

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2020-2021

1. INTRODUCTION

This year was a year like no other due to the Coronavirus pandemic. This inevitably caused considerable disruption to our activities, and to those who carry out activities on our property. All activities for the year were cancelled or postponed including; Mousehole Male Voice Choir harbour concerts, Sea Salts & Sail biennial festival, Mousehole Carnival, the annual punt race, firework displays, lifeboat blessing and Christmas Illuminations amongst others.

The year unfortunately saw yet another change of personnel with chairman Howard Whitt resigning.

Immediately after the AGM in March, we experienced lockdown #1 commencing on 23rd March and ending on 4th July. Just prior to this, we had confirmed at the AGM that our new vice-chairman was Tim Pullen and we also welcomed three new commissioners: Shaun Crawford, Jonathan Bradley and Gail Angove. Gail will be the first female commissioners in the history of the Harbour Authority. I am sure some previous chairmen would be turning in their graves at this radical move.

Once lockdown lifted, things became chaotic in village with masses of tourists throughout the summer and right through until lockdown #2 in November.

The harbour itself remained quiet with no major incidents. Refurbishment of the upper floor of the harbour office building was completed with re-carpeting, painting and the fitting of window blinds. The meeting room and office now look very smart and business-like.

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

Tim Pullen was elected Vice-chairman at the AGM in March.

2.7. Commissioners

As of January, 2021, we have 12 commissioners

COMMISSIONERS AS OF JANUARY 2021

Micky Bacon (Chairman)
Tim Pullen (vice-Chairman)
Ben Marshall
Phillip Stephens
Geoff Pappin
Ian McGill
Chris Cass
Jesse Walter
Tom Rickman
Gail Angove
Jonathan Bradley
Shaun Crawford

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 3% to cover inflation and their increased workloads:

Harbour Master = £6,126.70 per annum

Harbour Master's Assistant £2784.84 per annum

Secretary & Treasurer = £4734.26 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:

07 January, 2020

10 March, 2020

This falls well short of the guidelines which recommend approximately 6 meetings a year due to the restrictions incurred with Covid. Since these seem likely to continue, we are in the process of setting up virtual meetings via Zoom. Inevitably these will exclude without the hardware or wherewithal to partake but it will suffice until things return to normal.

3.2. Annual General Meeting

The Annual General Meeting was held on 10th March, 2020. 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.

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 (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 remain as they are due to the current financial climate.

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 27th March 2020 and replaced on 3rd November, 2020. 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 2020. 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. We have also moved away from the tradition of doing baulks operations on a Saturday and moved them to weekdays to reduce the cost of crane hire.

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 due to weather. At the beginning of 2021, the South Quay car park was closed for approximately 10 weeks due to major engineering works by Southwest water to replace a faulty sewer pipe.

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

Ticket prices are to remain as they are due to the financial pressures of Covid.

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

6.4. Income

Income was well down on the previous year, due to the Coronavirus pandemic.

7. SCHEDULE OF EVENTS

During the year, all events scheduled to be held on harbour property were cancelled or postponed due to the coronavirus pandemic.

These included:

- a) Annual Rowing Regatta
- b) Annual Carnival
- c) Punt Race
- d) Sea Salts & Sail festival
- e) Outdoor concerts by Mousehole Male Voice Choir (x 3)
- f) Blessing of the lifeboat
- g) Firework displays on Nov 5th and December 31st
- h) 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. Both business were offered a rent holiday during lockdowns.

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. This ownership have been tardy in payment and we have given them an ultimatum: pay up or remove your equipment.

8.3. National Trust

The National Trust no longer use their reserved parking facility on the North Quay.

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 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 has now been refurbished

12.3. Beach & Harbour Maintenance

A 'half 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

The Mousehole Archive Society have now 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

Donations were made to the Sea, Salts & Sails sculling project (£1,000) and to Cornwall Hospice Care in memory of Andy Crawford (£200)

15. ACCOUNTS

15.1. Approved Accounts

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

15.2. Capex

Despite Covid, our major capex item for this year went ahead as planned. This was the provision of a new store at the head of the North Quay and the provision of an ATV (Quad Bike) for use mainly by the Harbour Master. This was an expensive project but it is already proving to be a worthy investment, providing storage space for the baulks equipment (amongst other items) and the ATV is used on a daily basis. Both came in on budget, albeit delayed due to Covid.

A part load of sand was received.

- Construction of store = £11,723
- Honda ATV = £7,300
- Sand = £1,500

Three non-standard surveys were carried out during the year, all low cost. They were Fire-extinguishing equipment (Firecrest), Electrical safety, all buildings (Davey & Gilbert) and level survey of the North quay (A. Latham).

15.3. VAT

Administration of HMRC's VAT system continues to cause us problems. We had hoped that it had settled down after last year but of course, Covid made a mess of things this year. Our accountants, R.T. Berryman, continue to submit VAT returns electronically on our behalf.

15.4. Extracts

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

	<u>2020</u>	<u>2019</u>
Income	£85,364.53	£128,993.14
VAT	£8220.48	£12,504.90
Expenditure	£92,029.85	£91,433.66
Net Surplus	£-14,885.80	£25,054.58
Car Park Revenue	£76,939.75	£118,654.35
Harbour Dues	£6,107	£6,938.00
Interest Earned	£1,664.47	£2,155.83

15.5. Statement of funds

Extracted from the formal accounts

<u>2020</u>	<u>2019</u>
£397,065.99	£411,951.79

15.6. Extraordinary items

Purchase of ATV & construction of store.
Dramatic reduction in car park income due to 3 x lockdowns.

15.7. Service Providers

During the year, we changed over our telephone systems from Kinex to BT. This was a frustrating and protracted process but was worth it overall as it will save us money whilst also providing us with wi-fi in the office.
Electricity contracts were renewed with EDF (offices, navigation lights & car park huts) and with British Gas (electricity for the two toilet blocks)

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.

This, and preceding annual reports, are posted on the website.

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 2021, basic expenditure will be less than 2020 although there will be inevitable increases in rates, electricity and (probably) cleaning costs. It is very hard to predict what the effects of the pandemic will be but we would hope that by mid-year, things will be starting to return to normal. Car park takings will again be significantly down due to the effects of lockdowns and the ongoing SW Water engineering works.

Items of expenditure scheduled for 2012 include the upgrade of our two P&D machines to accept card payments. This is an ongoing project which was started early in 2020 but has been considerably delayed due to the incompetence of our contractors (Metric). It is hoped that this project will be completed during 2021 and is estimated to cost £3,000 to £4,000.

We are also discussing the possible addition of an ice machine to the cool store in the North Quay. This is estimated to cost approximately £4,000.

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.
28th February 2021***