

## **MOUSEHOLE HARBOUR AUTHORITY**

### **ANNUAL REVIEW 2016-2017**

#### **1. INTRODUCTION**

A quieter year with no major issues and no major items of expenditure with the exception of payment of several years of back dated water rates owed on the North Quay public conveniences. The personnel situation remains somewhat fluid with changes imminent.

#### **2. PERSONNEL**

##### **2.1. Harbour Master**

Royden Paynter was re-elected as Harbour Master at the AGM in March. Royden completed his first year as Harbour Master with the full support of the commissioners. He put a lot of effort in sorting out the moorings such that old 'ghost' moorings were removed and every remaining mooring was tagged and its owner identified. At the end of this exercise, there should be sufficient moorings available to significantly reduce the waiting list for residents moorings.

##### **2.2. Harbour Master's Assistant**

When Royden Paynter was appointed Harbour Master in December 2015, it was decided that he should have a part time assistant. This was to cover what was perceived as an increased workload and also to allow for the fact that Royden was resident in Newlyn rather than Mousehole. Bill Johnson, who lives in Mousehole, was appointed to the role and this arrangement has worked well with Bill and Royden working as a team and covering for each other over holiday periods etc.

##### **2.3. Treasurer**

Charles Law was re-elected as Treasurer at the AGM in March

##### **2.4. Secretary**

Charles Law was re-elected as Secretary at the AGM in March

##### **2.5. Chairman**

Dudley Penrose was re-elected as Chairman at the AGM in March

##### **2.6. Vice-Chairman**

Andy Crawford was re-elected as Vice Chairman at the AGM in March

##### **2.7. Commissioners**

At the start of the year there was a vacancy for one commissioner due to Royden Paynter vacating this role to become Harbour Master. Commissioners were asked for nominations which were then put to a vote. It was eventually agreed to add two new commissioners and messrs Micky Bacon and Ian Madron were duly appointed commissioners.

COMMISSIONERS AS OF JANUARY 2017

Dudley Penrose (Chairman)

Andy Crawford (vice-Chairman)  
Ben Marshall  
Phillip Stephens  
Paul Gillchrest  
Geoff Pappin  
Howard Whitt  
Ian McGill  
Chris Cass  
Jesse Walter  
Micky Bacon  
Ian Madron

TOTAL = 12 commissioners

At the time of writing, chairman Dudley Penrose is critically ill and in care. He has been unable to fulfil his role throughout most of this year. Deputy Chairman Andy Crawford has ably filled the breach and, at the last commissioners meeting of 2016, it was unanimously decided that the situation need to be normalised in the interests of us continuing to operate in a business- like fashion. Andy Crawford was unanimously confirmed as acting Chairman with commissioner Howard Whitt stepping in to act as vice chairman.

### **2.8. Honorariums**

The commissioners remain unpaid. The posts of Harbour Master, Harbour Master's Assistant, Treasurer and Secretary's honorariums were reviewed at the AGM and were increased to cover their increased workloads: Harbour Master = £5,500 per annum, Harbour Master's Assistant £1,500 per annum. Secretary & Treasurer = £4,250 per annum for each post. These sums are paid quarterly in arrears.

## **3. COMMISSIONERS' MEETINGS**

### **3.1. General**

Meetings were held on the following occasions:

05 January, 2016  
16 February, 2016  
12 April, 2016  
17 May, 2016  
13 July, 2016  
06 September, 2016  
22 November, 2016

This is above the guidelines which recommend approximately 6 meetings a year. The meetings held adequately kept pace with harbour business.

### **3.2. Annual General Meeting**

The Annual General Meeting was held on 12<sup>th</sup> April, 2016. It was not possible to hold the AGM any earlier due to delays in receipt of the approved accounts from the accountants and due to unavailability of the chairman (ill health) and vice-chairman (away due to family issues)

## 4. MOORINGS

### 4.1. Capacity

The Harbour Master put a lot of effort in sorting out the moorings such that old 'ghost' moorings were removed and every remaining mooring was tagged and its owner identified. At the end of this exercise, 90 mooring slots have been identified and there should now be sufficient moorings available to significantly reduce the waiting list for residents moorings.

### 4.2. Qualifying conditions

It remains a precondition for allocation of a mooring that the person be resident in Mousehole. Moorings are not transferrable. There are some instances where an existing mooring has been held for a long time by a person who is no longer resident in the village or its immediate surrounds. In this case, the Harbour Master has used his discretion. Moorings left unused are liable to forfeiture. From 2016, all craft kept on moorings need to be insured.

### 4.3. Fees

At the AGM, a further small increase in the level of harbour dues was proposed but this was put on hold on the basis that this would be too much with the added requirement of providing evidence of vessel insurance. However, it was agreed that the levels would be raised over the next two years with a target of £100 per annum for a motor boat by 2019. The agreed schedule of charges now stands at:

Canoes	£10.00
Punts	£25.00
Motor boats	£50.00
VISITING YACHTS (monohulls)	£10.00 per night
VISITING YACHTS (catamarans)	£12.00 per night
OVERLAND BOATS (trailed)	£15.00 per week

These fees remain very low and do not cover the costs of a harbour master, let alone the costs of the harbour per se. They are probably the lowest in the county, if not the country. However, it is in keeping with our strategy of assisting the community as much as possible and we are fortunate for a small harbour that we have significant income from our car parks which we can use to maintain the harbour. This allows us to keep the mooring fees at this very low level. It was also agreed at the AGM that the car parking fees should not be increased in the immediate future.

### 4.4. Maintenance

Minor repairs were carried out on the South Quay together with repairs to railings and ladders.

The Harbour Office was repainted externally which required full scaffolding. Some interior painting took place at the same time.

At the end of the season, the tarmacked area of the South Quay car park was fully refurbished by DA Giles. This was not paid for until 2017 due to a disagreement on the invoiced amount.

A full 'load' of sand was brought in for the annual refurbishment of the beach.

## 5. BAULKS

### 5.1. Deployment

Baulks were lifted on 19<sup>th</sup> March, 2016 and replaced on 31<sup>st</sup> October, 2016.

As usual, the majority of craft were removed from the water and stored on the hard under the supervision of the beach master, Chris Cass, immediately after the baulks were in place.

### 5.2. Crane Operations

We continued to use MacSalvors for our crane operations throughout 2016. They proved to be quick and efficient. We now employ them on a 'contract lift' basis which, whilst more expensive, limits our exposure to any claims for damages incurred during the operation. Under these terms, they also provide the banksman and supervise the whole operation.

### 5.3. Baulk Repairs

Ongoing maintenance to all baulks was undertaken as necessary. No baulks were replaced.

## 6. CAR PARKS

### 6.1. Operation

The North car park was changed over to 'Pay & Display' as from October 30<sup>th</sup>, 2015. This has proved to be a success to date with the substantial takings over the course of the year. Compliance has generally been good, especially with visitors, although there are a few locals who persistently decline to pay.

The South car park is scheduled to change over to 'Pay and Display' by April 2016. However, attendant Paul Dormer will continue to work there during the season, keeping an eye on the operation and South Quay in general.

A limited number of season tickets continue to be issued to residents for each car park to those who are permanent residents and who have no parking facilities at their home.

It has also been decided to contract a local parking management company to issue PCNs on our behalf for non-payment of parking dues. This will commence on April 1<sup>st</sup>, 2017

### 6.2. Attendants' payments schedule

Attendants' returns on tickets remained at 25%. This year Paul Dormer was again given an end of season bonus comprising of 25% of the honesty box takings during the summer months (when the baulks are up) In addition, Paul Dormer at the South quay car park was given a 'one off' bonus of £200.00 as compensation for additional duties plus restrictions on his earning capacity. These sums were not paid until 2017. Roy Smith, who has retired from the North Quay car park attendants post was given a 'one off payment' of £600.00. This again will not be paid until 2017.

### 6.3. Ticket prices

Daily tickets remain at £3.00 per day. Weekly tickets are £15.00 per week. Annual season tickets are £100.00. It is anticipated that these will not change in the coming year.

With the commissioning of Pay and Display at the North car park, a new 'winter rate' has been introduced whereby, between 1<sup>st</sup> November and 1<sup>st</sup> March, cars pay £2.00 per day, rising to £3.00 per day during the summer. In addition, an hourly rate of

£1.00 per hour is applicable all year round. Motor bikes park for free, as long as they don't occupy a designated parking bay. This scale of charges will also apply to the South Quay car park Pay and Display when it comes into operation in 2017.

#### **6.4. Income**

Income from the car parks was up on the previous year by £22,500.00 (see separate summary of accounts. This increase is almost entirely due to the success of the Pay and Display policy. However, income from the Honesty Boxes was down by £2542.00 compared with 2015. This reflects the fact that the North Quay honesty box is now irrelevant and is now sealed up. The same thing will happen to the North Quay honesty box once the Pay & Display system is in place there and the honesty boxes will cease to be a source of income.

### **7. SCHEDULE OF EVENTS**

During the year, the following events were held on harbour property with approval/support from the commissioners:

- a) Annual Rowing Regatta
- b) Sea Salts & Sail festival (biennial)
- c) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- d) Blessing of the lifeboat
- e) Firework displays on Nov 5<sup>th</sup> and December 31<sup>st</sup>
- f) Harbour lights over the Christmas/New Year period

### **8. RENTAL INCOME**

#### **8.1. Barber shop**

Teri Cape continues to be a good tenant, paying rent of £10.00 per week monthly in advance by standing order. This is for her beauty salon on premises shared with her father, Robbie Cape, who is a long standing tenant as the 'harbour barber'. He continues to pay rent at £500.00 per annum.

#### **8.2. Telescopes**

Viking telescopes continue to pay £100 per annum for locating two pay telescopes on Harbour property. There is a possibility that they will withdraw during 2017

#### **8.3. National Trust**

The National Trust pays £100.00 per annum for permission to park their publicity van on the North Quay during the season.

### **9. PUBLIC CONVENIENCES**

#### **9.1. General**

The authority continues to own and operate the two toilet blocks. The South quay toilets are seasonal. The coin operated shower facility at these toilets again proved popular.

Both sets of toilets have been cleaned on a daily basis by local firm Crystal Clear, with whom we continue to have a good working relationship.

## **9.2. Maintenance**

Minor repairs have been carried out at both facilities but, after the major refits of last year, there were no major items.

## **9.3. Future Plans**

At present, we intend to continue to run both facilities, with the South quay module remaining seasonal. This is an expensive operation (in excess of £20,000 per annum) but, as long as we feel able to cover the cost, we will continue to run these facilities on behalf of the community.

# **10. AIDS TO NAVIGATION**

## **10.1. General**

The digital navigation lights installed on the North Pier continued to work almost perfectly with less than 1% downtime reported. The system passed its annual conformity inspection by Trinity House as usual.

# **11. HEALTH & SAFETY**

## **11.1. Lifting Equipment**

Arrangements were made for the annual inspection and testing of the electric fish davit and manual fish box davits on both quays. These davits belong to the harbour authority and we accept responsibility for ensuring that they are fit for purpose. The quay ladders were inspected by R.Johns Fabrication of Newlyn and found satisfactory after some repair work.

## **11.2. Compliance**

With current HSE legislation becoming more and more complex and potentially demanding, the commissioners decided to engage a professional to act in a consultancy mode on all matters Health and Safety related. To this end, Captain Mike Sutherland of Port & Marine Services has been retained as a consultant. Captain Sutherland has undertaken the same role for other larger ports including St. Mary's IOS and also has local knowledge having at one stage in his career been Newlyn Pilot. Mike has already started on drawing up a Safety Management System (SMS) for the harbour authority and will ensure that we are compliant with all aspects of the Port Marine Safety Code (PMSC), HSE legislation and, where applicable, the guidelines regarding the management of Trust Ports.

# **12. HARBOUR REPAIRS & MAINTENANCE**

## **12.1. Quay Maintenance**

No major repairs were undertaken. Some small areas of re-concreting took place.

## **12.2. Property Maintenance**

The interior and exterior of the Harbour Office were repainted during the year. The public conveniences were given maintenance redecoration and also underwent regular maintenance and repairs during the year.

### **12.3. Beach & Harbour Maintenance**

A 'full load' of sand was added to the beach this year. Both manual and mechanical means of beach cleaning were employed throughout the season to maintain a high standard of cleanliness.

## **13. RECORD KEEPING**

### **13.1. Historical Records**

No further documents were transferred to County records. The Penlee House Museum continued to hold the Joe Trewavas VC accounts book on loan with the loan being renewed in November, 2015.

It is hoped that, during 2017, the secretary and selected commissioners will undertake a 'sort-out' and archiving of the many documents currently in the office, some of which date back to the 1800's.

The secretary arranged for a digital image of the famous 'Know all here.....' document dated 1873 to be made available by the Cornwall records Office and a copy will be posted on the web site in due course.

## **14. DONATIONS**

### **14.1. General**

A donation of £600.00 was made to Chris Cass toward the cost of the harbour firework displays held on November 5<sup>th</sup> and New Year's Eve. The displays were excellent as always.

## **15. ACCOUNTS**

### **15.1. Approved Accounts**

The raw accounts for the year 2016 were presented to R.T. Berryman & Son for preparation & approval in January 2017. These were finalised and returned on 9<sup>th</sup> March, 2017 and are available for public scrutiny by members of the community and harbour users upon request.

Commissioner Whitt (a qualified accountant) vetted the treasurer's figures before submission to our accountants.

### **15.2. Capex**

The biggest item of expenditure for the year was the backdated bill for water rates on the North Quay public Conveniences. This covered the period from when we took responsibility for the toilet block and amounted to £12,5126.40. These rates are now invoiced monthly by South West Water.

Other items of significant expenditure include sand for the beach ((£4,039.20), and repainting of the harbour office (£3,290 including scaffolding)

### **15.3. VAT**

The VAT threshold for 2016 was set at £83,000. It became obvious in the autumn that we were going to exceed that threshold due to the increased income from the car parks. We sought professional advice and our accountants registered us for VAT, but at 'standard rate'. This means that we cannot claim VAT back on any of our

expenditure but only have to pay 10% on our income as oppose to the standard 20%. We can continue to use this system as long as our income remains below £150,000 per annum.

Nevertheless, 10% of our annual income going to government will make a significant difference to our finances and we will need to be aware of this in the coming year.

#### 15.4. Extracts

Highlights of the accounts as presented by the accountants were as follows:

	<u>2016</u>	<u>2015</u>
Income	£88898.56	£68,778.30
Expenditure	£85,525.04	£99,348.93
Net Surplus	£10,624.45	£-24,390.53
Car Park Revenue	£88,898.56	£68,778.30
Harbour Dues	£4,596.00	£2,958.00
Interest Earned	£1,443.77	£1,670.84

#### 15.5. Statement of funds

Extracted from the formal accounts

<u>2016</u>	<u>2015</u>
£322,751.73	£322,127.28

#### 15.6. Extraordinary items

Payment of backdated water rates for North Quay conveniences as outlined elsewhere

## 16. PUBLICITY

#### 16.1. Web site

The web site continues to be reasonably successful. There is an unfortunate 'time lag' in updating it due to the need to use a third party web master. Nevertheless, T2 design who fulfil this role, continue to do a good job.

The email available via the web site has also been used on a fairly regular basis by members of the public wishing to obtain information on the harbour.

## 17. FUTURE STRATEGY

#### 17.1. General policies

We do not feel that it necessary or appropriate for the Commissioners to set 'targets' as proposed in some quarters. Our general policy is to put our best endeavours into running the harbour for the benefit of the community of Mousehole, including regular users of the harbour and holiday-makers. We do not set out intentionally to make a profit, although we are fortunate in doing so in most years. We see no need to change this strategy in the immediate future.

#### 17.2. Future expenditure

We are in the fortunate position of being able to fund most foreseeable items of expenditure, barring a major catastrophe such as the collapse of either of the piers.

We will continue to spend money on maintaining the piers and harbour as necessary, with improvements where appropriate. We will also continue to spend money on maintaining the beach for the benefit of local families and holidaymakers. The bill for this typically comes to over £7,000 per annum and includes the importing of sand and regular beach cleaning.

Looking toward 2017, basic expenditure will be similar to 2015 although there will be inevitable increases in rates, electricity and (probably) cleaning costs.

The purchase and installation of a new Pay & Display machine at the South car park will require expenditure in the region of £9,000 including protective structures.

As far as donations to worthy causes are concerned, we will continue to review this strategy annually and may from time to time make individual donations as appropriate.

***Charles Law, Secretary to Mousehole Harbour Commissioners.  
10<sup>th</sup> March 2017***