



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 July 2022

<b>Subject</b>	<b>SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – DRAFT BUDGET MONITORING REPORT QUARTER 4 2021/22</b>
<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.	N/A
<b>Wards Affected:</b>	Southwold

## Purpose and high-level overview

### Purpose of Report:

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

### Recommendation:

The Committee is recommended to:

1. Review the Draft Budget Monitoring Report for Quarter 4 2021/22 and 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:

Date	Type	Available From
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