



## CABINET

Tuesday, 07 December 2021

<b>Subject</b>	Southwold Harbour Management Committee – Budget Monitoring Report Quarter 2 2021/22
<b>Report by</b>	Councillor Maurice Cook Cabinet Member with responsibility for Resources
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer and Section 151 Officer <a href="mailto:Brian.mew@eastsoffolk.gov.uk">Brian.mew@eastsoffolk.gov.uk</a> 01394 444571

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

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is for the Southwold Harbour Management Committee to report to Cabinet on performance against budget for Quarter 2 2021/22; to recommend to Cabinet a schedule of charges and dues for the Harbour for 2022/23; and to recommend to Cabinet proposed Campsite and Caravan Site fees and charges proposals for 2022/23..

### **Options:**

Reporting on performance against budget is a requirement under the Southwold Harbour Management Committee's Terms of Reference. There are options to not increase fees and charges for 2022/23, or to propose lower increases, but the proposals presented to the Committee represent a balance between the interests of customers and the need to keep pace with rising service costs.

### **Recommendation/s:**

That Cabinet

1. Notes the Budget Monitoring Report Quarter 2 2021/22 for Southwold Harbour Management Committee.
2. Approves the annual schedule of charges and dues for Southwold Harbour for 2022/23 attached as Appendix B to the Southwold Harbour Committee Budget Monitoring Report.
3. Approves the Fees and Charges for Southwold Caravan Site and Campsite for 2022/23, attached as Appendix C, to the Southwold Harbour Management Committee Budget Monitoring Report.

## Corporate Impact Assessment

### **Governance:**

None arising directly from this report.

### **ESC policies and strategies that directly apply to the proposal:**

East Suffolk Strategic Plan

### **Environmental:**

The SHMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors are taken into account in the decisions which the HMC makes.

### **Equalities and Diversity:**

An Equalities Impact Assessment (EqIA) has been prepared in respect of the fees and charges proposals in this report and no adverse impacts have been identified.

**Financial:**

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

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

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

**Human Resources:**

None arising directly from this report.

**ICT:**

None arising directly from this report.

**Legal:**

None directly arising from this report.

**Risk:**

None arising directly from this report.

**External Consultees:**

Southwold Harbour Management Committee has been consulted on the fees and charges proposals for 2022/23 through consideration of this report at its meeting on 11 November 2021.

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>

P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**How does this proposal support the priorities selected?**

The wider representational base of the SHMC and the Advisory Group provides greater opportunities for engagement within our Communities and enables them to contribute to the running of an important local asset. The Governance arrangements support plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward investment, maximise its economic development and support the delivery of infrastructure.

## Background and Justification for Recommendation

<b>1</b>	<b>Background facts</b>
1.1	The Terms of Reference of the Southwold 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.
1.2	The Terms of Reference also state that the Committee will review and then recommend an annual budget, (including rental charges and central re-charges to the Council) and an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet.

## 2 Current position

- 2.1 The Budget Monitoring report for Quarter 2, up to 30 September 2021, considered by the Southwold Harbour Management Committee at its meeting on 11 November 2021 is attached as Appendix 1. The report also includes as appendices proposed fees and charges for the Harbour and the Caravan and Campsite for 2022/23.

## 3 How to address current situation

- 3.1 The unconfirmed minute for this item from the Southwold Harbour Committee meeting of 11 November 2021 is shown below.

3.2 **Budget Monitoring Report Quarter 2 2021/22**

The Chairman introduced report ES/0944 which provided an overview of the Budget Monitoring position for Quarter 2 2021/22; recommended a schedule of charges and dues for the Harbour for 2022/23 and sought the Committee's view on Campsite and Caravan Site fees and charges proposals for 2022/23.

The Chairman advised that as at Quarter 2 net Southwold Harbour income and expenditure was showing a small favourable variance compared with budget to date. It was anticipated that the outturn position for the year would be broadly in line with budget.

Net Southwold Caravan Site and Campsite Harbour income and expenditure was showing an adverse variance of around £62,000, and this was anticipated to increase by year end. Officers would explore further the potential for Government support funding for additional costs and income losses in respect of the pandemic.

The Chairman drew the Committee's attention to the key points in the report which provided further detail on the income and expenditure across the Harbour and Caravan and Campsite, and highlighted the proposed fees and charges for 2022/23 which were broadly in line with current rates of inflation and would increase income in the next financial year.

A Committee Member asked what figures had been applied to the white diesel stock in the harbour, and advised that the white diesel had 'sat' for a number of months and would be largely unusable. He added that there would be a cost for the removal and decontamination of this diesel, however there would also be additional income for the future sale of white diesel. The Head of Operations responded that this had not been taken into account, and that he and the Senior Environmental Health Officer would discuss the removal of the white diesel with the Harbour Working Group.

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

**RESOLVED**

1. That the Budget Monitoring Report Quarter 2 2021/22 be reported to Cabinet.

	<p>2. That the annual schedule of charges and dues for the Harbour for 2022/23 attached as Appendix B, be recommended to Cabinet.</p> <p>3. That the draft proposals for Fees and Charges for the Caravan Site and Campsite for 2022/23, attached as Appendix C, be recommended to Cabinet.</p>
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#### 4 Reason/s for recommendation

4.1	To fulfil both the Cabinet's and the Southwold Harbour Management Committee's responsibilities in respect of budget monitoring, and recommending fees and charges.
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## Appendices

### Appendices:

<b>Appendix 1</b>	Southwold Harbour Management Committee Budget Monitoring Report Quarter 2 2021/22
<b>Appendix A</b>	Southwold Harbour Management Committee Budget Monitoring Report Quarter 2 2021/22 - Detail
<b>Appendix B</b>	Proposed Harbour Fees and Charges 2022/23
<b>Appendix C</b>	Proposed Campsite and Caravan Site Fees and Charges 2022/23

**Background reference papers: None.**