

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2017-2018

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 changed significantly in February with the sad loss of our Chairman Dudley Penrose after a long illness. At a commissioners meeting on 1st February, vice chairman Andy Crawford, who had been acting as chairman for some time, was unanimously elected as chairman. Commissioner Howard Whitt was unanimously elected as vice chairman.

2. PERSONNEL

2.1. Harbour Master

Royden Paynter was re-elected as Harbour Master at the AGM in March. He has continued to run the harbour in a very pro-active manner and has now sorted out all of the moorings.

2.2. Harbour Master's Assistant

Bill Johnson continues in his role as assistant to the Harbour Master, including representing him in his absence.

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

Andy Crawford was confirmed as the new Chairman at the AGM in March

2.6. Vice-Chairman

Howard Whitt was confirmed as Vice Chairman at the AGM in March

2.7. Commissioners

No further changes occurred to the list of commissioners during the year.

COMMISSIONERS AS OF JANUARY 2018

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

Micky Bacon
Ian Madron

TOTAL = 11 commissioners

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:

01 February, 2017
28 March, 2017
13 June, 2017
15 August, 2017
11 October, 2017

This is slightly below the guidelines which recommend approximately 6 meetings a year, due mainly to commissioner's commitments elsewhere. However, the meetings held adequately kept pace with harbour business.

3.2. Annual General Meeting

The Annual General Meeting was held on 28th March, 2017. 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 90 mooring slots identified in the recent 'clean-up' have been allocated. There remain a few people on the waiting list.

The number of kayaks stored in the harbour during the season has risen significantly and steps have been taken to control these numbers. Annual licences are required and these are issued with a priority being given to local residents. An upper limit has been imposed on the total number of licences issued and steps have been taken to avoid the concept of people just using the harbour as a 'storage area' for their kayaks when they are only used for a couple of weeks of the year.

4.2. Qualifying conditions

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

4.3. Fees

A small increase charges has been applied for the 2018 season.. It is still the intention to raise the rate over two years with a target of £100 per annum for a motor boat by 2019 . The agreed schedule of charges now stands at:

Canoes	£15.00
Punts	£30.00
Motor boats	£75.00

VISITING KAYAKS (launch fee)	£2.00 per day
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 recently resurfaced South Quay car park was marked out with parking bays and traffic control symbols.

A backhoe was used as required to shift sand around the harbour and to remove rocks.

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

5. BAULKS

5.1. Deployment

Baulks were lifted on 7th April, 2017 and replaced on 30th October, 2017.

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 2017. 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 but significant repairs to baulk ends were carried out.

6. CAR PARKS

6.1. Operation

In the wake of indifferent compliance with 'Pay & Display', mainly by locals, it was decided that, reluctantly, we would use an external company to ensure enforcement. This commenced on April 1st and has had the desired effect with virtually all motorists now paying to park. Some PCNs have been issued by our contractor, Llawanroc during the year. The Harbour Authority make no money out of any fines recovered.

The South car park changed over to 'Pay & Display' in April but attendant Paul Dormer remains in post during the season and does a good job of controlling the rather tricky parking facilities there.

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. Permits are restricted to one per household.

Both Pay & Display machines were adjusted to only accept new £1.00 coins after October 15, 2017.

6.2. Attendants' payments schedule

Attendant Paul Dormer received 25% of the takings at the South car park during the season. There is no longer any income from honesty boxes as both Pay & Display systems operate 24/7.

6.3. Ticket prices

Daily tickets remain at £3.00 per day in the summer, reducing to £2.00 per day in the winter. A rate of £1.00 per hour applies throughout the year. Weekly tickets have been withdrawn. Annual season tickets are £100.00. It is anticipated that these rates will not change in the coming year.

Motor bikes park for free, as long as they don't occupy a designated parking bay.

6.4. Income

Income was again up on the previous year, by some £29,000. This was partly due to the South harbour changing over to Pay & Display and also due to the introduction of an enforcement company.

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) Annual Carnival
- c) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- d) Blessing of the lifeboat
- e) Firework displays on Nov 5th and December 31st
- 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 2018

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.

After a couple of years of not having to pay water rates and council tax, we have now taken responsibility for all the utility bills for both toilet blocks.

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 and paintwork has been touched up as appropriate.

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. It is anticipated that this work will be completed in the early part of 2018

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 harbour office did not require any significant maintenance 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, 2017 for a further five years.

Digital copies of some documents held by the Cornwall Records Office were purchased to update our records.

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 5th and New Year's Eve. The displays were excellent as always.

15. ACCOUNTS

15.1. Approved Accounts

The raw accounts for the year 2017 were presented to R.T. Berryman & Son for preparation & approval in January 2018. These were finalised and returned on 26th February, 2018 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 and also provided notes to assist the accountants.

15.2. Capex

There were several significant items of capital expenditure during the year, including:

- Resurfacing of the South Quay car park (done in 2016 but paid in 2017) = £7222
- New P&D machine for the South Quay car park = £4194
- Housing and installation of the P&D machine = £3460
- Sand = £3174
- Baulk repairs = £5575

15.3. VAT

For the first time, VAT has been levied on our accounts, albeit at a reduced rate paid quarterly on a predicted turnover. In 2017, This came into effect as from 6th November 2016. We are registered in the 'flat rate scheme'. This requires us to pay a rate of 9% in the first year, rising to 10% thereafter. We cannot claim any VAT back on our own expenditure except where invoices in excess of £3,000 occur..During 2017, three equal payments of £2675 were paid to HMRC to cover our VAT obligations, based on an estimated turnover of £100,000. This has turned out to be underestimated and we will doubtless have to pay some arrears during 2018.

15.4. Extracts

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

	<u>2017</u>	<u>2016</u>
Income	£123,998.86	£96,149.49
VAT	£10890.29	£0.00
Expenditure	£95,879.36	£85,725.04
Net Surplus	£17,229.21	10,424.45
Car Park Revenue	£116,306.65	£87,068.56
Harbour Dues	£3,696.00	£4,596.00
Interest Earned	£1,218.01	£1,443.77

15.5. Statement of funds

Extracted from the formal accounts

	<u>2017</u>	<u>2016</u>
	£349,780.94	£322,751.73

15.6. Extraordinary items

Payment of backdated water rates for South Quay conveniences

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 quays. We will continue to spend money on maintaining the quays 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 2018, basic expenditure will be similar to 2017 although there will be inevitable increases in rates, electricity and (probably) cleaning costs.

We are planning to do a major upgrade of the harbour clock, replacing the existing mechanism with a more modern, more reliable, safer system. This will cost in the region of £6,000.

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.
23rd February 2018***