£248.00	S	£238.00	£230.00	£220.00	£10.00	4.20%
Each additional 305mm over 15250mm	£6.75	S	£6.50	£6.00	£5.75	£0.25	3.85%
<b>Other charges (per annum)</b>							
Large Hut Sites	£430.00	EX	£410.00	£395.00	£380.00	£20.00	4.88%
Small Hut Sites	£294.00	EX	£280.00	£267.00	£258.00	£14.00	5.00%
Hut selling fish on a regular basis	Under review	EX	Under review	Under review	Under review	-	-
<b>Stage sites</b>							
1E - 10E	£1,190.00	S	£1,155.00	£1,120.00	£1,085.00	£35.00	3.03%
All other sites on Southwold Bank	£618.00	S	£600.00	£580.00	£560.00	£18.00	3.00%
All other sites on Walberswick Bank	£618.00	S	£600.00	£545.00	£510.00	£18.00	3.00%
Stage 25 LCC Harbour Dues		S	Per individual boat	Per individual boat	Per individual boat		
per individual boat						-	-

### 3.6 Harbour & annual licences (beach & boat related) (continued)

						£	%
	2022/23	VAT Status	2021/22	2020/21	2019/20	Increase or (Decrease)	Increase or (Decrease)
<b>W10 Mooring</b>							
Up to 6100mm	£22.00	S	£21.00	£20.30	£19.50	£1.00	4.76%
6100mm up to 9150mm	£26.00	S	£25.00	£24.00	£23.00	£1.00	4.00%
9150mm up to 12200mm	£32.00	S	£30.50	£29.50	£28.25	£1.50	4.92%
12200mm up to 15250mm	£40.00	S	£38.75	£37.50	£36.00	£1.25	3.23%
Each additional 305mm over 15250mm	£2.10	S	£2.00	£1.85	£1.75	£0.10	5.00%
Harbour Dues	£10.50	S	£10.00	£9.50	£9.00	£0.50	5.00%
Electric Charge (Normal)	£4.50	S	£4.50	£4.50	£4.50	£0.00	0.00%
Electric Charge (Heavy Use)	£13.00	S	£13.00	£13.00	£13.00	£0.00	0.00%
<b>Other charges</b>							
Storage ashore (per 30)	£2.95	S	£2.85	£2.70	£2.50	£0.10	3.51%
Electric charge (weekly)	£30.00	S	£30.00	£30.00	£30.00	£0.00	0.00%
Mooring winter charge (per 305mm/month)	£4.25	S	£4.10	£3.90	£3.75	£0.15	3.66%
Mooring berth on north dock wall(including use of compound & facilities) per r	£162.00	S	£155.00	£145.00	£140.00	£7.00	4.52%
<b>Licences</b>							
Beach Licences							
- Aldeburgh and Felixstowe	£63.00	OS	£60.00	£58.00	£55.00	£3.00	5.00%
- Sizewell	£50.00	OS	£48.50	£46.50	£44.00	£1.50	3.09%
Sale of fish from Council land	variable	OS	Variable	Variable	Variable	-	-
Boats on beach	£140.00	S	£135.00	£128.00	£120.00	£5.00	3.70%
Boats in compound at The Dip	£140.00	S	£135.00	£128.00	£120.00	£5.00	3.70%
Launch only permit	£68.00	OS	£65.00	£63.00	£60.00	£3.00	4.62%
Fee for return of confiscated boats	variable	S	Variable	Variable	Variable	-	-

### 3.5 Caravan & camping sites

	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022) 2022/23	Fees @ Standard Rate (all invoices issued from 1 April 2022) 2022/23	VAT Status	Fees @ Standard Rate	2021/2022 Fees @ reduced VAT of 5% (Until 30th September 2021)	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022)	2020/21	2019/20	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Southwold Harbour Site</b>										
Static Caravan - Site Fee (March - November)		£2,490.00	S	£2,410.00	£2,108.75	£2,259.38	£2,325.00	£2,231.50	£80.00	3.32%
Static Caravan - Site Fee (December - February)		£220.00	S	£210.00	n/a	n/a	£200.00	£168.50	£10.00	4.76%
New Caravan - Plot Fee		£1,930.00	S	£1,875.00	£1,640.63	£1,757.81	£1,800.00	£1,800.00	£55.00	2.93%
Additional charge for electricity si		£550.00	S	£550.00	£481.25	£515.63	£550.00	£550.00	£0.00	0.00%

	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022) 2022/23	Fees @ Standard Rate (all invoices issued from 1 April 2022) 2022/23	VAT Status	Fees @ Standard Rate	2021/2022 Fees @ reduced VAT of 5% (Until 30th September 2021)	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022)	2020/21	2019/20	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Additional Charges - Static Caravan</b>										
Harbour side Supplement Front Line		£210.00	S	£203.00	£177.63	£190.31	£197.00	£190.00	£7.00	3.45%
Blackshore Supplement Front Line		£184.00	S	£177.00	£154.88	£165.94	£171.00	£165.00	£7.00	3.95%
External Van Cleaning		£84.00	S	£80.00	n/a	n/a	£70.00	£65.00	£4.00	5.00%
External Window & Door Clean		£15.50	S	£15.00	n/a	n/a	£12.00	£10.50	£0.50	3.33%
Under Van Edge Trim & Weed killer Spray		£30.00	S	£25.00	n/a	n/a	£22.00	£21.00	£5.00	20.00%

### 3.5 Caravan & camping sites (contini

	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022) 2022/23	Fees @ Standard Rate (all invoices issued from 1 April 2022) 2022/23	VAT Status	Fees @ Standard Rate	2021/2022 Fees @ reduced VAT of 5% (Until 30th September 2021)	Fees @ Reduced VAT of 12.5% (From 1 October 2021 - 31 March 2022)	2020/21	2019/20	£ Increase or (Decrease)	% Increase or (Decrease)
<b>All below fees are charged on a per night ba</b>										
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adult:		£28.50	S	£27.25	£23.84	£25.55	£26.00	£25.00	£1.25	4.59%
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adult		£34.00	S	£32.50	£28.44	£30.47	£31.25	£30.00	£1.50	4.62%
Electricity per night		£5.00	S	£5.00	£4.38	£4.69	£5.00	£5.00	£0.00	0.00%
Additional Adult		£4.55	S	£4.40	£3.85	£4.13	£4.20	£4.00	£0.15	3.41%
Additional Child		£1.75	S	£1.70	£1.49	£1.59	£1.60	£1.50	£0.05	2.94%
Awnings/Gazebos/Canopies		£8.50	S	£8.10	£7.09	£7.59	£7.80	£7.50	£0.40	4.94%
Organised Groups (To be negotiated in advance)		n/a	S	n/a	y negotiation	negotiation	negotiation	negotiation	-	-
Single backpacker (no vehicle)*		£15.00	S	£14.00	£12.25	£13.13	£13.00	£12.50	£1.00	7.14%
Key Sale for Toilet Block		£38.00	S	£28.75	£25.16	£26.95	£27.50	£21.00	£9.25	32.17%
Battery Charging		£7.25	S	£7.00	n/a	n/a	£6.75	£6.50	£0.25	3.57%
Ice Packs		£1.35	S	£1.30	n/a	n/a	£1.25	£1.20	£0.05	3.85%
Mobile Phone Charging		£1.45	S	£1.40	n/a	n/a	£1.25	£1.20	£0.05	3.57%

\* With discretion of caravan site manager at time of arri



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 11 November 2021

<b>Subject</b>	REVIEW OF HEALTH AND SAFETY RESPONSIBILITIES – SOUTHWOLD HARBOUR
<b>Supporting Officer</b>	Kerry Blair Head of Operations <a href="mailto:Kerry.blair@eastsoffolk.gov.uk">Kerry.blair@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 information on the Health and Safety management arrangements at Southwold Harbour – and the implications on these of newly formed Harbour Management Committee (HMC).

### Recommendation/s:

That the Harbour Management Committee:

- Note that ESC will remain the duty holder
- Support the setting up of a Working Group to look at Compliance, including Health and Safety
- Agree to appoint an independent Designated Person

## Impact Assessment

### Governance:

No impact.

### 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:

No impact.

### Legal:

No impact.

### Risk:

The risk of not ensuring that the health and safety duties are adequately carried out are that the council could receive a sanction from the Health and Safety Executive, and that public safety could be compromised.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the [Strategic Plan](#) which are supported by this proposal:

**T01** Growing our Economy



T02	Enabling our Communities	<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 type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts	
1.1	East Suffolk Council (ESC) has responsibilities under the Health and Safety at Work etc. Act 1974 for the activities that are carried out on its land and by its employees
1.2	The council also has responsibility for marine safety for those activities that are carried out in Southwold Harbour.
1.3	With the formation of the HMC, ESC has sought clarification of its responsibilities in relation to the harbour operation. The council has consulted with Ashfords to identify where legal responsibility sits for activities taking place in the harbour lands, and to identify how to make best use of the skills and expertise of the members of the HMC.

2 Current position	
2.1	<p><b>Southwold Harbour Management Committee</b></p> <p>When considering health and safety in relation to Southwold Harbour and associated land there are two distinct strands which have overlap but are not synonymous:</p> <ul style="list-style-type: none"> <li>• Health and safety at work</li> <li>• Marine safety</li> </ul>
2.2	<p><b>Health and safety at work</b></p> <p>The Council is the owner and Statutory Harbour Authority for Southwold Harbour. The Southwold Harbour Management Committee (HMC) is a Committee of the Cabinet of the Council and is not run or operated through any separate legal entity; HMC has no separate status from the Council in health and safety law.</p> <p>The Council is an employer, and it is therefore the duty holder under the key sections of the Health and Safety at Work etc. Act 1974 (HSWA). It is also the legal entity against which enforcement action would be taken in the event of breaches of the legislation.</p> <p>As the employer of the harbourmaster and the staff who work at the harbour and caravan site the Council is responsible for compliance with s.2 of HSWA <i>"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees."</i></p> <p>The Council will also be responsible for compliance with s.3 HSWA <i>'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be</i></p>

	<p><i>affected thereby are not thereby exposed to risks to their health or safety’</i> because the Council controls and manages the harbour.</p> <p>The duty under section 3 only applies to risks arising from the conduct of an employer’s undertaking and, in theory, there might be risks arising in the harbour which do not arise from the Council’s undertaking. However, in practice, most risks in the harbour are likely to arise to some degree from the conduct of the Council’s undertaking.</p> <p>In law East Suffolk Council’s undertaking will include both its own activities and the activities of contractors and third parties carried-out on its behalf. Risks to visitors, members of the public, harbour users, contractors and tenants must be controlled “so far as is reasonably practicable” i.e. weighing a risk against the trouble, time and money needed to control it.</p> <p>HSWA s.4 places a duty on the Council in relation to persons who use the non-domestic premises made available to them as a place of work and requires that access and egress along with plant and equipment provided to them is safe and without risks to health e.g. the fishermen’s compound.</p>
2.3	<p><b>Marine Safety</b></p> <p>The Government, other regulatory authorities and the industry associations expect that all statutory harbour authorities will comply with the Code.</p> <p>However:</p> <ul style="list-style-type: none"> <li>• The Code does not contain any new legal obligations but includes references to the main legal duties which already exist.</li> <li>• Failure to comply is not an offence in itself although the Code represents good practice as recognised by a wide range of industry stakeholders and a failure to adhere to good practice may be indicative of a harbour authority being in breach of certain legal duties.</li> <li>• The organisation may suffer reputational damage if it has publicly committed to the Code’s standards and then fails to meet them.</li> <li>• Periodically and/or following a major incident or accident, the regulatory authorities will seek assurance that organisations are complying with the Code. The Government will monitor levels of compliance to assess its effectiveness in delivering improved safety performance.</li> </ul> <p>A link may be drawn between a failure to implement the principles of the Code and prosecution under Health and Safety legislation.</p>
2.4	<p>The Marine Safety Code does not relate to duties and responsibilities deriving from health and safety legislation or, with some exceptions, those relating to the safety of vessels under the Merchant Shipping Acts. However, it has been designed so that compliance with the good practice guidance in the Code should be fully compatible with other duties and responsibilities.</p>
2.5	<p>The Marine Safety Code indicates that a harbour management committee may act as the ‘duty holder’ for marine safety although the role of internal duty holder is designed to allow for accountability and good governance and should not be confused with the Council’s role as the legal duty holder.</p>
2.6	<p>The Marine Safety Code also refers to a ‘Designated Person’ whose role is to provide independent assurance directly to the ‘duty holder’ that the safety management system is working effectively. A safety management system should</p>

	include proper record procedures so that the duty holder and designated person can be satisfied that the system is functioning properly.
2.7	<p><b>Sources of advice</b></p> <p>The following documents contain information on the specific duties, hazards and risk controls that are likely to apply in respect of harbours but they also contain guidance on leadership and management arrangements.</p> <ol style="list-style-type: none"> <li>1. Safety in Docks - Approved Code of Practice (<a href="https://www.hse.gov.uk/pubns/books/l148.htm">https://www.hse.gov.uk/pubns/books/l148.htm</a> )</li> <li>2. A quick guide to health and safety in ports (<a href="https://www.hse.gov.uk/pubns/indg446.pdf">https://www.hse.gov.uk/pubns/indg446.pdf</a>)</li> <li>3. Port Marine Safety Code (<a href="https://www.gov.uk/government/publications/port-marine-safety-code">https://www.gov.uk/government/publications/port-marine-safety-code</a>)</li> <li>4. Leading health and safety at work (<a href="https://www.hse.gov.uk/leadership/">https://www.hse.gov.uk/leadership/</a>)</li> <li>5. Managing for health and safety (<a href="https://www.hse.gov.uk/pubns/books/hsg65.htm">https://www.hse.gov.uk/pubns/books/hsg65.htm</a>)</li> </ol>
2.8	<p>East Suffolk Council has a Health and Safety Policy which contains a statement of intent along with the organisation and arrangements for carrying out that policy.</p> <p>The Corporate Health and Safety Team can provide advice and carry out audits in relation to the Council's management of health and safety at work for the harbour, caravan site and surrounding land.</p> <p>The Corporate Health and Safety Team does not have either the knowledge or the independence to fulfil the criteria for the 'designated person' in relation to marine safety.</p>
2.9	Given the recent formation of the HMC, and the recruitment of several co-opted members with specific expertise in the management of port health and safety, it is considered that the role of the HMC is to provide expertise and oversight, and to review the KPIs and safety data that is available to the council, and provide feedback to – where necessary – improve the management of health and safety,

### 3 How to address current situation

3.1	<p>That the HMC forms a working group with responsibility for compliance and health and safety, in order to:</p> <ul style="list-style-type: none"> <li>• Review the current health and safety risk assessments for the harbour and associated caravan site.</li> <li>• Draft a specification for the Designated Person in order to carry out a recruitment process.</li> <li>• Review existing KPIs and management information and make recommendations for improvements.</li> </ul>
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3.2	Arrange a rota of emergency cover from other ESC Harbour in Oulton Broad.
3.3	Agree a set of KPI data to be shared with the HMC.

4 Reason/s for recommendation	
4.1	That ESC retains responsibility as Duty Holder for health and safety at Southold Harbour. This reason for this is that ESC retains legal responsibility under the Health and Safety at Work Act for activity carried out by its employees on its property. In addition, the council has the staff, and the resources to manage health and safety matters where members of the HMC may not.
4.2	HMC members have a wealth of expertise on the management of port safety. Therefore, they have an invaluable advisory and oversight role in this area, providing recommendations for ESC to guide its management of the harbour.
4.3	A working group should be formed to provide the focus necessary to deliver the actions in point 3.1 and Membership should be drawn from the HMC with support from the Council's Health and Safety function.
4.4	An independent Designated Person is good practice – and it should be a priority of the HMC working group to draft a specification and commence a recruitment process to fill this role.

## Appendices

Appendices:
None.

Background reference papers:
None.



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 11 November 2021**

<b>Subject</b>	APPOINTMENTS TO THE SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE WORKING GROUPS
<b>Supporting Officer</b>	Kerry Blair Head of Operations <a href="mailto:kerry.blair@eastsoffolk.gov.uk">kerry.blair@eastsoffolk.gov.uk</a> 01502 523007

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 note the appointment of members of the Southwold Harbour Management Committee (HMC) to the 4 Working Groups and their Terms of Reference.

**Recommendation:**

That the HMC:

- Notes the appointment of members of the Southwold Harbour Management Committee to the 4 Working Groups and their terms of reference.

## Impact Assessment

**Governance:**

The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. The creation of Working Groups will allow for detailed consideration of various matters to be undertaken, with recommendations made to the HMC for further consideration and debate.

**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 adverse impacts have been identified.

**Financial:**

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

Co-opted Members of the HMC will receive an allowance per meeting of £134.86. This equated to the ESC Councillors' Basic Allowance (currently £7706.25) multiplied by 1.75%, which was agreed by the HMC at its first meeting on 8 July 2021.

The Members' Allowances Scheme allows Co-opted Members to claim travel and subsistence, as well as the potential to claim transport costs and carers / childcare costs to enable their attendance at meetings.

**Legal:**

No impact.

**Risk:**

There are no particular risks identified.

## 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	The HMC has a Work Programme, which is included on the agenda and considered at every meeting.
1.2	The Work Programme has highlighted a number of significant pieces of work that need to be progressed by the HMC. In order to progress these pieces of work, it was suggested at the HMC meeting on 23 September 2021, that a number of Working Groups be created, to look at items in detail and then make recommendations to the HMC.

2 Current position	
2.1	An informal meeting of the HMC and officers took place on 11 October 2021, to consider the creation of Working Groups and to decide who would Chair those Working Groups. It was agreed that 4 Working Groups would be created, which would be non-decision making, and would make recommendations to the HMC. Further information on their composition and terms of reference is shown below:
2.2	<p><u>Compliance Working Group Membership</u> – to focus on Health and Safety, Security, processes and procedures</p> <p>Alistair MacFarlane – Chairman</p> <p>David Gledhill</p> <p>Richard Musgrove</p> <p>Councillor Craig Rivett</p> <p>Supporting Officer – Nancy Riddell, Health and Safety Advisor</p>
2.3	<p><u>Caravan Site Working Group Membership</u> – to focus on modernisation and reorganisation of the Caravan Site</p> <p>Councillor Letitia Smith – Chairman</p>

	<p>Councillor Maurice Cook</p> <p>Alistair MacFarlane</p> <p>Councillor James Mallinder</p> <p>Diane Perry-Yates – Co-opted/Consultee Member as Chairman of the Southwold Caravan Users Association, who will attend meetings on an ad hoc basis (attending in an unpaid, advisory capacity)</p> <p>Supporting Officer – Kathryn Hurlock, Asset and Investment Manager</p>
2.4	<p><u>Working Harbour Working Group</u> – to focus on improvements and income generation for the Harbour</p> <p>Councillor Maurice Cook – Chairman</p> <p>David Gledhill</p> <p>Mike Pickles</p> <p>Councillor David Ritchie</p> <p>Supporting Officer – Kerry Blair, Head of Operations</p>
2.5	<p><u>Southwold Harbour Investment Plan (SHIP) Working Group</u> – to focus on future projects and investment for the Harbour</p> <p>David Gledhill – Chairman</p> <p>Richard Musgrove</p> <p>Mike Pickles</p> <p>Councillor David Ritchie</p> <p>Councillor Craig Rivett</p> <p>Supporting Officer – Madeline Fallon, Senior Coastal Advisor</p>
2.6	<p>The Working Groups will share a generic terms of reference, as outline below:</p> <p><u>Terms of Reference</u></p> <p>There will be 4 working groups and their main areas of focus are highlighted below:</p> <ul style="list-style-type: none"> <li>• <u>Compliance Working Group Membership</u> – to focus on Health and Safety, Security, processes and procedures</li> <li>• <u>Caravan Site Working Group Membership</u> – to focus on income generation for the Caravan Site</li> <li>• <u>Working Harbour Working Group</u> – to focus on income generation for the Harbour</li> <li>• <u>Southwold Harbour Investment Plan (SHIP) Working Group</u> – to focus on future projects and investment for the Harbour</li> </ul>

	<p>The 4 Working Groups have no decision-making powers, however they will make recommendations for the HMC to consider. Any recommendations will be in written format and included as an agenda item at future HMC meetings.</p> <p>The Chairman of each individual Working Group will liaise with the relevant supporting officer in order to convene meetings and each Working Group will meet as often as is deemed necessary by the Chairman.</p> <p>Meetings will usually take place virtually, in private, and the public will not be able to observe the Working Group meetings. This is standard practise for all of the Council's Working Group meetings.</p> <p>Any changes to the membership of the individual Working Groups will be at the discretion of the Chairman of the HMC.</p>
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### 3 How to address current situation

3.1	The creation of Working Groups will allow the work of the HMC to be completed in an efficient and timely manner, whilst making the best use of the knowledge and experience of the HMC members. The Working Groups will only be able to make recommendations to the HMC, as they will not be decision making bodies.
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### 4 Reason/s for recommendation

4.1	The HMC are asked to note the appointments of the 4 Working Groups, detailed in 2.2, 2.3, 2.4 and 2.5 above. The creation of the 4 Working Groups will allow the HMC to work effectively and efficiently, making the best use of the HMC's knowledge and experience.
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## Appendices

### Appendices:

None.

### Background reference papers:

None.

## Southwold Harbour Management Committee

### Work Programme

Induction Session 1 July 2021	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Training Session</li> <li>• Code of conduct</li> <li>• ESC Overview</li> <li>• Harbour Tour</li> </ul>
8 July 2021	<ul style="list-style-type: none"> <li>• Election of Chair and Deputy Chair</li> <li>• Co-opted Members Allowances</li> <li>• Calendar of Meetings</li> <li>• Advisory Group – approve public notices</li> <li>• Harbour Undertaking and assets included</li> </ul>
23 September 2021	<ul style="list-style-type: none"> <li>• Establishment of the Advisory Group</li> <li>• Annual Report and Accounts</li> <li>• EXEMPT: Southwold Harbour Investment Plan – Update</li> <li>• Work Programme</li> </ul>
11 November 2021	<ul style="list-style-type: none"> <li>• Appointments to Working Groups and their TOR</li> <li>• EXEMPT: Review of Caravan Site Development Report</li> <li>• EXEMPT: Asset List</li> <li>• Health and Safety</li> <li>• Budget Monitoring Report</li> <li>• Work Programme</li> <li>• To agree date of future meeting – 10 March 2022</li> </ul>
27 January 2022	<ul style="list-style-type: none"> <li>• Harbour Revision Order – with support from Lara Moore</li> <li>• Draft Budget 2022/23</li> <li>• Rent Review</li> <li>• Business Plan</li> <li>• Work Programme</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
May 2022	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
July 2022	<ul style="list-style-type: none"> <li>• Annual Report and Accounts</li> <li>• Work Programme</li> </ul>