

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2013-2014

1. INTRODUCTION

This has been a busy year for the harbour with changes of personnel, major investment, new commitments and potential litigation.

Two commissioners retired during the year and three new commissioners were appointed.

Transfer of ownership and management of the two public toilets from the council to the Harbour Authority was completed at long last.

Funding via FLAG for three major projects was approved and these projects were completed during the year.

Toward the end of the year, the harbour was battered by several storms and damage was incurred to the North pier toilets.

2. PERSONNEL

2.1. Harbour Master

Edwin Madron was re-elected as Harbour Master at the AGM in March

2.2. Treasurer

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

2.3. Secretary

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

2.4. Chairman

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

2.5. Vice-Chairman

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

2.6. Commissioners

Commissioners Alan Johns and Harry Pender stepped down during the year. Commissioners Howard Whitt, Ian McGill and Chris Cass were appointed as replacements

COMMISSIONERS AS OF JANUARY 2014

Dudley Penrose (Chairman)

Andy Crawford (vice-Chairman)

Ben Marshall

Stuart Purnell

Royden Paynter

Paul Gillchrest

Geoff Pappin

David Cotton

Howard Whitt

Ian McGill
Chris Cass
TOTAL = 11 commissioners

2.7. Honorariums

The commissioners remain unpaid. The posts of Harbour Master, Treasurer and Secretary's honorarium of £3,000 per annum were reviewed at the AGM and were increased by 10% as follows: Harbour Master = £4,400.00 per annum. Secretary & Treasurer = £3,850.00 per annum respectively These are paid quarterly in arrears.

3. COMMISSIONERS' MEETINGS

3.1. General

Meetings were held on the following occasions:

05 February, 2013
19 March, 2013
24 April, 2013
25 June, 2013
20 August, 2013
01 October, 2013
10 December, 2013

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 24th April, 2013. It was not possible to hold the AGM any earlier due to delays in receipt of the approved accounts from the accountants

4. MOORINGS

4.1. Capacity

The Harbour Master considers that the harbour remains full with 74 moorings allocated and a waiting list of local boat owners seeking a mooring.

4.2. Qualifying conditions

It remains a precondition for allocation of a mooring that the person be resident in Mousehole. Moorings are not transferrable.

4.3. Fees

It was agreed at the AGM in April, 2013 that the mooring fees would remain at their present level. This level is extremely low compared with most other harbours and is not strictly in compliance with the Guidance issued to Trust Ports by the government. 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 a very low level.

4.4. Maintenance

There was no significant maintenance required on the harbour during the year and only a minimal amount of sand was brought in.

5. BAULKS

5.1. Deployment

Baulks were lifted on 17th March, 2013 and replaced on 16th November, 2013. As usual, the majority of craft were removed from the water and stored on the hard under the supervision of the Harbour Master

5.2. Crane Operations

Penzance Crane Hire was used for the raising & lowering of the baulks. No problems were reported.

5.3. Baulk Repairs

As is normal practice, the baulks were individually inspected as they were raised in March. Those in need of repair were identified and these were repaired during the summer.

6. CAR PARKS

6.1. Operation

Attendants remain as those used last year. Roy Smith runs the North car Park whilst Paul Dormer runs the South car park. Mr. Smith's bookkeeping was again inconsistent. He has decided to do one more season before retiring..

6.2. Attendants' payments schedule

Attendants' returns on tickets remained at 25%. This year the attendants were again given an end of season bonus comprising of 25% of the honesty box takings during the summer months (when the baulks are up), split evenly between them. This cost an additional £387.26 (c.f. £709.24 last year)

6.3. Ticket prices

Daily tickets remain at £3.00 per day. Weekly tickets are £15.00 per week. Annual season tickets are £75.00. It is anticipated that these will not change in the coming year.

6.4. Income

Income from the car parks was down on the previous year by £4,631 (see separate summary of accounts). Income from the Honesty Boxes was also down by £1,791.00

7. SCHEDULE OF EVENTS

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

- a) Annual Carnival

- b) Annual Rowing Regatta
- c) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- d) RNLi fair
- e) Blessing of the lifeboat
- f) Firework displays on Nov 5th and December 31st

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 siting two pay telescopes on Harbour property

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 two public toilets located by the harbour were eventually passed into the ownership and management of the Harbour Authority during the year. A local cleaning company, Crystal Clear, were given the contract to clean the two toilet blocks on a daily basis. There is a significant cost to the Harbour Authority incurred in the running of the toilets but it is in keeping with our philosophy of helping the community where we can and we will continue to run the toilets for as long as we can comfortably meet the running costs. After a small grant from the Council received this year, we have been informed that there will be no further assistance from the council.

9.2. Maintenance

The North Pier toilets were fully refurbished by the Council before being handed over. However, some of the workmanship was unsatisfactory and we have had to undertake several plumbing and electrical repairs. At the end of the year, heavy storms caused damage to the roof of the North Pier toilet block and also smashed in the window of the ladies toilets, causing additional damage to the door and had dryer.

9.3. Future Plans

We have appointed an architect to draw up plans to convert the void space in the South pier toilets into a 'sailors shower' for use by visiting yachtsmen, boat crews, rowers etc. The facility will be coin operated. The plans have been submitted to FLAG for a funding application and we are hopeful that the conversion will go ahead in time for opening at Easter, 2014

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.

There were some problems with the Christmas Illuminations causing the lights to malfunction. But this was intermittent and not considered to be a hazard.

11. HEALTH & SAFETY

11.1. Lifting Equipment

Arrangements were made for the annual inspection and testing of the 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 use of these davits is expected to diminish significantly with the commissioning of the electric fish davit and the davit on the North Quay has been removed.

The quay ladders were inspected by R.Johns Fabrication of Newlyn and found satisfactory.

12. HARBOUR REPAIRS & MAINTENANCE

12.1. Pier Maintenance

No significant maintenance to the piers was undertaken during the year.

12.2. Property Maintenance

No property maintenance was required during the year.

12.3. Beach & Harbour Maintenance

Only a minimal amount 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. LITIGATION

13.1. Cape vs MHA/Edwin Madron

At the time of writing, we are in dispute with Wesley Cape who is claiming that the Harbour Master caused significant damage to his boat last November whilst on Harbour property. The Harbour Master, supported by the Harbour Authority, dispute this claim and, after protracted correspondence throughout the year, Mr. Cape has decided to take us to court in pursuit of his case. We have instructed John Dunstan of CVC solicitors to act on our behalf in defence of the claim.

14. RECORD KEEPING

14.1. 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, 2013

15. DONATIONS

15.1. General

A donation of £300.00 was made to Chris Cass toward the cost of the harbour firework display held on New Year's Eve. The display was excellent as always.

16. ACCOUNTS

16.1. Approved Accounts

The raw accounts for the year 2013 were presented to R.T. Berryman & Son for preparation & approval in January 2014. These were finalised and returned on 3rd March and are available for public scrutiny upon request.

16.2. Capex

During the year, three major projects were undertaken following confirmation from FLAG that up to 75% funding on Capital Expenditure would be available. An electric fish handling davit was installed on the North Pier; a cool store for fish storage was installed next to the North pier toilet block; and a newly developed Harbour Authority web site was created and went live.

These projects were paid for in full by the harbour authority but, once the necessary paperwork has been completed, 75% of the capital cost of each project will be recovered from EU funding via FLAG. This should happen during the first half of 2014. It should be noted that this only covers the initial capital cost of each project. In the case of the fish davit, the harbour authority bore the cost of planning applications, English Heritage approval, electrical and mechanical installation and will be responsible for the ongoing running costs.

For the cool store, there should be no ongoing running costs but the Harbour Authority had to pay for additional building works to protect the installation from heavy seas (fortunate in the light of the winter storms recently experienced).

The web site will have a small annual running cost in terms of occasional payments to the webmaster and retention of the domain name etc.

16.3. Extracts

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

	<u>2013</u>	<u>2012</u>
Income	£67,649.16	£72,162.67
Expenditure	£62,381.47	£37,408.63
Net Surplus	£5,267.89	£34,754.04
Car Park Revenue	£62,870.75	£67,732.44
Interest Earned	£1,769.55	£1,499.73

16.4. Statement of funds

Extracted from the formal accounts

<u>2013</u>	<u>2012</u>
£357,359.82	£352,091.93

16.5. Extraordinary items

Extraordinary items of expenditure during the year include, as already reported, the cost of the electric fish davit (£!2,792 + installation), the fish cool store (£4,255.20 + installation) and the harbour web site (£1,207.38), a large proportion of which should be reimbursed by FLAG/CDC during 2014

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 £5,000 per annum and includes the importing of sand and regular beach cleaning.

Looking toward 2014, expenditure will be higher than in 2013, due to expenditure on the public conveniences as previously mentioned.

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

17.3. F.L.A.G

As reported elsewhere, we were successful in acquiring funding via FLAG amounting to 75% of the capital cost of the electric fish davit, cool store and web site.

In addition, we are hopeful of achieving the same level of funding w.r.t. the installation of a 'sailors shower' in the South Pier toilet block.

Chris Ranford of FLAG has been a huge help in acquiring this funding on our behalf and guiding us through the maze of paperwork and criteria necessary to be successful. It is safe to say that we would not have achieved this funding level without his support throughout.

Charles Law, Secretary to Mousehole Harbour Commissioners.
3rd March 2014