

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2018-2019

1. INTRODUCTION

The year unfortunately saw yet another change of personnel with chairman Andy Crawford having to resign due to ill health. Vice chairman Howard Whitt stepped up to chairman and commissioner Mickey Bacon was elected chairman.

The harbour itself remained quiet with no major incidents. There is some concern that, year by year, the number of craft on moorings actually being used on a regular basis is falling.

One significant investment was the upgrading of the village clock to an automated electric system. This will be more accurate, more reliable and reduces the potential risks to health and safety presented by the old clock.

The upgrading of the clock led indirectly to upgrading of the harbour master's office and plans to generally refurbish the upper floor of the building.

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

Vice-chairman Howard Whitt was promoted to chairman to fill the vacancy left by the resignation of Andy Crawford due to ill health. This was confirmed at the AGM in March

2.6. Vice-Chairman

Mickey Bacon was elected as Vice Chairman at the AGM in March

2.7. Commissioners

Two more commissioners were appointed during the year: Tim Pullen and Tom Rickman.

COMMISSIONERS AS OF JANUARY 2019

Howard Whitt (Chairman)

Mickey Bacon (vice-Chairman)

Ben Marshall
Phillip Stephens
Paul Gillchrest
Geoff Pappin
Ian McGill
Chris Cass
Jesse Walter
Ian Madron
Tim Pullen
Tom Rickman

TOTAL = 12 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 by 5% to cover their increased workloads:

Harbour Master = £5,775 per annum

Harbour Master's Assistant £2,625 per annum

Secretary & Treasurer = £4,462.50 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:

09 January, 2018

13 March, 2018

15 May, 2018

19 June, 2018

07 August, 2018

02 October, 2018

This matches the guidelines which recommend approximately 6 meetings a year. This frequency adequately kept pace with harbour business.

3.2. Annual General Meeting

The Annual General Meeting was held on 19th March, 2018. 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 is no longer a waiting list and some moorings are in fact vacant.

The number of kayaks stored in the harbour during the season was restricted this year. In addition there seems to have been a fall off in popularity of these craft.

Annual licences are required for canoes & kayaks 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. This year, for the first time, a launch fee for canoes & kayaks was introduced to cover craft that don't hold a harbour licence. This was set at £2.00 and collected by the car park attendant at the South quay.

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.

Due to the fall in the number of boats on moorings being actively used, and the fact that there are now vacancies in the mooring layout, it has been decided to ease the precondition regarding residency in Mousehole. Whilst priority will continue to be given to residents, the use of moorings has been opened up, at the discretion of the harbour master, to owners living nearby, but not necessarily in, Mousehole. Applications will be reviewed on a case by case basis.

4.3. Fees

As previously agreed, the charge of larger craft has now been raised to £100 as from 2019. Other fees remain unchanged. The agreed schedule of charges now stands at:

Canoes	£15.00
Punts	£30.00
Motor boats	£100.00

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.

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.

As a consequence of changing the village clock, it became necessary to do something about the ceiling and floor of the Harbour Master's office. The whole office was given a 'makeover' with new floor, new ceiling, new furniture and redecoration.

5. BAULKS

5.1. Deployment

Baulks were lifted on 23rd March 2018 and replaced on 5th November, 2018. 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 2018. 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 repairs to baulk ends were carried out.

6. CAR PARKS

6.1. Operation

We continued to subcontract enforcement of parking fees to Llawnroc and they, in turn, have issued some PCNs to those not complying.

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 in October to utilise a new tariff whereby there is now no change in rate between winter and summer.

6.2. Attendants' payments schedule

Attendant Paul Dormer received 25% of the takings at the South car park during the season. His hours will be reduced during the 2019 season and he will only cover school holidays. There is no longer any income from honesty boxes as both Pay & Display systems operate 24/7.

6.3. Ticket prices

Daily tickets are now set at £3.00 per day throughout the year. A rate of £1.00 per hour applies throughout the year. 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 £7,000. This was partly due to increasing the winter day rate and also due to the attentions of the 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) Sea, Salts & Sail festival
- d) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- e) Blessing of the lifeboat
- f) Firework displays on Nov 5th and December 31st
- g) 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. They are now under new ownership.

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 and paintwork has been touched up as appropriate. We have also upgraded some of the systems to use less water. Dispensers of soap and toilet paper have taken a bit of a beating during the year and we have had to replace several.

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 and found satisfactory after some repair work.

11.2. Compliance

Captain Mike Sutherland of Port & Marine Services completed drawing up a Safety Management System (SMS) for the harbour authority and ensured 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. There remain a few ends to tie up before the systems are complete and to this end we are also getting assistance from Peter Haddock, harbour master at Hayle.

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

As stated elsewhere, the harbour master's office underwent a major refurbishment during the year with a new ceiling, new floor and new furniture.

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.

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 2018 were presented to R.T. Berryman & Son for preparation & approval in January 2019. These were finalised and returned on 6th March, 2019 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 a few significant items of capital expenditure during the year, including:

- New village clock = £5,167.98
- Sand = £3009

15.3. VAT

Administration of HMRC's VAT system continues to cause us problems. As previously, they took nowhere near enough on our quarterly direct debit, resulting in a big bill (£8,55248) being due in December. However, we have so far been unable to pay them, despite several attempts as we have a dual signature community bank account and they will not accept cheques. They were unable to use the direct debit we set up and we are continuing to try and find a way to give them the money.

15.4. Extracts

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

	<u>2018</u>	<u>2017</u>
Income	£132,218.73	£123,998.86
VAT	£12,158.85	£10,890.29
Expenditure	£95,879.36	£95,879.36
Net Surplus	£37,116.27	£17,229.21
Car Park Revenue	£123,217.03	£117,049.09
Harbour Dues	£5,760.00	£3,696.00
Interest Earned	£1833.74	£1,218.01

15.5. Statement of funds

Extracted from the formal accounts

	<u>2018</u>	<u>2017</u>
	£386,897.21	£349,780.94

15.6. Extraordinary items

Purchase of new village clock

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 2019, basic expenditure will be similar to 2018 although there will be inevitable increases in rates, electricity and (probably) cleaning costs.

We have scheduled further renovation of the harbour office building including new sash windows, carpeting and redecoration of the interior.

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.
28th February 2019***