

# **MOUSEHOLE HARBOUR AUTHORITY**

## **ANNUAL REVIEW 2019-2020**

### **1. INTRODUCTION**

The year unfortunately saw yet another change of personnel with chairman Howard Whitt stepping down. Vice chairman Micky Bacon stepped up to chairman and commissioner. At the time of writing, the post of vice chairman remains vacant.

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

Refurbishment of the upper floor of the harbour office building continued, although plagued with delays, mainly due to the late delivery of sash windows by the carpenter.

### **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 Mick Bacon was promoted to chairman to fill the vacancy left by the resignation of Howard Whitt at the end of the year. This was confirmed at the AGM in March

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

At the time of writing, the post of Vice Chairman remains vacant

#### **2.7. Commissioners**

As of January, 2020, we have vacancies for two new commissioners due to the resignation of Commissioner Gilchrest and the untimely death of Ian Madron. Commissioner Gilchrest is leaving the area and steps down as of the AGM in 2020

COMMISSIONERS AS OF JANUARY 2020

Micky Bacon (Chairman)

vacant (vice-Chairman)

Ben Marshall

Phillip Stephens

Paul Gillchrest  
Geoff Pappin  
Ian McGill  
Chris Cass  
Jesse Walter  
Tim Pullen  
Tom Rickman

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 by 3% to cover inflation and their increased workloads:

Harbour Master = £5,948.25 per annum

Harbour Master's Assistant £2,703.75 per annum

Secretary & Treasurer = £4596.38 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:

08 January, 2019

21 March, 2019

05 June, 2019

15 August, 2019

24 October, 2019

This falls slightly short of the guidelines which recommend approximately 6 meetings a year. Nevertheless, this frequency adequately kept pace with harbour business.

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

The Annual General Meeting was held on 21<sup>st</sup> March, 2019. 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**

There are approximately 90 mooring slots in the harbour. These are not all utilised at present and there is no longer a waiting list.

The number of kayaks registered in the harbour was again slightly down and their popularity seems to be on the decline. However, it is felt that too many owners are just using the harbour as a storage facility with their craft remaining idle throughout the season. In order to discourage this, the annual fee for kayaks will be increased to £25.00 as from the 2020 AGM.

### **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

The agreed schedule of charges now stands at:

Canoes	£25.00
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 (trailer)	£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.

The refurbishment of the upper floor of the offices continued, although there was some delay due to the late delivery of the new sash windows. Once they arrived, they proved to be of a very good standard. Some damp areas in the meeting room have been dealt with and repainting is now almost complete. We hope to finish refurbishment during 2020 with venetian blinds fitted to the windows and new carpeting in the meeting room and on the stairs.

### 5. BAULKS

#### 5.1. Deployment

Baulks were lifted on 29<sup>th</sup> March 2019 and replaced on 6<sup>th</sup> November, 2019.

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, once the baulks were in place.

## **5.2. Crane Operations**

We continued to use MacSalvors for our crane operations throughout 2019. 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 experienced problems during the year, resulting in some loss of revenue whilst awaiting the services of the Metric engineer. In addition, both quays were closed to cars on several occasions

## **6.2. Attendants' payments schedule**

Attendant Paul Dormer received 25% of the takings at the South car park during the season. His hours were reduced during the 2019 season and focused on school holidays

## **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 slightly down on the previous year, due to machine failures and poor weather.

# **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) Punt Race
- d) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- e) Blessing of the lifeboat
- f) Firework displays on Nov 5<sup>th</sup> and December 31<sup>st</sup>
- 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**

Whilst we now have a draft a Safety Management System (SMS) in place to 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. There remain a few 'gaps', especially in the area of risk assessments, and we have asked the harbour Master at Mevagissey to assist with this in the coming year.

## **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 upper floor of our offices continued to be refurbished

### **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**

A couple of meetings were held with the Mousehole Archive Society and we have permitted them access to all our historical documents. They have subsequently digitised almost all of our records for their own archives. Penlee House Museum continues to hold some of our Joe Trewavas VC memorabilia and some documents remain in store at County Records (although we hold digital copies of these)

## **14. DONATIONS**

### **14.1. General**

A donation of £500 was made to Mousehole Male Voice Choir to assist with the cost of them moving back up to Paul for winter practices due to the roadworks in Mousehole (SW Water and Western Power)

A donation of £1500 was made to the Solomon Brown hall to assist in the reconfiguration of their archive area.

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 2019 were presented to R.T. Berryman & Son for preparation & approval in January 2020. These were finalised and returned on 6<sup>th</sup> March, 2020 and are available for public scrutiny by members of the community and harbour users upon request.

### 15.2. Capex

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

- New sash windows = £3,360 (balance after £1,000 deposit in 2018)
- Sand = £3009
- Baulk repairs = £2717

### 15.3. VAT

Administration of HMRC's VAT system continues to cause us problems. At least this year, they managed to take appropriate amounts quarterly by direct debit, although we don't know as yet whether we have a significant outstanding balance at year end. As previously, our accountants, R.T. Berryman, submit our VAT return on our behalf.

### 15.4. Extracts

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

	<u>2019</u>	<u>2018</u>
Income	£118,654.35	£123,217.03
VAT	£12,504.90	£12,158.85
Expenditure	£91,433.66	£83,043.61
Net Surplus	£25,054.58	£37,116.27
Car Park Revenue	£118,654.35	£123,217.03
Harbour Dues	£6,938.00	£5,760.00
Interest Earned	£2,155.83	£1833.74

### 15.5. Statement of funds

Extracted from the formal accounts

	<u>2019</u>	<u>2018</u>
	£411,951.79	£386,897.21

### 15.6. Extraordinary items

None

## 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 2020, basic expenditure will be similar to 2019 although there will be inevitable increases in rates, electricity and (probably) cleaning costs.

We have scheduled the final renovation of the upper floor of the harbour office building including, carpeting and window blinds. We are asking for quotes for the replacement of the ground floor sash windows, but the work is unlikely to take place during 2020.

One project that does involve significant expenditure is the construction of a new store near the cool store and the purchase of an ATV (Quad bike) which will be kept in the new store. Plans have been drawn up by our architect, Mike Bradbury and our preferred builders, Symons Construction, are due to commence work after Easter 2020. The whole project should be complete before the summer and we estimate the total cost to be in the region of £19,000.

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.  
28<sup>th</sup> February 2020***