



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 Alisair MacFarlane  
Mr Richard Musgrove  
Mr Mike Pickles  
Councillor Craig Rivett  
Councillor Mary Rudd  
Councillor Letitia Smith

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

to be held in the Stella Peskett Millenium Hall,  
on **Thursday, 14 July 2022 at 4.00pm**

An Agenda is set out below.

## Part One – Open to the Public

## Pages

- 
- 1 Election of a Chairman**  
To elect a Chairman for 2022/23.
  - 2 Election of a Vice-Chairman**  
To elect a Vice-Chairman for 2022/23
  - 3 Apologies for Absence**  
To receive apologies for absence, if any.

<b>4</b>	<b>Declarations of Interest</b> 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>5</b>	<b>Minutes</b> To agree as a correct record the minutes of the meeting held on 10 March 2022.	<b>1 - 10</b>
<b>6</b>	<b>Southwold Harbour Annual Report ES/1207</b> To receive the Southwold Harbour Annual Report for 2021/22.	<b>11 - 31</b>
<b>7</b>	<b>Staffing Updates: General Manager and Designated Person ES/1200</b> To consider an update on staffing matters for Southwold Harbour.	<b>32 - 37</b>
<b>8</b>	<b>Draft Budget Monitoring Report Quarter 4 2021/22 ES/1213</b> To consider the Draft Budget Monitoring Report for Quarter 4 2021/22.	<b>38 - 46</b>
<b>9</b>	<b>Harbour Revision Order ES/1202</b> To consider the timeline and process for the Harbour Revision Order. To include a presentation from Lara Moore, Ashfords LLP.	<b>47 - 50</b>
<b>10</b>	<b>Caravan Site Update ES/1204</b> To receive an update on the consultation and implementation of changes to the Southwold Caravan Site.	<b>51 - 56</b>
<b>11</b>	<b>Term of Office of Co-opted Member Mike Pickles ES/1212</b> To consider extending the Term of Office of Co-opted Member, Mike Pickles, for a further 3 year term.	<b>57 - 60</b>
<b>12</b>	<b>Appointment of a Substitute Representative to the Stakeholder Advisory Group ES/1211</b> To consider appointing a Substitute to the Stakeholder Advisory Group on behalf of Southwold Town Council.	<b>61 - 64</b>
<b>13</b>	<b>Appointment of a Representative for Blythburgh Parish Council to the Stakeholder Advisory Group ES/1210</b> To consider appointing a representative for Blythburgh Parish Council onto the Stakeholder Advisory Group.	<b>65 - 68</b>
<b>14</b>	<b>Southwold Harbour Management Committee's Work Programme</b> To consider the Committee's Forward Work Programme.	<b>69 - 71</b>

## 15 Dates of Next Meeting

To note the dates of the next meetings as 22 September and 3 November 2022.

## 16 Exempt/Confidential Items

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

## Part Two – Exempt/Confidential

## 17 Exempt minutes

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

Close



Stephen Baker, Chief Executive

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**Unconfirmed**



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millennium Hall, on **Thursday, 10 March 2022 at 4:00 PM**

**Members of the Committee present:**

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

**Other Members present:**

Councillor David Beavan

**Officers present:** Kerry Blair (Head of Operations), Lara Moore (Partner, Ashfords LLP), Alli Stone (Democratic Services Officer), Nicola Wotton (Deputy Democratic Services Manager)

**1 Apologies for Absence**

Apologies for absence were received from Councillor James Mallinder and Andrew Jarvis.

The Chairman welcomed Lara Moore from Ashfords LLP to the meeting and the members of the Stakeholder Advisory Group (SAG) who would be invited to ask questions during item four.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Minutes**

**RESOLVED**

That the minutes of the meeting held on the 27 January 2022 be agreed as correct and signed by the Chairman.

**4 Harbour Revision Order**

The Committee received a presentation from Lara Moore on the process and background to a Harbour Revision Order.

Ms Moore advised the meeting that a Harbour Revision Order allowed existing local harbour legislation to be modernised, repealed or for new powers to be added to ensure that harbours could be properly managed by the statutory harbour authority. Any successful application had to pass the 'core test' which was that the Marine Management Organisation would be

*"Satisfied that the making of the order is desirable in the interests of securing the improvement, maintenance or management of the harbour in an efficient and economical manner or of facilitating the efficient and economic transport of goods or passengers by sea or in the interests of the recreational use of sea-going ships"*

Ms Moore explained that for Southwold Harbour the first and last points of the test, concerning the management of the harbour in an efficient and economical manner and in the interest of the recreational use of sea-going ships, would be the key points that would need addressing. Any changes would be judged against the harbour use and lands at present.

Ms Moore explained the timescales and process for application. The application and revised Harbour Order would be drafted, with an accompanying statement of support detailing the provisions and the reasons for inclusion. Local consultation on the application at this stage was not required but was recommended, as local feedback could be incorporated into the submission to the Marine Management Organisation (MMO). Consultation would focus on the effects and impact of the order rather than phrasing.

The application would then be submitted to the MMO and appropriate updates made, following which there would be a formal forty two day public consultation including notices in local newspapers and in the London Gazette. Any comments or objections made during the forty two day consultation period would be received by the legal team overseeing the application who would then look to address the objections or comments through amendments to the Harbour Revision Order.

The amended order would then be examined by the MMO and the Department for Transport and wording of the order confirmed. The Order would then be laid before Parliament.

Ms Moore confirmed that the total timescale for the application was between twelve and eighteen months, with the application currently costing £4,000. Application costs would increase to £9,790 in October 2022 and £15,579 in October 2023, plus advertisement costs in local newspapers and the London Gazette, and legal fees which would be in the region of £25-30,000.

Ms Moore summarised the provisions which could be included in the Harbour Revision Order. Firstly, the Order could place the Harbour Management Committee and Advisory Group on a statutory footing which would prevent them from being disbanded. Harbour funds were already ringfenced under the current Harbour Order, but it was commonplace to modernise this and include a hierarchy for the spending of

funds before they could be added to reserves. An updated order would also require the authority to make up for any short fall in harbour revenue.

Ms Moore confirmed that none of these provisions would be changes for Southwold, but would simply bring the existing legislation up to date.

Further provisions could include ensuring the rating and harbour limits were the same, modernising the definition of vessel, and obtaining Powers of General Direction which would allow the Harbour Authority to update enforcement powers through local consultation without having to go through the Department of Transport. Powers of General Direction could potentially be extended to the shore to allow the Harbour Authority to manage vehicle and pedestrian movements. This was currently not in place at Southwold but was recommended.

Lastly, a Harbour Revision Order could include changes to the Harbour Limits, either by fixing them, extending them, or making them flexible. Currently the Harbour Limits were fixed, and if this was maintained then a new Harbour Order would have to be obtained if new land was purchased for the Harbour. It was generally recommended that the land side limits (from low water up) were flexible, meaning that any land purchased adjacent to the harbour would be covered by harbour regulations. Ms Moore confirmed that protections did apply to prevent the disposal of land that was required for the harbour or that was a source of income for the harbour.

Ms Moore explained the complications of extending the Harbour Limits upriver. Referring back to the core test, if the limits were extended upstream there would need to be careful justification as maintenance of the banks up river were currently not the financial responsibility of the harbour. Should the limits be extended, the harbour would be taking on a great deal of extra liability for infrastructure, and there would be a requirement to demonstrate how this would be funded in practise as it would be the Harbour Authority's statutory duty to carry out and fund maintenance. If this could not be justified, then the Harbour Revision Order would not be successful. Ms Moore recognised that there was a great deal of will from the HMC and the SAG to address issues upstream, but emphasised it would not be simple to extend the limits.

The Chairman invited questions from the HMC and the SAG.

Mr MacFarlane asked if it would be possible to extend the rights of the Harbour Authority without extending statutory obligations. Ms Moore confirmed that this may be possible but it would be unusual as harbours were meant to focus their resources on their own infrastructure. The exact wording if this provision was included would need to be examined by a barrister, which would increase the timescales, cost and complexity of obtaining a Harbour Revision Order. Ms Moore advised that the starting point for the Harbour Revision Order should be to consider what should be included at a minimum to safeguard the future of the current harbour. Anything beyond this would then have to be justified in accordance with the core test.

Mr Musgrove asked if navigation and water limits could be extended without the extending land side limits. Ms Moore explained that this would again be tricky, and should the river banks fail the Harbour Authority would have responsibility for flooding.

Mr Pickles asked whether the MMO would receive increased powers in a Harbour Revision Order, as currently the Harbour Master held more power. Ms Moore confirmed the MMO did automatically have some jurisdiction in the harbour, but any provisions in the current Order which gave the Harbour Authority more powers would be preserved. The legislation would be thoroughly examined to ensure all powers were kept under a revised Order.

The Vice Chairperson of the SAG felt that maximum flexibility in the Harbour Limits would be the best option. The riverbanks upstream should not just be thought of as flood defences, but instead should be thought of as part of the tidal prism and important for the harbour management. If there was a way to give the Harbour Authority rights upstream, but not responsibility, this should be considered to preserve the long-term future of the harbour. Ms Moore agreed that the banks upstream did affect the tidal prism, and the Harbour Authority should do what was necessary to ensure safety and management in the harbour, but this did not necessarily mean that the Harbour Authority should have a statutory responsibility for performing all works on the banks.

The Chairman, Councillor Richie, commented that he felt that for a long-term security for the harbour some management of the areas upstream was important. Ms Moore accepted this but explained that there would be significant hurdles to overcome, for example prioritising the order in which harbour funds would be spent on current harbour structures verses riverbanks. It would be possible to do, but the baseline of what the harbour needed to do to protect the harbour as it was needed to be the starting point.

The Chairperson of the SAG asked if similar issues had arisen in other areas, and if Ms Moore had knowledge of Harbour Limits being extended upstream in this way. Ms Moore confirmed that similar situations had arisen in other areas where other agencies had stopped intervening upstream, but she was not aware of any Harbour Authorities extending their limits and taking on liabilities which would stretch harbour funds even further. Harbour Authorities were required to spend funds on infrastructure to support the safety of navigation in harbour, not to prevent flooding. It would be tricky to justify taking on flood defences upstream and a Harbour Revision Order would not pass if the extension of the harbour limits was based on flood defence. If harbour infrastructure happened to prevent flooding this was acceptable, but it should not be the main motivator. Ms Moore again highlighted the core test that the harbour had to be managed in an economical manner.

Ms Moore stated that those with an interest in the harbour needed to understand that harbour users would have to pay for the maintenance of the harbour lands, and if the harbour lands were extended upstream dues and rates in the harbour could rise significantly to fund the increased financial burden.

An advisory group member stated that if a Harbour Revision Order was proposed without extension upstream it would be met with a great deal of objection. Ms Moore accepted that this was a key issue for the community and that community support was important, but objections based on the harbour limits not extending upstream would not be successful.



An advisory group member asked whether the Harbour Authority could have the right to spend money upstream where breaches had occurred which impacted the safety of the harbour without putting the full responsibility on the Harbour Authority. Ms Moore confirmed that this could be explored as part of the Harbour Revision Order process to enable the HMC to fully understand what the trigger was for the Harbour Authority performing actions upstream as opposed to maintaining the current harbour. Any extension of powers would need to be based on safety and navigation in the current harbour area.

Following a question from the Chairperson of the SAG regarding the ringfencing of funds from the harbour, Ms Moore confirmed that this was already a provision of the Harbour Order and would be transferred to any new Order. As part of a new Harbour Order there would also have to be a hierarchy of spending, with funds first being allocated to maintenance to ensure safety and navigation and ending with funds being allocated to reserves. The point at which money could be spend upstream would need to be carefully considered. Government guidance stated that harbours should be self-funding, and so if there were costs upstream harbour dues may have to be raised to fund it.

An advisory group member asked if income from the Southwold Caravan and Campsite was included in the harbour income. Ms Moore confirmed that it was, and could help justify extending the harbour responsibilities upstream.

An advisory group member asked what responsibilities other organisations and authorities would have in the harbour and upstream if the Harbour Authorities responsibilities were extended. Ms Moore confirmed that existing obligations would be maintained in the current harbour area, but if the Harbour Authority took on additional land or responsibility it would have a statutory responsibility and so other organisations might find it easier to withdraw from any management responsibility.

Following a comment from an advisory group member on previous repairs to the river banks which harbour users had carried out themselves, Ms Moore agreed that the bank repair did not necessarily need to be expensive, but the Harbour Authority would have to consider other protections in place when doing works and make sure they were carried out correctly. For example there was a Special Protection Area upstream which Natural England had responsibility for. Mr Pickles added that based on past flooding events, care did need to be taken to ensure that land could flood upstream so that harbour businesses did not.

In response to a question from Mr Pickles on what other drivers there were for pursuing a Harbour Revision Order aside from extending harbour lands, Ms Moore confirmed that there was a need for a Harbour Revision Order to update some definitions in the Harbour Order, for Powers of General Direction and to enable further economic development. A Harbour Revision Order would have to be applied for in the near future, and it was sensible to consider everything at this point rather than piece by piece. It was also important that the HMC and SAG were placed on a statutory footing.

Mr Musgrove asked whether there would be a consultation on Powers of General Direction at the same time as the consultation on the Harbour Revision Order. Ms Moore confirmed that these would not be carried out at the same time, but that consultation on Powers of General Direction would be carried out after the Harbour Revision Order had been applied for. Ms Moore also confirmed that Powers of General Direction would override Powers of Harbour Direction.

A member of the advisory group asked whether the phrase 'maintenance or management of harbour in an efficient or economical manner' included in the core test meant that the harbour could fund repairs upstream if changes upstream damaged the safety of the harbour. Ms Moore confirmed that this was not the case currently, and that harbour funds were limited to the areas marked in the Harbour Order. Going forward it might be possible, but the test was based on the harbour now, and part of the process for the Harbour Revision Order would be establishing a baseline of what was needed to protect the harbour.

The Chairman summarised that the HMC and SAG were largely in agreement on the majority of the provisions which would need to be included in a Harbour Revision Order, but that more work would need to be done on the flexibility of the harbour limits and understanding of responsibilities upstream of the harbour.

Councillor Beavan stated that a new harbour order should not prevent spending on banks further upstream to ensure the long-term future of the harbour. Ms Moore recognised that there was a need to find a solution that worked as it was clear that the river banks were important to the harbour.

## **5 Update from the Harbour Management Committee's Working Groups**

Mr MacFarlane updated the Committee on the Health, Safety and Compliance Working Group. The group had examined existing health and safety documentation and identified as a priority the separation of people and plant, the status of roads and footpaths, and port marine safety. There would also be a general review of marine health and safety and staff resources.

Mr Gledhill asked if the working group had also considered port skills and safety and membership of the British Ports Association. Mr MacFarlane confirmed both of these areas had been considered.

The Head of Operations confirmed that there was a report on health and safety to be considered later in the agenda with more detailed recommendations from the working group. Working groups recommendations would need to be received by the HMC for action to be taken.

The Chairperson of the SAG stated that the Environment Agency were carrying out their own health and safety works in the harbour which would possibly conflict with the plans of the Council. The Head of Operations confirmed that the Environment Agency had been asked to provide an update for the working group so that a middle ground could be sought to keep all users safe. Ms Moore confirmed that this was a common issue for harbours, and a protocol needed to be established to ensure that the Harbour Master was informed of plans and works by other agencies.

Councillor Cook updated the Committee on the Working Harbour Working Group, which focussed on income generation from the harbour. The group had considered navigation issues into the harbour, existing facilities including pontoons and provision of electricity to all moorings, whether any additional facilities were needed, the state of the North Wall of the harbour, the turning point for vessels, and what additional income could be generated through the acquisition of moorings. The group had also considered the condition of the road and what short term solutions could be put in place to protect the road surface.

Councillor Cook confirmed that the group had agreed actions to investigate the installation of a clearwater buoy at the harbour entrance, replace fixed visitor moorings with floating pontoons, investigate options for installing electricity and additional visitor mooring points on south side of the harbour, investigate options to make the north wall useable and to install anodes on the existing structure and to investigate the installation of rock gabions along the harbour road. A formal report would be drawn up for the HMCs next meeting to action these suggestions.

Mr Pickles referred to the installation of a clearwater bouy and suggested that Trinity House would be reluctant to install or maintain one, and as an alternative a transit mark should be installed on land. Mr Musgrove suggested that a port entry light with sectors could also be investigated as an alternative.

The Chairperson of the SAG informed the meeting that the SAG also believed the road to be a priority, and that they had also raised the issue of the crane location on the north dock wall and the repair of the north town slip which was currently unsafe for use.

Mr Gledhill informed the meeting that the Southwold Harbour Investment Programme (SHIP) Working Group would be meeting shortly to meet with Royal Haskoning and consider their report on the harbour.

The Head of Operations informed the Committee that the Head of Asset Management who had been leading the Caravan Site Working Group had left the Council, and that the Southwold Harbour Asset Manager would be taking the lead on this group when they were in place.

*N.B. During the discussions on this item there was a short adjournment, at the discretion of the Chairman, between 5.47pm and 5.52pm.*

## **6 Arrangements for the Stakeholder Advisory Group**

The Committee received report **ES/1077**. Councillor Cook introduced the report, which summarised the discussions which had taken place at the first meeting of the Stakeholder Advisory Group on the role between the SAG and the HMC. There needed to be meaningful dialogue between the HMC and SAG to allow issues to be raised and to ensure all viewpoints were heard and considered.

There being no questions, on the proposal of Councillor Cook and seconded by Mr Gledhill it was by a unanimous vote

## **RESOLVED**

That the Harbour Management Committee (HMC) agreed:

1. That the Stakeholder Advisory Group (SAG) would receive a copy of the Harbour Management Committee (HMC) public papers, when they are published or possibly still in draft format.
2. That the meetings of the SAG be timetabled to enable them sufficient time to consider future reports of the HMC and be able to provide comments to the Chairperson of the SAG, to enable them to feedback to the HMC.
3. That the Chairperson of the SAG be invited to speak on all items of business considered by the HMC in the public domain at their meetings, in order to share any comments and recommendations from the SAG.
4. That members of the SAG can be invited to attend one of the HMC Working Groups, as appropriate, at the invitation of the Working Group Chairman.

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

The Committee received an update on the recent meetings of the Stakeholder Advisory Group from the Chairperson.

The Chairperson reported that the SAG felt that the processes currently in place were working and that the level of transparency was appreciated. Some members of the SAG were receiving a presentation on the Royal Haskoning report, and the Chairperson asked that these members continue to be involved at the next stage of the report.

The Chairperson reported that there was some uncertainty from the caravan site representatives regarding the next steps for projects on the site, and asked that an update be sent to the caravan owners to reassure them. Councillor Smith, the Chair of the Caravan Site Working Group, confirmed that this was the intention but staff changes had slowed momentum. As soon as staff were in place work would speed up again.

The Chairman thanked the SAG for their comments.

## **8 Urgent Item of Business - Appointment to the Stakeholder Advisory Group**

The Committee received report **ES/1091**, the purpose of which was to appoint an additional member onto the Stakeholder Advisory Group.

The Chairman informed the Committee that there were three vacancies on the SAG, one for a representative for the Charter Boat Associations in the harbour including both dive and fishing charters, an additional representative for the interests of shoreside traders/businesses close to the harbour and a representative from Blythburgh Parish Council. David Beavan had applied for the Charter Boats Association vacancy, his knowledge was considered an asset to the group and would ensure that all stakeholders were represented at SAG meetings.

There being no questions, on the proposal of Councillor Ritchie, seconded by Councillor Cook it was by a unanimous vote

**RESOLVED**

That David Beavan be appointed to the Stakeholder Advisory Group to represent the Charter Boat Associations in the harbour, including both dive and fishing charters, with immediate effect.

**9 Health and Safety Update**

The Committee received report **ES/1076** on Health and Safety in Southwold Harbour.

The Head of Operations introduced the report, and thanked the co-opted members for their feedback in this area which had increased the Councils understanding of the areas of work in the harbour. Health and safety was managed by the corporate health and safety team and was the responsibility of the Harbour Master. The ties between the two could be strengthened and this was part of the rationale behind the introduction of the Southwold Harbour and Asset Manager post.

The Head of Operations confirmed that the recommendations from the working groups had been taken on board to ensure that the necessary skills and training would be in place to support the harbour team. The Health, Safety and Compliance Working Group had also recommended the recruitment of a designated person and a full review of all risk assessments for all assets. This review was being done as part of a larger piece of work within the Council and the Harbour had been prioritised.

There being no questions, on the proposal of Councillor Rivett and seconded by Councillor Smith it was by a unanimous vote

**RESOLVED**

That the Harbour Management Committee note the content of the report.

**10 Southwold Harbour Management Committee's Forward Work Programme**

The Committee considered the forward work programme.

The Head of Operations asked that a caravan site update and a report on short term improvements as identified by the Working Harbour Working Group be added to the agenda for May.

It was also agreed that the Southwold Harbour and Asset Manager be invited to the first HMC meeting after they had been appointed.

**11 Date of Next Meeting**

It was noted that the next meeting would be held on 5 May 2022 at 4pm.

Additional meeting dates of 22 September and 3 November were agreed.

**12 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 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.

**13 Exempt Minutes**

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

The meeting concluded at 6.42 pm.

.....  
Chairman



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Southwold Harbour Annual Report
<b>Supporting Officer</b>	<p>Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk 01502 523007</p> <p>Brian Mew Chief Finance Officer <a href="mailto:Brian.mew@eastsoffolk.gov.uk">Brian.mew@eastsoffolk.gov.uk</a></p>

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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To be updated on, and discuss the content of, the Southwold Harbour Annual Report.

**Recommendation/s:**

That having commented upon the Southwold Harbour Annual Report, the Harbour Management Committee (HMC) note the contents.

## 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.

**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:**

Details of the Harbour accounts are included within the report.

**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	Each year a Southwold Harbour Annual Report is produced, giving an update on the years activities.
1.2	The report includes details on the Harbour accounts.
2 Current position	
2.1	The report for 2021/22 is now complete.
3 How to address current situation	
3.1	The content of the Southwold Harbour Annual Report will be discussed at the HMC meeting.
4 Reason/s for recommendation	
4.1	The HMC are asked to read the Southwold Harbour Annual Report. Questions in relation to the content will be answered at the meeting.

## Appendices

Appendices:
None
Background reference papers:
None

# Southwold Harbour

Annual Report and Accounts | 31 March 2022



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9. Auditor’s Opinion

## 1. Introduction

Stephen Baker is the Chief Executive of East Suffolk Council.

*“Southwold Harbour is a special place and we are fortunate to have it within our district, but we know that it is a location that comes with considerable responsibility and that we need to understand the forces at work in the river, the estuary and at sea, and to be ready to make the changes and investments needed to maintain this wonderful natural resource for Harbour users and visitors for years to come.*

*Following a challenging period between April 2020 – March 2021, the Harbour and Camping and Caravan Site has been back to full capacity and had a very successful Summer season. Looking ahead to Summer 2022, it already looks to be another great year for the site and the team look forward to welcoming all visitors to Southwold.*

*In last year’s report I confirmed that the new Harbour Management Committee would be in place by the Summer of 2021. I am pleased to confirm the HMC met for the first time in July 2021. In advance of their first meeting, all members of the HMC came together for an induction day, which included a tour of the Harbour and a training session.*

*The HMC has been overseeing a broad schedule of business, which includes issues relating to the redevelopment of the caravan site, the acquisition of assets, the recruitment of additional staff and the creation of a stakeholder group that reflects the varied voices of harbour users.*

*In addition to this the Council has been carrying out a series of risk assessments on Harbour assets so that we can ensure the operation is compliant with Health and Safety legislation. The compliance of the Harbour is of great interest to the HMC and work is underway to ensure we have a robust system in place.*

*It is my sincere hope that the HMC and the Stakeholder Advisory Group represent a huge step in the right direction – and to ensure that everyone who uses the harbour has the opportunity to have their voice heard.”*

Stephen Baker



## 2. Activity Report – Update

Southwold Harbour is sited within The Southwold Harbour Lands, as prescribed and delineated by the 1933 Harbour Order.

As Harbour Authority and ‘Corporation’ for the purpose of the 1933 Harbour Order, East Suffolk Council lets a number of holdings within Southwold Harbour Lands, to various parties.

Revenue from Southwold Harbour is retained for use in its operation, in accordance with and as outlined in sec 39 of the 1933 Harbour Order.

Southwold Harbour is managed by a Harbour Master and Deputy Harbour Master.

Southwold Harbour attracts a large number of pedestrian visitors as well as pleasure and business vessels, who use its facilities. The port is home to a number of artisanal fishermen; visiting wind farm vessels are increasing, due to developing projects for renewable energy in the area.

The Harbour is fully compliant with the Trinity House requirements, confirmed at their annual inspection of navigation marks. It is also pleasing to report there have been no injuries reported at the Harbour during the past year.

There were 389 overnight stays at Southwold Harbour in 2021/22, which is a similar figure to last year. The majority of these visitors were UK based visitors, with a small number coming from the EU who have visited regularly over many years. The Harbourmaster and Deputy Harbourmaster dealt with 4191 radio calls during the year, an increase on the year before when covid restrictions were in place for the majority of the year.

The Caravan Site had another successful year with Summer 2022 already fully booked. Looking ahead, bookings are already made for April to September 2023.

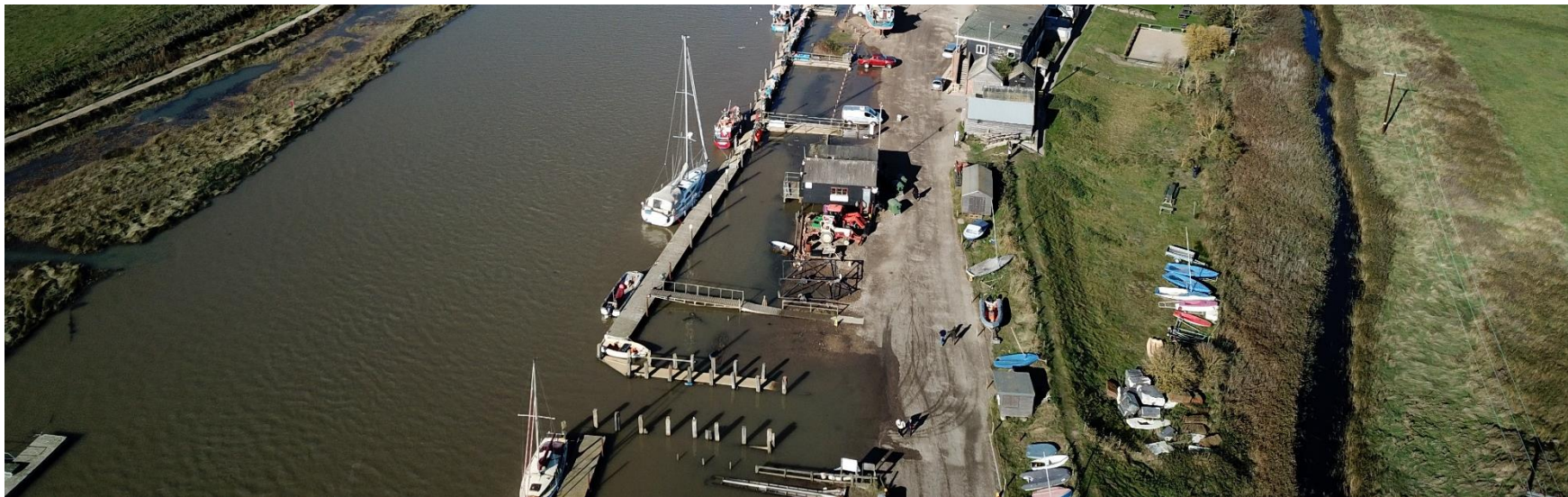
Repair works were carried out to the North Pier fender at a cost of £1.06m which was in part funded by a grant from the Environment Agency. The fender is now reinstated and available for use.

The pedestrian bridge at the Harbour has been repaired by Suffolk County Council highways.

The regular cyclical maintenance routine observed by harbour staff and East Suffolk Council has also continued.

Royal Haskoning DHV submitted their draft report on the Harbour Study in January 2022, which was circulated to the existing Steering Group and HMC for review. The independent engineering consultant ENBE has also reviewed and all comments have been sent back to RHDHV. Discussions are underway to look at the scope for moving forward with the study.

A full risk assessment of assets in the harbour has been commissioned via an external firm and will form the basis of a maintenance and inspection schedule that will be managed by the harbourmaster and the General Manager once appointed.





### 3. Supporting Legislation

Relevant legislation:

- Pier and Harbour Orders (Elgin and Lossiemouth and Southwold) Confirmation Act 1933;
- The Harbours Act 1964;
- The Transport Act 1981;
- The Harbour, Docks and Piers Clauses Act 1847;
- The Statutory Harbour Undertakings (Accounts etc.) Regulations 1983; and
- Local Government Act 1972.

### 4. Report on Statutory Harbour Undertakings

East Suffolk Council is the statutory harbour authority for Southwold Harbour and 'The Corporation' for the purpose of the Pier and Harbour Orders (Elgin and Lossiemouth and Southwold) Confirmation Act 1933 (Hereafter referred to as the 1933 Harbour Order). Harbour legislation requires the Council to prepare an annual statement of accounts relating to harbour activities and any associated activities for each harbour for which it is the statutory harbour authority. This report contains a summary of activities during the year and the financial statements for the year ended 31 March 2022 for Southwold Harbour.

#### Principal activities:

The principal activities during this year continue to be the provision and maintenance of anchorage, moorings, pontoons and associated harbour facilities as well as the management of leases for harbour land and buildings.

## Harbour Management Committee Update

The Council's Cabinet confirmed the appointments to the Harbour Management Committee (HMC) at its meeting on 1 June 2021. The HMC is made up of five Cabinet Members and four Co-opted Members: Councillor Craig Rivett, Councillor Maurice Cook, Councillor James Mallinder, Councillor David Ritchie and Councillor Letitia Smith, and Alistair MacFarlane, David Gledhill, Richard Musgrove and Mike Pickles.



The first meeting of the HMC took place on 8 July 2021 where Councillor David Ritchie was appointed Chair and Councillor Maurice Cook appointed Deputy Chair. One of the first tasks of the HMC was to set up a Stakeholder Advisory Group (SAG). A report to support this was agreed at the first meeting and appointments were made to the SAG in September 2021.

Since the creation of both the HMC and SAG a number of Working Groups have also been created to look at specific topics of interest.

At its meeting on 10 March 2022 the HMC were joined by the SAG members to hear about process and background of carrying out a Harbour Revision Order to modernise the statutory provisions applying to Southwold Harbour. Members were largely in agreement on the majority of provisions to be included and agreed to start the process of an HRO prior to October 2022.



## 5. Officers' Report

Section 42 of the Harbours Act 1964, as amended by paragraph 10 of Schedule 6 to the Transport Act 1981, specifies requirements as to accounts and reports relating to the activities of statutory harbour undertakings. It is the duty of every statutory harbour undertaker to prepare an annual statement of accounts relating to the harbour activities and to any associated activities carried out. This requirement cannot be satisfied by the preparation of a statement of accounts which relates to other activities in addition to harbour activities.

The accounts prepared under the Harbours Act 1964 shall be prepared in accordance with the requirements of the Companies Act 2006 as to the form and content of the accounts and reports, and shall be subject to an assurance review. It shall be the duty of any person by whom a statement of accounts is prepared to send to the Secretary of State for Transport a copy of the statement, together with a copy of the assurance reviewer's report on it.

In the case of the harbour undertakings carried out by East Suffolk Council, all of the harbour undertakings are part of the Council's service provision to residents, and in accordance with their duties as the Corporation as outlined in the 1933 Harbour Order. On that basis, these accounts have been prepared for Southwold Harbour activities in a style which is consistent with the reporting requirements of the Companies Act 2006.

However, the legislation does not prescribe the form of assurance review to be undertaken, and neither does the Local Audit and Accountability Act 2014 (or the previously extant legislation, the Audit Commission Act 1998) which specifies the audit requirement for public

bodies. Clarification was issued by the Audit Commission that, as the Council's harbour accounts are below the threshold for the Companies Act, they are reviewed by the assurance reviewer on the basis of Agreed Upon Procedures. In this case, the Council's external auditor is required to confirm that the harbour accounts have been prepared on a reasonable basis, by confirming that the transactions recorded in the annual statement of accounts relating to harbour activities agree to the underlying records upon which they have been prepared and are consistent with the transactions recorded in the local authority financial statements for the same reporting period. They will also confirm that the accounts cast correctly.

It is considered that Southwold Harbour activities as presented here in abbreviated form are consistent with the reporting requirements of the Companies Act 2006. We have acknowledged our responsibilities for ensuring that accounting records are kept which comply with Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of Southwold Harbour and of the profit or loss for the financial year. Accordingly, we have prepared abbreviated financial statements which comprise the Profit and Loss Account, the Balance Sheet and the related notes to the accounts from the accounting records of the Council's Southwold Harbour activities and on the basis of information and explanations that have been provided by operational staff and officers engaged in port and harbours activities. The financial statements are basically a memorandum account of the financial information held in East Suffolk Council's records, and summarise the transactions for the 2021/22 financial year and the financial position at the year-end of 31 March 2022. The authority is required to prepare the accounts in accordance with

proper accounting practices. The accounting convention adopted is principally historical cost, modified by the revaluation of certain categories of non-current assets.



## 6. Profit and Loss Account

This statement provides information on how the harbour authority has performed throughout the year and as a result, whether or not their operations have resulted in a surplus or a deficit.

The Campsite performed well during the Summer of 2021 which has enabled a healthy contribution from the Campsite towards the repayment of prior capital investment. Income from the Harbour was also slightly up on the previous year, primarily due to new leases for hut rental and storage. Over the previous two years there has been increased spend within Supplies and Services for the replacement of fencing for health and safety reasons. With this work now complete, the spend in this area is reported as lower for 2021/22.

	2021/22 £'000	2020/21 £'000
<b>Turnover:</b>		
- Sale of fuel / electricity	(39)	(29)
- Harbour dues and mooring	(36)	(26)
- Lease income	(42)	(42)
- Property and stage rent	(147)	(126)
- Car parking income	(35)	(31)
- Contribution from Campsite to capital investment	(224)	0
- Other income	(55)	(8)
- Use of reserve	0	(176)
<b>Total income</b>	<b>(578)</b>	<b>(438)</b>
<b>Operating Expenses:</b>		
- Employees	101	87
- Premises	18	21
- Supplies and services	42	61
	161	169
<b>Other Expenses:</b>		
- Support services	32	4
- Deficit from Campsite	0	176
- Depreciation	156	43
- Repayment of capital investment	103	23
	291	246
<b>Total expenditure</b>	<b>452</b>	<b>415</b>
<b>(Profit) or Loss for the year</b>	<b>(126)</b>	<b>(23)</b>

## 7. Balance Sheet

This statement provides a snapshot of the financial position as at 31 March 2022, showing what the harbour authority owns and owes.

	2021/22 £'000	2020/21 £'000
<b>Non current assets:</b>		
- Property, plant and equipment	5,390	5,373
Total non current assets	<b>5,390</b>	<b>5,373</b>
<b>Current assets:</b>		
- Cash	0	2
Total current assets	<b>0</b>	<b>2</b>
<b>Current Liabilities:</b>		
- Creditors	(9)	(17)
Total current liabilities	<b>(9)</b>	<b>(17)</b>
<b>Long term liabilities:</b>		
- Long term creditors	(914)	(1,017)
Total long term creditors	<b>(914)</b>	<b>(1,017)</b>
<b>Net Assets</b>	<b>4,468</b>	<b>4,341</b>
Capital and reserves	(4,468)	(4,341)
<b>Total Reserves</b>	<b>(4,468)</b>	<b>(4,341)</b>

## 8. Notes to the Accounts – Accounting Policies

### a. General principles

The Statement of Accounts summarises the Harbour Authority's transactions for the 2021/22 financial year and its position at the year-end of 31 March 2022. The Harbour Authority is required to prepare an annual Statement of Accounts to meet the requirements of the Harbours Act 1964 (Section 42) and in accordance with the requirements of the Companies Act 2006. The figures disclosed in this Statement of Accounts may vary from those disclosed in the District Council's statement of accounts due to the differences in accounting requirements.

### b. Accruals of income and expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Harbour Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Harbour Authority.
- Revenue from the provision of services is recognised when the Harbour Authority can measure reliably the percentage of

completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Harbour Authority.

- Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- Where payments have been received in advance of obligations being performed, they have been recognised as a liability on the Balance Sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress with inventories on the Balance Sheet.

### **c. Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

#### The Harbour Authority as Lessor

##### *Operating leases*

Where the Harbour Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Profit and Loss Account. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

### **d. Overheads and support services**

The costs of overheads and support services are charged to those that benefit from the supply or service.

## **e. Property, plant and equipment**

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as property, plant and equipment.

### Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance), and expenditure below a de-minimis level of £10,000, is charged as an expense when it is incurred.

### Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure - depreciated historical cost;
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value - EUV).

Assets included in the Balance Sheet are revalued at least every five years, and this rolling revaluation was carried out in 2020/21.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to Other Expenses where they arise from the reversal of a revaluation or impairment loss previously charged to a service.

Where decreases in value are identified, the revaluation loss is accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no or insufficient balance in the Revaluation Reserve, the carrying amount of the asset is written down against Other Expenses in the Profit and Loss Account for the amount not covered by any Revaluation Reserve balance for that asset.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

### Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified they are accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no or insufficient balance in the Revaluation Reserve, the carrying amount of the asset is written down against Other Expenses in the Profit and Loss Account for the amount not covered by any Revaluation Reserve balance for that asset.

Where an impairment loss is reversed subsequently, the reversal is credited to Other Expenses in the Profit and Loss Account, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

### Depreciation

Depreciation is provided for on all property, plant and equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land) and assets that are not yet available for use (i.e. assets under construction).



Depreciation is calculated on the following bases:

- other buildings - straight-line allocation over the useful life of the property as estimated by the valuer;
- vehicles, plant, furniture and equipment - straight line allocation over the useful life of the asset, as advised by a suitably qualified officer; or
- infrastructure - straight-line allocation over 40 to 60 years.

Where an item of property, plant and equipment asset has major components whose cost is significant in relation to the total cost of the item, and whose life is materially different to that of the main asset, the components are depreciated separately. This will generally apply where the cost of the potential component exceeds 25% of the total cost of the asset, and where the life of that component is less than 50% of the expected life of the main asset. Below those de minimis levels, it is unlikely that a failure to account separately for components would have a material impact on depreciation charges, using the Harbour Authority's capital expenditure de minimis level of £10,000 as a guide for material impact.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

#### Disposals and non-current assets held for sale

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether property, plant and equipment or assets held for sale) is written off to Other Expenses in the Profit and Loss Account as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Profit and Loss Account also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of

disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

## f. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

## Property, plant and equipment

	Land £'000	Buildings £'000	Infrastructure £'000	Total £'000
<b>Cost:</b>				
As at 1st April 2021	1,156	510	5,488	<b>7,154</b>
Additions	0	72	0	<b>72</b>
Revaluations	0	101	0	<b>101</b>
Derecognition	0	0	0	<b>0</b>
As at 31st March 2022	<b>1,156</b>	<b>683</b>	<b>5,488</b>	<b>7,327</b>
<b>Depreciation and impairment:</b>				
As at 1st April 2021	0	9	1,772	<b>1,781</b>
Charge for the year	0	35	124	<b>159</b>
Revaluation	0	(3)	0	<b>(3)</b>
Derecognition	0	0	0	<b>0</b>
As at 31st March 2022	<b>0</b>	<b>41</b>	<b>1,896</b>	<b>1,937</b>
Net book value as at 31st March 2022	<b>1,156</b>	<b>642</b>	<b>3,592</b>	<b>5,390</b>
Net book value as at 31st March 2021	<b>1,156</b>	<b>501</b>	<b>3,716</b>	<b>5,373</b>
* VPE means vehicles, plant and equipment				

## **Long Term Creditors**

The long-term creditor disclosed within the balance sheet relates to the outstanding sum due to East Suffolk Council for the capital investment into the harbour which has been paid for by the taxpayers of East Suffolk Council as the Harbour itself did not have the funds available to undertake the works required.

## **9. Auditors Opinion**

The audit of East Suffolk Council's Statement of Accounts for 2021/22 is yet to commence, but when issued, please refer to the audit opinion issued to East Suffolk Council which will be included by East Suffolk Council in their 2021/22 Statement of Accounts.



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Staffing Updates: General Manager and Designated Person
<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
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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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To provide members with an update on the General Manager, Southwold Harbour Lands (GM) recruitment and the appointment of a Designated Person (DP).

**Recommendation:**

That having considered the report, the Harbour Management Committee (HMC) notes the updates.

## Impact Assessment

**Governance:**

The GM 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 GM post has been evaluated as a Band 9 on the council's pay scale (mid-point with oncosts: £65,508). This post has been budgeted for in the council's staff budget and will be funded from the Harbour Account.

The contract for DP Services will cost the Council £21,120 for a period of three years. This cost will also be funded from the Harbour Account.

**Legal:**

A contract for the DP Services has been prepared by our Legal team.

**Risk:**

The risk of not creating additional, dedicated capacity by appointing to this post is that the HMC does not have the ability to deliver on its priorities.

In addition, the role will provide clear leadership of, and responsibility for the day-to-day management of health and safety and compliance. This will provide additional support to the HMC in the management of risk.

## 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 January 2022 the HMC received a paper setting out the justification for recruiting to the position of General Manager.
1.2	An initial recruitment process was carried out at the beginning of 2022. This process did not provide a suitable candidate.
1.3	On the advice of co-opted HMC members, the role was re-scoped, and advertised within a number of 'trade' and specialist publications.
1.4	This process yielded eight applications, of which four were taken forward for interview, and a preferred candidate identified.
1.5	Prior to the HMC's formation, the council engaged a designated person to provide information and advice on matters relating to port and marine safety.
1.6	This arrangement ended when the HMC was formed. A procurement exercise has been carried out to fill the post of Designated Person.

2 Current position	
2.1	<b>Recruitment of Harbour Manager</b> The Council carried out interviews for the GM post in March 2022. Unfortunately, none of the shortlisted candidates were appointable so the advert was put out a second time in 'industry' publications
2.2	In addition, the title of the role was changed from 'Harbour Asset Manager' to 'General Manager – Southwold Harbour' with the following responsibilities: <ul style="list-style-type: none"> <li>• Responsible for the overall management of Southwold Harbour Lands including the Caravan and Camping Site – including overseeing the redevelopment of the site</li> <li>• Responsibility for delivering the financial benefits of the caravan site redevelopment.</li> <li>• Responsibility for drafting – with the HMC – the Southwold Harbour Business Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Servicing the Harbour Management Committee on the delivery of the objectives in the Harbour Business Plan.</li> <li>• Working with the Coastal Partnership East team to identify and deliver key capital and flood defence schemes, on the basis of relevant engineering reports and surveys.</li> <li>• Delivering on key projects – including the redevelopment of key assets within the Harbour Undertaking most significantly the Caravan and Camping Site.</li> <li>• Identifying additional income and optimising existing revenue streams.</li> </ul>
2.3	<p>Eight applications were received, and four candidates were interviewed. Of these, one was a standout candidate. The scoping of the role, the recruitment process and discussions on the preferred candidate have been carried out with co-opted HMC member, David Gledhill who has advised on the technical requirement of the role.</p> <p>The preferred candidate has extensive experience working in a port environment, is a Chief Officer with significant maritime experience, and is fully conversant with the requirements of a commercial port operation, both from a compliance and operational perspective.</p>
2.4	The position is under offer, and further updates will be provided in due course.
2.5	<p><b>Appointment of a Designated Person</b></p> <p>The Port Marine Safety Code states there is a requirement for a Designated Person (DP), as follows:</p> <ul style="list-style-type: none"> <li>• Each organisation must appoint an individual as the designated person to provide independent assurance directly to the Duty Holder that the marine safety management system, for which the Duty Holder is responsible, is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the marine safety management system in ensuring compliance with the Code.</li> <li>• In order to fulfil this function, the Designated Person must have a thorough knowledge and understanding of the requirements of this Code (and supporting Guide to Good Practice) and associated port and marine legislation. Their role does not obscure the accountability of the organisation's duty holder.</li> </ul>
2.6	<p>East Suffolk Council considered three options to fill this post:</p> <ol style="list-style-type: none"> <li>1. <b>That the Council would employ a designated person directly.</b> This was considered to be the least favourable option, being the most expensive and with the highest degree of management 'overhead'.</li> <li>2. <b>That the Council would enter into an agreement with a nearby port</b> to provide support for the function (which is considered standard practise) This was considered to be impractical. Whilst it is commonplace for ports to share DPs and offer mutual support – the fact that Southwold does not have a DP in place made a mutual arrangement difficult to work in practise.</li> </ol>

	<b>3. That the Council would tender for ‘designated person’ services</b> through an open market procurement exercise.
2.7	It was considered that option 3 would provide the best value for money. Contracting with a firm that carries out these services nationally and regionally was also thought to offer better support for the Harbour as it would provide robustness, and capacity.
2.8	<p>East Suffolk Council entered into a procurement exercise for a designated person to carry out the following functions:</p> <ul style="list-style-type: none"> <li>• To undertake an initial audit of the harbour’s Marine Operations and Marine Safety Management System (MSMS) and provide recommendations on the level of PMSC compliance.</li> <li>• To undertake a review of Aids to Navigation provision at the harbour and recommend cost-effective improvements, where appropriate.</li> <li>• To issue guidance and recommendations to the Duty Holder to enable the Harbour to issue the three yearly Statement of PMSC Compliance to the Department for Transport.</li> <li>• To provide ongoing monitoring and assurance that the MSMS is being appropriately implemented and that performance measurement and stakeholder engagement are being used to improve marine safety.</li> <li>• To provide initial Duty Holder training and any refresher training as appropriate.</li> <li>• To engage proactively with the harbour’s Marine Team and promote and develop their knowledge of the PMSC</li> </ul>
2.9	The process identified a preferred bidder – ABP Mer and the council is now in contract with the organisation to provide DP services over a three-year period. The contract will be managed by the Harbour Master and the council’s Head of Operations.

### 3 How to address current situation

3.1	Appoint ABPmer to carry out the designated person functions set out in section 2.8. This contract has been awarded. HMC to note the appointment.
3.2	Appoint the preferred candidate referred to in section 2.3 as General Manager – Southwold Harbour. The recruitment process has included advice and oversight from HMC member David Gledhill.

### 4 Reason/s for recommendation

4.1	The HMC are asked to note the outcome of both the recruitment and procurement process.
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## Appendices

<b>Appendices:</b>
None

<b>Background reference papers:</b>
None



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Southwold Harbour Management Committee – Draft Budget Monitoring Report Quarter 4 2021/22
<b>Supporting Officer</b>	Lorraine Rogers Deputy Chief Finance Officer <a href="mailto:lorraine.rogers@eastsoffolk.gov.uk">lorraine.rogers@eastsoffolk.gov.uk</a>

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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

### Purpose of Report:

This report provides the Committee with an overview of the draft outturn position for the year ending 31 March 2022.

### Recommendation:

The Harbour Management Committee, having reviewed the Draft Budget Monitoring Report for Quarter 4 2021/22, 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:

Details on the financial performance of the Harbour and the Caravan and Camping Sites for the year is provided in Section 2 below and supported by **Appendix A**.

### 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 presents a draft outturn position as at Quarter 4 for the year ending 31 March 2022.
2 Current position	
2.1	The Draft Budget Monitoring report for Quarter 4, up to 31 March 2022, is attached as <b>Appendix A</b> . This provides summary information and detailed account code information for the Harbour, and the Caravan and Camping Sites.
2.2	<p><b>Southwold Harbour</b></p> <p>Total income to the Harbour for the year slightly exceeded the annual budget by £26k. This is mainly from fishmen hut rental income and storage, due to new leases and increased winter storage. Income from the sale of fuel also exceeded the budget for the year, price and demand lead, but is offset by an increase in the cost of the purchase of fuel (see materials for resale).</p> <p>Income received in respect of 2022/23 has been adjusted for in the actual income figures.</p> <p>Income from the Harbour Pay &amp; Display Car Park has generated £35k of income during the year but is yet to return to pre-pandemic levels, which saw annual income in the region of £60k.</p> <p>Premises costs are underspend by £18k for the year compared to the budget, with the underspend largely against repairs and maintenance.</p> <p>The draft net position on the Harbour's direct income and expenditure is a surplus of £129k for the year, a surplus variance of £77k compared to the budgeted position.</p>
2.3	<p><b>Southwold Caravan and Camping Sites</b></p> <p>Income from the static Caravan Site was under budget for the year by £98k this is partly related to the pandemic, as refunds were issued for the closed part of the year, and empty sites not re-let. The annual income budget for static caravan sites was £280k.</p> <p>The income from touring fee exceeded the budget for the year by £72k due to high demand over the summer period. The annual income budget for touring fees was £295k.</p> <p>Adjustments have been made for income received in advance of 2022/23. Overall, income from Caravan and Camping Site activities for the year was £26k under budget for the year. A total income of £560k was achieved.</p>

	<p>As previously reported the Council had submitted a claim for compensation for income losses during the first quarter of 2021/22. This claim has now been confirmed. £112k was attributed to the Campsite and is now included in the total income figure (£703k).</p> <p>Due to a vacant post held within the establishment, employee costs are under budget for the year by £33k.</p> <p>Premises expenses totalled £131k for the year, coming under budget by £12k. This includes repairs and maintenance to the toilet and shower block, which shows this budget area to be overspent for the year.</p> <p>During the year additional costs relating to the pandemic were incurred. This was for the hire of portable toilets and showers. The Council received Government funding during the year and has been able to cover 100% of the costs (£31k). This funding is included in the total income figure for the year.</p> <p>Overall, the draft net position on the Caravan and Camping Sites direct income and expenditure is a surplus of £307k for the year, a surplus variance of £144k compared to the budgeted position. The support from covid funding (£142k) has been the main contributing factor to this year-end position.</p>
2.4	Indirect costs relate to Support Recharges. This is the cost of Council support services to Southwold Harbour and the Caravan and Camp Site. The costs are recharged on a basis that is considered reasonable to reflect the use of those services and is the same methodology applied across the Council.
2.5	The 2021/22 year end position is subject to change until the completion of the external audit review of the Council's Statement of Accounts; hence the figures being presented as draft.

### 3 How to address current situation

3.1	For the Committee to review the Draft Budget Monitoring Report for Quarter 4 2021/22 and report this to Cabinet.
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### 4 Reason/s for recommendation

4.1	To fulfil the Committee's responsibilities in respect of monitoring performance against approved budgets.
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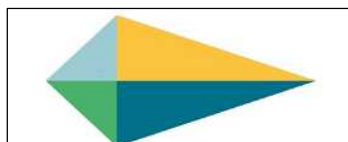
## Appendices

### Appendices:

<b>Appendix A</b>	Southwold Harbour Management Committee Draft Budget Monitoring Report Quarter 4 2021/22
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### Background reference papers:

None
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Southwold Harbour Income & Expenditure for year to 31st March 2022

	Actual	Budget	Variance
Mooring Fees	£(90,906.00)		
Property Lettings	£(85,929.00)		
Other Fees & Charges	£(122,526.00)		
<b>Total Income</b>	<b>£(299,361.00)</b>	<b>£(237,900.00)</b>	<b>£(61,461.00)</b>
Employee Expenses	£100,721.00	£94,600.00	£6,121.00
Premises Expenses	£18,348.00	£36,300.00	£(17,952.00)
Supplies & Services	£51,694.00	£54,900.00	£(3,206.00)
<b>Total Cost</b>	<b>£170,763.00</b>	<b>£185,800.00</b>	<b>£(15,037.00)</b>
<b>Total Direct Income/Expenditure</b>	<b>£(128,598.00)</b>	<b>£(52,100.00)</b>	<b>£(76,498.00)</b>
Support Recharges *	£32,300.00	£2,200.00	£30,100.00
<b>Total Indirect Income/Expenditure</b>	<b>£32,300.00</b>	<b>£2,200.00</b>	<b>£30,100.00</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(96,298.00)</b>	<b>£(49,900.00)</b>	<b>£(46,398.00)</b>
<b>Memorandum Note:</b>			
<b>Minimum Revenue Provision</b>	£37,751.00		
<i>This is the revenue charge for unfinanced capital spend. It is shown as part of the corporate charge, and this is the element related to the Harbour capital spend.</i>			

\* see breakdown below for actuals

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

	Actual	Budget	Variance
Static Caravan Fees	£(181,802.00)	£(280,000.00)	£98,198.00
Touring Fees	£(367,130.00)	£(295,000.00)	£(72,130.00)
Other Fees & Charges	£(153,746.00)	£(39,400.00)	£(114,346.00)
<b>Total Income</b>	<b>£(702,678.00)</b>	<b>£(614,400.00)</b>	<b>£(88,278.00)</b>
Employee Expenses	£160,685.00	£193,900.00	£(33,215.00)
Premises Expenses	£130,930.00	£142,900.00	£(11,970.00)
Supplies & Services	£103,987.00	£114,400.00	£(10,413.00)
<b>Total Cost</b>	<b>£395,602.00</b>	<b>£451,200.00</b>	<b>£(55,598.00)</b>
<b>Total Direct Income/Expenditure</b>	<b>£(307,076.00)</b>	<b>£(163,200.00)</b>	<b>£(143,876.00)</b>
Support Recharges*	£95,000.00	£73,500.00	£(21,500.00)
<b>Total Indirect Income/Expenditure</b>	<b>£95,000.00</b>	<b>£73,500.00</b>	<b>£(21,500.00)</b>
<b>TOTAL INCOME STATEMENT</b>	<b>£(212,076.00)</b>	<b>£(89,700.00)</b>	<b>£(165,376.00)</b>

\* see breakdown below for actuals

	Southwold Harbour Actuals 2021/22	Southwold Caravan/Campsite Actuals 2021/22
<b>Support Recharge</b>		
Accounting Services	£6,000	£21,000
Corporate Expenses (Democratic Services, Comms, Health & Safety, Internal Audit)	£1,000	£1,000
Customer Services	£0	£20,000
Estates/Asset Management	£2,500	£2,500
Human Resources	£1,800	£3,000
ICT	£15,000	£20,000
Legal Services	£4,000	£4,000
Senior and Corporate Management	£2,000	£2,000
<b>Total</b>	<b>£32,300</b>	<b>£73,500</b>

## Monthly Finance Report - March 22

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



Account Code & Description	2021/22 Original Budget 2122B £	2021/22 Current Budget 2122F £	2021/22 Actuals YTD £	2021/22 Commitments YTD £	2021/22 Budget YTD 2122F £	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)	£(15,512.00)	£0.00	£(20,000.00)	£4,488.00	(22)%	Mooring Fees
67444 Vatable Leisure Activity Fees	£(68,000.00)	£(74,000.00)	£(75,394.00)	£0.00	£(74,000.00)	£(1,394.00)	2%	Harbour Dues
67466 Vatable Staff Costs Recovered	£(200.00)	£(1,000.00)	£(1,700.00)	£0.00	£(1,000.00)	£(700.00)	70%	Internal Staff, between Harbour and Campsite
67481 Vatable Energy Costs Recovered 5%	£(24,000.00)	£(31,400.00)	£(38,547.00)	£0.00	£(31,400.00)	£(7,147.00)	23%	Electricity/Diesel
67491 General Vatable Fees & Charges	£0.00	£0.00	£223.00	£0.00	£0.00	£223.00	0%	Refund
67615 Exempt Leisure Activity Fees	£0.00	£0.00	£(1,512.00)	£0.00	£0.00	£(1,512.00)	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	£(6,000.00)	£(9,173.00)	£0.00	£(6,000.00)	£(3,173.00)	0%	Storage
67835 Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(75,244.00)	£0.00	£(60,000.00)	£(15,244.00)	25%	Rent Fisherman's Huts etc
67838 Exempt Wayleaves & Easements	£0.00	£(3,500.00)	£(3,500.00)	£0.00	£(3,500.00)	£0.00	0%	Easement Income
<b>Total Cust &amp; Client Receipts</b>	<b>£(172,200.00)</b>	<b>£(195,900.00)</b>	<b>£(221,859.00)</b>	<b>£0.00</b>	<b>£(195,900.00)</b>	<b>£(25,959.00)</b>	<b>13%</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>	
68611 Internal Recharges Income	£0.00	£(42,000.00)	£(77,502.00)	£0.00	£(42,000.00)	£(35,502.00)	85%	£42,000 income for lease of land to Caravan Park, £35,502 income from Harbour P&D Car Park
<b>Total Recharges/Other Income</b>	<b>£0.00</b>	<b>£(42,000.00)</b>	<b>£(77,502.00)</b>	<b>£0.00</b>	<b>£(42,000.00)</b>	<b>£(35,502.00)</b>	<b>85%</b>	
<b>TOTAL INCOME</b>	<b>£(172,200.00)</b>	<b>£(237,900.00)</b>	<b>£(299,361.00)</b>	<b>£0.00</b>	<b>£(237,900.00)</b>	<b>£(61,461.00)</b>	<b>26%</b>	
<b>Expenditure</b>								
71111 Basic Pay	£57,000.00	£55,100.00	£56,068.00	£0.00	£55,100.00	£968.00	2%	
71121 Overtime	£0.00	£9,000.00	£11,425.00	£0.00	£9,000.00	£2,425.00	0%	
71151 Employers National Insurance	£5,500.00	£6,400.00	£6,836.00	£0.00	£6,400.00	£436.00	7%	
71161 Employers Superannuation	£18,800.00	£21,000.00	£21,943.00	£0.00	£21,000.00	£943.00	4%	
<b>Total Direct Employee Expenses</b>	<b>£81,300.00</b>	<b>£91,500.00</b>	<b>£96,272.00</b>	<b>£0.00</b>	<b>£91,500.00</b>	<b>£4,772.00</b>	<b>5%</b>	
71312 Recruitment Advertising	£0.00	£2,700.00	£4,049.00	£0.00	£2,700.00	£1,349.00	50%	
71331 Employee Insurances	£400.00	£400.00	£400.00	£0.00	£400.00	£0.00	0%	

<b>Total Other Employee Expenses</b>	<b>£400.00</b>	<b>£3,100.00</b>	<b>£4,449.00</b>	<b>£0.00</b>	<b>£3,100.00</b>	<b>£1,349.00</b>	<b>44%</b>	
72111 Building Services - Planned Maintenance	£8,600.00	£8,600.00	£0.00	£0.00	£8,600.00	£(8,600.00)	(100)%	
72114 Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£4,417.00	£0.00	£10,000.00	£(5,583.00)	(56)%	Repairs to ice plant and freezer unit, repair visitor mooring uprights
72131 Vandalism	£1,000.00	£1,000.00	£795.00	£0.00	£1,000.00	£(205.00)	(21)%	Replace vandalised speed signs
72211 Electricity	£5,300.00	£5,100.00	£4,970.00	£0.00	£5,100.00	£(130.00)	(3)%	
72214 Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
72217 Oil	£0.00	£0.00	£(4,000.00)	£0.00	£0.00	£(4,000.00)	0%	Reversing accrual from 2020-21 - not needed
72311 Rents Payable	£1,800.00	£1,800.00	£0.00	£0.00	£1,800.00	£(1,800.00)	(100)%	
72317 Business Rates	£0.00	£6,800.00	£6,802.00	£0.00	£6,800.00	£2.00	0%	
72411 Water	£400.00	£900.00	£816.00	£0.00	£900.00	£(84.00)	(9)%	
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	£1,200.00	£(1,200.00)	(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	£900.00	£0.00	£900.00	£0.00	0%	
72817 Other General Premises Expenses	£0.00	£0.00	£3,200.00	£0.00	£0.00	£3,200.00	0%	
<b>Total Premises Expenses</b>	<b>£29,200.00</b>	<b>£36,300.00</b>	<b>£18,348.00</b>	<b>£0.00</b>	<b>£36,300.00</b>	<b>£(17,952.00)</b>	<b>(49)%</b>	
73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£1,200.00	£(1,200.00)	(100)%	Tractor repairs
<b>Total Transport Expenses</b>	<b>£1,200.00</b>	<b>£1,200.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,200.00</b>	<b>£(1,200.00)</b>	<b>(100)%</b>	
74111 Health and Safety	£13,500.00	£13,500.00	£2,097.00	£0.00	£13,500.00	£(11,403.00)	(84)%	H&S Signs, PAT Testing, Fire Extinguisher Service
74114 Furniture and Equipment	£3,200.00	£3,200.00	£998.00	£0.00	£3,200.00	£(2,202.00)	(69)%	
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£2,658.00	£0.00	£2,000.00	£658.00	33%	Tractor Service
74121 Materials For Resale	£23,000.00	£23,000.00	£30,103.00	£0.00	£23,000.00	£7,103.00	31%	Red Diesel for Resale
74213 Clothing & Uniforms	£400.00	£400.00	£317.00	£0.00	£400.00	£(83.00)	(21)%	
74335 Internal Printing	£0.00	£0.00	£99.00	£0.00	£0.00	£99.00	0%	
74346 External Printing	£0.00	£0.00	£320.00	£0.00	£0.00	£320.00	0%	
74357 Stationery	£300.00	£300.00	£27.00	£0.00	£300.00	£(273.00)	(91)%	
74402 Insurance Premiums	£0.00	£0.00	£384.00	£0.00	£0.00	£384.00	0%	
74414 Consultants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74425 Legal Fees	£0.00	£0.00	£619.00	£0.00	£0.00	£619.00	0%	Tax on Diesel
74491 Bank Fees	£0.00	£0.00	£2,116.00	£0.00	£0.00	£2,116.00	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	£15.00	£0.00	£600.00	£(585.00)	(98)%	
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£433.00	£0.00	£1,200.00	£(767.00)	(64)%	
74548 Hardware Maintenance	£0.00	£0.00	£392.00	£0.00	£0.00	£392.00	0%	
74570 Software Maintenance	£0.00	£0.00	£1,481.00	£0.00	£0.00	£1,481.00	0%	£547.28 is broadband and £933.56 is for CCTV rental - a new charge
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>£42,194.00</b>	<b>£0.00</b>	<b>£44,200.00</b>	<b>£(2,006.00)</b>	<b>(5)%</b>	
78611 Internal Recharges	£9,500.00	£9,500.00	£9,500.00	£0.00	£9,500.00	£0.00	0%	Cleaning of the Harbour Public Conveniences
<b>Total Recharges/Other expenditure</b>	<b>£9,500.00</b>	<b>£9,500.00</b>	<b>£9,500.00</b>	<b>£0.00</b>	<b>£9,500.00</b>	<b>£0.00</b>	<b>0%</b>	
<b>TOTAL DIRECT EXPENDITURE</b>	<b>£165,800.00</b>	<b>£185,800.00</b>	<b>£170,763.00</b>	<b>£0.00</b>	<b>£185,800.00</b>	<b>£(15,037.00)</b>	<b>(8)%</b>	
<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(6,400.00)</b>	<b>£(52,100.00)</b>	<b>£(128,598.00)</b>	<b>£0.00</b>	<b>£(52,100.00)</b>	<b>£(76,498.00)</b>	<b>147%</b>	



## Monthly Finance Report - March 22

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



Account Code & Description	2021/22 Original Budget 2122B £	2021/22 Current Budget 2122F £	2021/22 Actuals YTD £	2021/22 Commitments YTD £	2021/22 Budget YTD 2122F £	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	£(155.00)	£0.00	£0.00	£(155.00)	0%	Vatable Shop Sales - Juice/Water
67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(8,409.00)	£0.00	£(9,000.00)	£591.00	(7)%	Gas Sales
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%	
67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(3,217.00)	£0.00	£(3,200.00)	£(17.00)	1%	Battery Charging
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	£338.00	£0.00	£0.00	£338.00	0%	
67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
67811 Vatable Land Rents	£(575,000.00)	£(575,000.00)	£(548,932.00)	£0.00	£(575,000.00)	£26,068.00	(5)%	Static Caravan Rent £181,802, Touring Pitch Income £367,130
67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Cust &amp; Client Receipts</b>	<b>£(587,200.00)</b>	<b>£(587,200.00)</b>	<b>£(560,375.00)</b>	<b>£0.00</b>	<b>£(587,200.00)</b>	<b>£26,825.00</b>	<b>(5)%</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	£(27,200.00)	£(142,303.00)	£0.00	£(27,200.00)	£0.00	0%	£112k COVID grant for loss of income and £31k COVID grant for hire of portable showers & Toilets
<b>Total Recharges/Other Income</b>	<b>£0.00</b>	<b>£(27,200.00)</b>	<b>£(142,303.00)</b>	<b>£0.00</b>	<b>£(27,200.00)</b>	<b>£(115,103.00)</b>	<b>0%</b>	
<b>TOTAL INCOME</b>	<b>£(587,200.00)</b>	<b>£(614,400.00)</b>	<b>£(702,678.00)</b>	<b>£0.00</b>	<b>£(614,400.00)</b>	<b>£(88,278.00)</b>	<b>14%</b>	
<b>Expenditure</b>								
71111 Basic Pay	£121,000.00	£108,500.00	£79,067.00	£0.00	£108,500.00	£(29,433.00)	(27)%	
71121 Overtime	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
71151 Employers National Insurance	£10,700.00	£9,200.00	£6,029.00	£0.00	£9,200.00	£(3,171.00)	(34)%	
71161 Employers Superannuation	£39,900.00	£35,600.00	£25,793.00	£0.00	£35,600.00	£(9,807.00)	(28)%	
71171 Contract Staff	£19,000.00	£39,900.00	£49,796.00	£0.00	£39,900.00	£9,896.00	25%	
<b>Total Direct Employee Expenses</b>	<b>£190,600.00</b>	<b>£193,200.00</b>	<b>£160,685.00</b>	<b>£0.00</b>	<b>£193,200.00</b>	<b>£(32,515.00)</b>	<b>(17)%</b>	
71331 Employee Insurances	£900.00	£700.00	£500.00	£0.00	£700.00	£(200.00)	(29)%	
<b>Total Other Employee Expenses</b>	<b>£900.00</b>	<b>£700.00</b>	<b>£500.00</b>	<b>£0.00</b>	<b>£700.00</b>	<b>£(200.00)</b>	<b>(29)%</b>	
72111 Building Services - Planned Maintenance	£1,500.00	£1,500.00	£6,912.00	£0.00	£1,500.00	£5,412.00	361%	

72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£35,170.00	£0.00	£25,000.00	£10,170.00	41%	Repairs to toilets, showers, and painting
72131 Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£1,000.00	£(1,000.00)	(100)%	
72136 Legionella	£0.00	£0.00	£756.00	£0.00	£0.00	£756.00	0%	Legionella Test
72211 Electricity	£47,200.00	£47,200.00	£20,371.00	£0.00	£47,200.00	£(26,829.00)	(57)%	
72214 Gas	£4,500.00	£7,400.00	£3,328.00	£0.00	£7,400.00	£(4,072.00)	(55)%	
72317 Business Rates	£41,400.00	£40,200.00	£40,192.00	£0.00	£40,200.00	£(8.00)	(0)%	
72411 Water	£11,700.00	£10,600.00	£9,713.00	£0.00	£10,600.00	£(887.00)	(8)%	
72414 Sewerage Charge	£100.00	£100.00	£(785.00)	£0.00	£100.00	£(885.00)	(885)%	
72511 Cleaning Materials	£5,000.00	£5,000.00	£5,269.00	£0.00	£5,000.00	£269.00	5%	
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%	
72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£8,869.00	£0.00	£3,000.00	£5,869.00	196%	Repairs to grass roller, compost hedge cutting
72711 Fire Insurance	£500.00	£600.00	£500.00	£0.00	£600.00	£(100.00)	0%	
72712 Engineering Insurance	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
<b>Total Premises Expenses</b>	<b>£141,200.00</b>	<b>£141,600.00</b>	<b>£130,295.00</b>	<b>£0.00</b>	<b>£141,600.00</b>	<b>£(11,305.00)</b>	<b>(8)%</b>	
73111 Fuel	£100.00	£100.00	£135.00	£0.00	£100.00	£35.00	35%	These are fuel costs for the ride on lawn mower
73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£1,200.00	£(1,200.00)	0%	This is for repair costs for the ride on lawn mower and the tractor
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>£135.00</b>	<b>£0.00</b>	<b>£1,300.00</b>	<b>£(1,165.00)</b>	<b>(90)%</b>	
74111 Health and Safety	£15,000.00	£15,000.00	£7,642.00	£0.00	£15,000.00	£(7,358.00)	(49)%	
74114 Furniture and Equipment	£3,200.00	£3,200.00	£4,454.00	£0.00	£3,200.00	£1,254.00	39%	H&S Signs, PAT Testing, Fire Extinguisher Service
74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£3,483.00	£0.00	£2,000.00	£1,483.00	74%	Repairs to washing machines
74121 Materials For Resale	£17,000.00	£17,000.00	£6,316.00	£0.00	£17,000.00	£(10,684.00)	(63)%	
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	£3,254.00	£0.00	£2,200.00	£1,054.00	48%	Rent of Laundry Machines
74213 Clothing & Uniforms	£600.00	£600.00	£333.00	£0.00	£600.00	£(267.00)	(45)%	
74335 Internal Printing	£0.00	£0.00	£329.00	£0.00	£0.00	£329.00	0%	
74346 External Printing	£0.00	£0.00	£792.00	£0.00	£0.00	£792.00	0%	
74357 Stationery	£2,000.00	£2,000.00	£750.00	£0.00	£2,000.00	£(1,250.00)	(63)%	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	£245.00	£0.00	£0.00	£245.00	0%	
74492 Other Ext Provided Services	£1,500.00	£28,700.00	£31,268.00	£0.00	£28,700.00	£2,568.00	9%	Hire of Portable Toilets and showers
74515 Postages	£500.00	£500.00	£0.00	£0.00	£500.00	£(500.00)	(100)%	
74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£1,163.00	£0.00	£1,200.00	£(37.00)	(3)%	
74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
74548 Hardware Maintenance	£0.00	£0.00	£285.00	£0.00	£0.00	£285.00	0%	
74559 Software Purchases	£0.00	£0.00	£4.00	£0.00	£0.00	£4.00	0%	
<b>Total Supplies &amp; Services</b>	<b>£45,200.00</b>	<b>£72,400.00</b>	<b>£61,368.00</b>	<b>£0.00</b>	<b>£72,400.00</b>	<b>£(11,032.00)</b>	<b>(15)%</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	£42,000.00	£42,289.00	£0.00	£42,000.00	£289.00	1%	Includes £42k charge for lease of land from Harbour
<b>Total Recharges/Other expenditure</b>	<b>£0.00</b>	<b>£42,000.00</b>	<b>£42,289.00</b>	<b>£0.00</b>	<b>£42,000.00</b>	<b>£289.00</b>	<b>1%</b>	
<b>TOTAL DIRECT EXPENDITURE</b>	<b>£379,200.00</b>	<b>£451,200.00</b>	<b>£395,602.00</b>	<b>£0.00</b>	<b>£451,200.00</b>	<b>£(55,598.00)</b>	<b>(12)%</b>	
<b>TOTAL DIRECT INCOME AND EXPENDITURE</b>	<b>£(208,000.00)</b>	<b>£(163,200.00)</b>	<b>£(307,076.00)</b>	<b>£0.00</b>	<b>£(163,200.00)</b>	<b>£(143,876.00)</b>	<b>88%</b>	



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 July 2022

<b>Subject</b>	Harbour Revision Order
<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
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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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

### **Purpose of Report:**

To set out the process and timeline for carrying out a Harbour Revision Order (HRO) for Southwold Harbour and seek approval to move forward.

### **Recommendations:**

That the HMC recommends that the Leader of the Council:

- Approve moving forward with an HRO, with the understanding that more work would need to be done on the flexibility of the harbour limits and understanding of responsibilities upstream of the harbour.
- Give Delegated Authority to the Head of Operations to appoint a Legal Advisor to support the HRO process.

## Impact Assessment

### **Governance:**

The HRO will be the legal order that defines the powers under which the HMC and the Harbourmaster can take action within the Harbour limits. As such, it is an essential piece of legislation to ensure the good governance of the harbour.

### **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 financial impacts are set out within the report.

### **Legal:**

Legal advisors will be appointed to support the process.

### **Risk:**

The risk of continuing with the existing Harbour Order is as follows:

- That it does not provide sufficient powers for the Harbourmaster to carry out their obligations to manage harbour safety for all users.
- That it requires modernising – to take into account changes in use and vessel type.
- To put the HMC and the SAG on a statutory footing.

## 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	When setting up the HMC, a list of likely tasks and priorities were set out.
1.2	One task was to consider and progress an application for a HRO to modernise the statutory provisions applying to Southwold Harbour (including placing the HMC and Advisory Group on a statutory footing).
1.3	An HRO is made under the Harbours Act 1964, which amends the existing local harbour legislation of statutory harbour authorities.

2 Current position	
2.1	At it's meeting on 10 March 2022, the HMC welcome Lara Moore from Ashfords LLP to talk through the process and background to an HRO. The minutes of the meeting detail the full discussion.
2.2	<p>The HMC were advised that Harbour Revision Order allowed existing local harbour legislation to be modernised, repealed or for new powers to be added to ensure that harbours could be properly managed by the statutory harbour authority. Any successful application had to pass the 'core test' which was that the Marine Management Organisation would be:</p> <p><i>"Satisfied that the making of the order is desirable in the interests of securing the improvement, maintenance or management of the harbour in an efficient and economical manner or of facilitating the efficient and economic transport of goods or passengers by sea or in the interests of the recreational use of sea-going ships"</i></p>
2.3	<p>The provisions that which could be in the HRO include:</p> <ul style="list-style-type: none"> <li>• Placing the HMC on a statutory footing</li> <li>• Placing the Advisory Board on a statutory footing</li> <li>• Modernising but retaining full ring fencing of the harbour funds</li> <li>• Modernising provisions related to capital monies</li> <li>• Short fall in harbour revenue</li> <li>• Ensuring the 'rating' and 'harbour' limits are the same</li> <li>• Modernising the definition of vessel</li> </ul>

	<ul style="list-style-type: none"> <li>• Obtaining Powers of General Direction</li> <li>• Fixing the landside harbour premises limits or making them flexible</li> </ul>
2.4	An HRO would also enable the ability to update some definitions in the Harbour Order, for Powers of General Direction and to enable further economic development.
2.5	The HMC and SAG were largely in agreement on the majority of the provisions which would need to be included in a Harbour Revision Order, but that more work would need to be done on the flexibility of the harbour limits and understanding of responsibilities upstream of the harbour.

### 3 How to address current situation

3.1	<p>The total timescale for application for an HRO is between twelve and eighteen months. The following tasks would need to be carried out:</p> <ul style="list-style-type: none"> <li>• An application and revised HRO drafted</li> <li>• An accompanying statement of support detailing the provisions and reasons for inclusion be drafted</li> <li>• Local consultation carried out – although not a requirement is something that is recommended</li> <li>• The amended order to be examined by the Marine Management Organisation and Department for Transport</li> <li>• Order laid before Parliament</li> </ul>
3.2	The application currently costs £4000, which rises to £9,790 in October 2022 and £15,579 in October 2023. Advertisement costs would also be incurred, which would be between £2,000 – £5,000. Legal fees would be in the region of £25,000 - £30,000.
3.3	Due to the lengthy timescales and known application cost increase later this year, it is suggested that the process is started prior to October 2022.

### 4 Reason/s for recommendation

4.1	To ensure that we bring existing legislation up to date.
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## Appendices

### Appendices:

None

### Background reference papers:

Date	Type	Available From
March 2022	Minutes of the HMC Meeting held on 10 March	CMIS



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Caravan Site Update
<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
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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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To provide members with an update on the consultation and implementation of changes to the Southwold Caravan site

**Recommendation:**

That the Harbour Management Committee (HMC):

- Note the updates.

## Impact Assessment

**Governance:**

Part of the Southwold Caravan Site is located within the Harbour Undertaking as set out in the 1933 Harbour Order. Therefore the HMC is required to make recommendations relating to changes in this location.

**Environmental:**

Any redevelopment of the Caravan Site could have an impact on the ecology of the area. In addition, consideration will need to be given to the sustainability of any changes made. This report does not contain any matters for decision at this stage, but HMC members will need to consider the results of any environmental surveys before making any recommendations in the future.

**Equalities and Diversity**

This report does not ask HMC members to take any decisions that may have an impact on E&D. However any changes that are proposed for the site – in particular changes to leases, fees and charges and license arrangements will need to be subject to an E&D impact assessment.

**Financial:**

No impacts

**Legal:**

No impacts

**Risk:**

None

## 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 2019, East Suffolk Council employed an external consultant to carry out a review of Southwold Caravan and Camping Site, and to make recommendations to: <ul style="list-style-type: none"> <li>• Improve service provision – mainly through the installation of water and power provision to each site.</li> <li>• Modernise the site – in a way that is sensitive to local wishes</li> <li>• Present options for changing the lease and license arrangements between the council and static caravan owners.</li> </ul>
1.2	The report has been shared with Southwold Caravan Owners Association (SCOA) – who have carried out a survey of their members and provided a detailed response to the proposals in the report.
1.3	Further consultation is now required with members on the findings of the survey and the response of members.
1.4	It is proposed that the plans for the redevelopment of the site are reviewed by the General Harbour manager – and updated if necessary. This work, it is proposed, is to be overseen by the Caravan Site Working Group – reporting into the HMC.

2 Current position	
2.1	The Rural Solutions report made the following recommendations: <ul style="list-style-type: none"> <li>• Review of the register of all caravans by manufacturer, date of manufacture / age, type, and size, together with insurance details. The intention is to promote the use of newer caravans to improve both appearance and compliance.</li> <li>• Review of licence agreements for all static owners in line with BH&amp;HPA guidelines. Specifically – to offer longer period of tenure than the current annual license model</li> </ul>

	<ul style="list-style-type: none"> <li>• Implementation of the policy of caravan replacement / exchange for older inappropriate units / notification of implementation upon redevelopment. This is in support of the first objective.</li> <li>• Proactive approach to supplier agreements with a number of preferred caravan manufacturers, for example Pemberton, ABI, Willerby, and or second-hand unit provision. This brokerage process to be managed by the Site management.</li> <li>• Implementation of a new licence agreement policy defining the commission terms for the private sale of caravans – in support of the objective above.</li> <li>• Improved service provision across the site including electrical, water and sewage, in particular to those caravans currently on individual separate electrical supplies.</li> <li>• Review of all current pitch spacing and the site layout, so as to consider potential redevelopment spacing criteria, roadways etc.</li> <li>• Improvements to service standards: that management should seek to implement a series of KPI's against which to analyse the park performance objectively, including touring pitch occupation performance, average unit rates, revenue per available unit, static pitch churn rates, commissions levels (new, second hand etc), yearly competitor pitch rate comparisons etc.</li> </ul>
2.2	In early 2022, the council's Head of Operations attended SCOAs AGM to present a summary of the proposals to members.
2.3	On the basis of this proposal and the Rural Solutions report – that was circulated in advance of the meeting – SCOA conducted a survey of members on the proposals contained within the report.
2.4	The take up of the survey – which covered 52 points -was good, and member engagement is high on this issue.
2.5	<p>The report produced by SCOA on the back of the survey contained a number of points – both recommendations and issues for consideration. In summary, these included responses on the following areas:</p> <ul style="list-style-type: none"> <li>• The restrictions and constraints offered by the current site. The size of pitches and the need to ensure a quality outlook for customers.</li> <li>• The phasing of the works – proposed over three years – and the impact on customers.</li> <li>• The assumptions on fees – and comments on the 'comparables' on which the report is based.</li> <li>• The desirability of additional services (bar, leisure facilities, play areas) for existing customers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comments on the need to retain the character of the existing site</li> <li>• Comments on how to ensure that a fair price is charged through metering of electricity.</li> <li>• Use of materials – such as concrete for hardstanding – and their environmental and aesthetic impact.</li> <li>• Opposition to the proposal in the RS report that site management act as a ‘broker’ for new caravan sales – as is standard practise elsewhere.</li> <li>• Issues relating to environmental sustainability.</li> </ul> <p>This is not an exhaustive list but provides a flavour of the issues raised within the SCOA report.</p>
2.6	<p>The SCOA report finishes with a helpful ‘main recommendation’:</p> <p><i>“That the HMC engage in consultation and negotiation with the SCOA committee as a matter of urgency. We would strongly recommend that the Caravan Working Party of the HMC has an agreed schedule of dates with a starting date of August 2022. The Chair of SCOA should attend every Caravan Working Party meeting as part of its consultation remit to show a commitment to openness and transparency.</i></p> <p><i>A firm way forward underpinned with a robust business plan should be in place by December 2022.</i></p> <p><i>SCOA members recommendations, contained within this document must form the basis of the proposed way forward and must take into account the uncertainties experienced by caravan owners over the past 10 years.”</i></p>

### 3 How to address current situation

3.1	The HMC values the contribution that SCOA has made through the conducting of the survey and the associated report.
3.2	In order to progress the future redevelopment, the following is proposed:
3.3	That SCOAs recommendation to be the main body for consultation is agreed by the HMC.
3.4	That the Caravan Site Working Group is the body responsible for taking forward the development plans, with the support of the Southwold Harbour General Manager and the council’s Asset Management team.
3.5	That a target of December 2022 for the development of a business plan should be agreed by the HMC.
3.6	That the SCOA recommendation that the comments in their report form the basis of the way forward is noted – but recognising that the HMC may adopt a course of action that is not one of the recommendations set out in the report.

### 4 Reason for recommendation

4.1	The HMC are asked to approve the above recommendations as basis for open and transparent discussion with caravan owners on the future development of the site.
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## Appendices

<b>Appendices:</b>
None

<b>Background reference papers:</b>
None



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Term of Office of Co-opted Member Mike Pickles
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastsuffolk.gov.uk">nicola.wotton@eastsuffolk.gov.uk</a> 07385 413793

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.	Not applicable
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

**Purpose of Report:**

To consider extending the Term of Office of Co-opted Member, Mike Pickles, for a further 3 year term.

**Recommendation:**

That Mike Pickles be Co-opted for a further 3 year Term of Office onto the Southwold Harbour Management Committee.

## Impact Assessment

**Governance:**

The reasons for the establishment of the HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. As previously agreed in report ES/0683, the Co-opted vacancies were advertised and following the due appointments process, 4 Co-opted Members were appointed. The HMC Terms of Reference are prescriptive regarding the length of term of office and Mike Pickles was appointed for only 1 year. Therefore, Mike Pickle's Term of Office needs to be reviewed by the HMC at this time.

**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 EIA was up-dated to take account of the impact of the establishment of the HMC on those with protected characteristics. No adverse impacts were identified.

**Financial:**

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

The costs of Members and Co-opted Members attending the meetings can be absorbed by the Members Budget.

**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:**

There are no particular risks identified with these proposals.

## 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 the East Suffolk Council's Cabinet held on 1 June 2021, the Cabinet confirmed the appointments to the Southwold Harbour Management Committee (HMC).
1.2	This comprised of 5 Cabinet Members - Councillor Rivett, Councillor Cook, Councillor Mallinder, Councillor Ritchie and Councillor Smith.
1.3	Four Co-opted Members were also appointed, for varying terms of office, in accordance with the HMC's Terms of Reference. The Co-opted appointments were as follows: <ul style="list-style-type: none"> <li>• Alistair MacFarlane as a Co-opted Member of the HMC for a term of 3 years,</li> <li>• David Gledhill and Richard Musgrove as Co-opted Members for the term of 2 years and</li> <li>• Mike Pickles as a Co-Opted Member of the HMC for a term of 1 year.</li> </ul>
1.4	These appointments formally established the HMC on 1 June 2021.
1.5	The HMC then met for the first time in July 2021.

2 Current position	
2.1	The Term of Office of Mike Pickles, Co-opted Member of the HMC, comes to an end on 31 July 2022, after he has served on the HMC for 1 year.
2.2	The HMC needs to consider a way forward regarding Mike Pickles Term of Office.

3 How to address current situation	
3.1	<p>The HMCs Terms of Reference, paragraph 3.4, states that:</p> <p><i>'Co-opted Members who sit for only one or two years in the first term may be appointed for one or two subsequent three-year terms without further competition being required.'</i></p>

3.2	It is therefore proposed that Mike Pickles be appointed as a Co-opted Member for a further 3 year Term of Office.
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4 Reasons 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.
4.2	The Terms of Reference state that it is not necessary for further competition for Co-opted Members who sit for only 1 year in the first term. Mike Pickles brings a wealth of knowledge and experience to the HMC that helps it to carry out its work. Therefore it is in the best interests of the HMC that Mike Pickles be Co-opted for a further 3 year term of office.

## Appendices

Appendices:
None

Background reference papers:
None





**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 14 July 2022**

<b>Subject</b>	Appointment of a Substitute Representative to the Stakeholder Advisory Group
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastsuffolk.gov.uk">nicola.wotton@eastsuffolk.gov.uk</a> 01502 523521

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 nominate a substitute to attend the Stakeholder Advisory Group (SAG) meetings, if the representative from Southwold Town Council, Councillor Will Windell, is unable to attend.

**Recommendation:**

That Southwold Town Councillor, Ian Bradbury, be able to attend as a Substitute for Southwold Town Councillor, Will Windell, at future meetings of the Stakeholder Advisory Group (SAG).

## 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. Enabling a Substitute Member to attend the SAG on behalf of Southwold Town Council 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 on 8 July 2021.
1.4	At its meeting on 23 September 2021, the HMC approved the nominated persons and established the SAG.
1.5	The SAG could be formed of a maximum of 18 persons. Following discussions with Southwold Town Council, it was felt that it would be beneficial to have a named Substitute to attend future SAG meetings, if the substantive representative was not able to attend a SAG meeting.

2 Current position	
2.1	The SAG held its first meeting on 20 January 2022. At this meeting the SAG appointed a Chairperson and Vice Chairperson, noted its terms of reference, its role in relation to the HMC and the work programme of the HMC.
2.2	<p>The SAG Terms of Reference, in paragraph 4.6 in relation to nominating a substitute, state that:</p> <p>4.6. Members may, on giving notice in writing to the chairperson and the HMC, nominate a substitute to attend the Advisory Group meetings: Provided that, no person may act as a substitute (whether on behalf of the same member or a different member) more than once in any three year period without the prior approval of the HMC.</p>

2.3	Southwold Town Council (STC) has stated that it would be beneficial if they could nominate a named substitute to attend future SAG meetings, if their substantive representative, Councillor Will Windell, is unable to attend.
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### 3 How to address current situation

3.1	STC wish to nominate STC Councillor Ian Bradbury as their named substitute representative for the SAG.
3.2	In accordance with the SAG Terms of Reference, the HMC are asked to give approval for Councillor Ian Bradbury to be the named substitute representative for Councillor Will Windell, at future SAG meetings, if required.

### 4 Reason for recommendation

4.1	Enabling a Substitute Member to attend the SAG on behalf of Southwold Town Council 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 July 2022**

<b>Subject</b>	Appointment of a Representative for Blythburgh Parish Council to the Stakeholder Advisory Group
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastsuffolk.gov.uk">nicola.wotton@eastsuffolk.gov.uk</a> 01502 523521

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 Blythburgh Parish Council onto the Stakeholder Advisory Group (SAG).

**Recommendation:**

That Mr Andrew Blois be appointed as East Suffolk Council's named representative for Blythburgh Parish Council 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 Blythburgh Parish Council 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 Blythburgh Parish Council.
1.5	Following discussions with Blythburgh Parish Council, they were unable at that time to nominate a Parish Councillor to attend the meetings of the SAG.
1.6	There has been an ongoing dialogue with Blythburgh Parish Council and the vacancy on the SAG remains unfilled.

2 Current position	
2.1	The SAG held its first meeting on 20 January 2022. At this meeting the SAG appointed a Chairperson and Vice Chairperson, noted its terms of reference, its role in relation to the HMC and the work programme of the HMC.
2.2	Blythburgh Parish Council is eligible to appoint one of its Councillors to sit on the SAG. However, it has been unable to do so, therefore the vacancy remains unfilled.
2.2	The SAG Terms of Reference, in paragraph 3.2, state that:

	3.2. If the Council does not receive a nomination for any reason from any of the organisations mentioned in Clause 3.1 (a) to (f) above, the Council may, after consulting with such other organisations it thinks appropriate, appoint a suitable alternative or none at all. This procedure will also be followed should no appropriate appointee be found in respect of 3.1 (g) to (j), and if any of the organisations mentioned in Clause 3.1 (a) to (j) above cease to exist or the function of the organisation changes significantly.
2.3	Therefore, as ESC has not received a nomination from Blythburgh Parish Council, and following discussions and consultation with Blythburgh Parish Council, ESC has taken the opportunity to nominate a suitable alternative representative to fill the ongoing vacancy.

### 3 How to address current situation

3.1	ESC wishes to nominate Mr Andrew Blois, a local landowner who sits on many Committees and Working Groups, as the Blythburgh Parish Council representative on the SAG, with immediate effect, to fill the ongoing vacancy.
3.2	In accordance with the SAG Terms of Reference, the HMC are asked to give approval for Mr Andrew Blois to attend future SAG meetings, as the representative of Blythburgh Parish Council.
3.3	Blythburgh Parish Council have been consulted on this proposal and are content for Mr Andrew Blois to attend future SAG meetings on their behalf.

### 4 Reason for recommendation

4.1	Nominating a representative to attend on behalf of Blythburgh Parish Council 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

### Work Programme

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

14 July 2022	<ul style="list-style-type: none"> <li>• Election of Chairman and Vice Chairman for 2022/23</li> <li>• Annual Report and Accounts</li> <li>• Staffing Update: General Manager and Designated Person</li> <li>• Draft Budget Monitoring Report Q4 2021/22</li> <li>• Harbour Revision Order (HRO)</li> <li>• Caravan Site Update</li> <li>• Co-opted Member Mike Pickles Term of Office</li> <li>• Appointment of a substitute for Southwold Town Council on the Stakeholder Advisory Group</li> <li>• Appointment on behalf of Blythburgh Parish Council to the Stakeholder Advisory Group</li> <li>• Work Programme</li> </ul>
22 September 2022	<ul style="list-style-type: none"> <li>• Short term improvements as identified by Working Groups</li> <li>• Review of co-optee allowances</li> <li>• Business Plan</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
3 November 2022	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
January 2023	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
March 2023	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
May 2023	<ul style="list-style-type: none"> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
July 2023	<ul style="list-style-type: none"> <li>• Election of Chairman and Vice Chairman for 2023/24</li> <li>• Co-opted Member Richard Musgrove Term of Office</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>



Other matters:

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

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

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