

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2015-2016

1. INTRODUCTION

This has again been a busy year for the harbour with changes of personnel, major investment, and a lost court case.

A radical change has been made in the operation of our car parks, which remain our only significant source of income.

2. PERSONNEL

2.1. Harbour Master

In December 2014, Mike Collier MBE was appointed as harbour master. Unfortunately this appointment did not work out and Mike Collier stood down as of 30th September 2015. The post was left vacant whilst the commissioners considered their options and, in December 2015, Royden Paynter was appointed Harbour Master. Royden has been a harbour commissioner for many years and, until his recent retirement, had served as berthing master at Newlyn Harbour for many years.

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

Commissioner Stuart Purnell sadly passed away in January after a long illness. In February, Phillip Stephens was appointed commissioner as a direct replacement. Since commissioner Paynter has now been appointed as Harbour Master, a replacement commissioner will be selected early in 2016

COMMISSIONERS AS OF JANUARY 2016

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

TOTAL = 10 commissioners

2.7. Honorariums

The commissioners remain unpaid. The posts of Harbour Master, Treasurer and Secretary's honorariums were reviewed at the AGM and remained unchanged: Harbour Master = £5,000 per annum. Secretary & Treasurer = £4,000 per annum for each post. These are paid quarterly in arrears.

3. COMMISSIONERS' MEETINGS

3.1. General

Meetings were held on the following occasions:

06 January, 2015
10 February, 2015
14 April, 2015
02 June, 2015
24 July, 2015
08 September, 2015
10 November, 2015

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 12th 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 considers that the harbour remains full with 76 moorings allocated and a waiting list of local boat owners seeking a mooring. The new harbour master has undertaken a thorough survey of all existing moorings, including those apparently unallocated. He is also reviewing the tenancy of these moorings and the terms & conditions of these tenancies.

4.2. Qualifying conditions

It remains a precondition for allocation of a mooring that the person be resident in Mousehole. Moorings are not transferrable. In addition, moorings left unused are liable to forfeiture. From 2016, all craft kept on moorings will need to be insured.

4.3. Fees

After considerable discussion at the AGM, a further small increase in the level of harbour dues was agreed. In addition, the levels will be reviewed again at the next AGM. 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

Last year, considerable sums were spent on repairing the storm damage suffered throughout the harbour. We were fortunate in being able to reclaim these sums from government.

Unfortunately, a survey of the South Quay early in 2015 revealed further significant structural damage to the South Quay. Symons Construction were contracted to undertake the repairs which took several weeks and cost a total of £21,255.31. We were unable to source external funding for these repairs and this resulted in the accounts for the year showing a net loss.

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

5. BAULKS

5.1. Deployment

Baulks were lifted on 29th March, 2014 and replaced on 22nd November, 2014.

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

Gweek Crane Hire was used for the raising of the baulks. We were not happy with the crane contractor (new management) and, for the lowering of baulks in November, we used MacSalvors who had been used by Symons construction for the quay repairs earlier in the year. They are slightly more expensive but more professional and have a crane better suited to our operation. Unfortunately during the operation, the crane suffered a broken windscreen which we had to pay for. This revealed a vulnerability in our risk exposure during plant hire operations in that we were not covered, either by our own insurance, nor by the contractors insurance under the terms of hire. This will be addressed during 2016

5.3. Baulk Repairs

Ongoing maintenance to all baulks was undertaken as necessary.

6. CAR PARKS

6.1. Operation

Attendants remained as those used last year. Roy Smith ran the North car Park whilst Paul Dormer ran the South car park. The post of attendant for the North car park was advertised but received no response. In the light of this and Roy Smith's advancing years, a radical change of strategy was agreed whereby the North car park was changed over to 'Pay & Display' as from October 30th, 2015. This has proved to be a success to date with the takings already covering the cost of the equipment. At this stage, there is no plan to change over the South car park to 'Pay and Display', at least whilst Paul Dormer continues to work there. It is also anticipated that Roy Smith will continue to keep an informal eye on the operation of the North car park during busy holiday periods for a small fee.

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 £337.50 (c.f. £581.10 last year). 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 were not paid until 2016.

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 with the exception of the annual season ticket which will rise to £100.00 per annum.

With the commissioning of Pay and Display at the North car park, a new 'winter rate' has been introduced whereby, between 1st November and 1st 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.

6.4. Income

Income from the car parks was up on the previous year by £8,168.00 (see separate summary of accounts). It should be noted that £4,738.35 of this was directly from 'off season takings' at the new ticket machine. However, income from the Honesty Boxes was down by £492.00 compared with 2014. Obviously income from the honesty boxes in future will be significantly lower than in the past since this will only apply to the South Quay car park. The North Quay honesty box has now been sealed up.

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) Blessing of the lifeboat
- e) 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 locating 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 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 £13,000 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. The issue with the synchronisation of the PE cells that controls the red lights switching on was resolved by a local electrical contractor, reconfiguring the system such that one PE cell controls all lights.

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 new electric fish davit was also tested before the season commenced.

The quay ladders were inspected by R.Johns Fabrication of Newlyn and found satisfactory after some repair work.

12. HARBOUR REPAIRS & MAINTENANCE

12.1. Pier Maintenance

As described elsewhere, Symons Construction undertook considerable repairs to the Sotuh Quay during the summer.

12.2. Property Maintenance

No property maintenance was required during the year. However, an external repaint is scheduled for early 2016.

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. LITIGATION

13.1. Cape vs MHA/Edwin Madron

This case eventually came to court in June and the magistrate (small claims court) found in Mr. Capes' favour, although with reduced liability. We managed to recover some of the costs via our insurance brokers. All fees have now been paid and a line has been drawn under this unfortunate incident.

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, 2015.

It is hoped that, during 2016, the secretary and selected commissioners will undertake a 'sortout' and archiving of the many documents currently in the office, some of which date back to the 1800's.

15. DONATIONS

15.1. General

A donation of £500.00 was made to Chris Cass toward the cost of the harbour firework displays held on November 5th and New Year's Eve. The display was excellent as always.

16. ACCOUNTS

16.1. Approved Accounts

The raw accounts for the year 2015 were presented to R.T. Berryman & Son for preparation & approval in January 2016. These were finalised and returned on 23rd March 2016 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, RT Berryman & Son.

16.2. Capex

The biggest item of expenditure for the year was the repair bill for the South Quay (£21,255.31). £6,237 was spent on sand. £2,720 was paid as the final payment on the 'Pay & Display' machine, which has already recouped this cost.

Of course, the running of the two toilet facilities are a considerable financial burden, with cleaning costs alone running at over £1,000 per month during the season.

16.3. Extracts

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

	<u>2015</u>	<u>2014</u>
Income	£74,958.40	£66,015.58
Expenditure	£99,148.93	£76,857.59
Net Surplus	£-24,390.53	£-10,842.01
Car Park Revenue	£68,778.30	£60,425.703
Harbour Dues	£2,958.00	£2,440.00
Interest Earned	£1,670.84	£1,662.52

16.4. Statement of funds

Extracted from the formal accounts

	<u>2015</u>	<u>2014</u>
	£322,127.28	£346,517.81

16.5. Extraordinary items

Repairs to the South Quay (see 16.2)

17. PUBLICITY

17.1. 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.

18. FUTURE STRATEGY

18.1. 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.

18.2. 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 2016, basic expenditure will be similar to 2015 (excluding the extraordinary items already highlighted) although there will be inevitable increases in rates, electricity and (probably) cleaning costs.

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.

It is likely that some money will have to be spent during 2016 on the maintenance of the harbour office building but we anticipate this will come to under £5,000.00 in total.

***Charles Law, Secretary to Mousehole Harbour Commissioners.
24th March 2016***