

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2021-2022

1. INTRODUCTION

The second year of the Coronavirus pandemic inevitably continued to significantly affect our operations, and, to some extent, our income. All activities for the year were again cancelled or postponed including; Mousehole Male Voice Choir harbour concerts, Sea Salts & Sail biennial festival, Mousehole Carnival, the annual punt race, and lifeboat blessing amongst others.

There was only one change to personnel during the year when one of our new Commissioners, Shaun Crawford, moved away and therefore stood down. It was decided not to replace Shaun for the time being.

The village was once again extremely busy with tourists during the season.

The harbour itself remained quiet with no major incidents.

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. Unfortunately, Royden was involved in an accident where he was thrown from the ATV and suffered a fractured pelvis. This resulted in several weeks in hospital and, at the time of writing, Royden has not returned to duties.

2.2. Harbour Master's Assistant

Bill Johnson continues in his role as assistant to the Harbour Master, including representing him in his absence. Bill has ably stood in for Royden during his prolonged 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

Mick Bacon was re-elected as Chairman at the AGM in March

2.6. Vice-Chairman

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

2.7. Commissioners

As of January, 2022, we have 12 commissioners

COMMISSIONERS AS OF JANUARY 2022

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

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 = £6,310.50 per annum

Harbour Master's Assistant = £2,868.41 per annum

Secretary & Treasurer = £4,876.19 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:

19 January, 2021 (via Zoom)

16 March, 2021 (via Zoom)

25 May, 2021

10 August, 2021

5 October, 2021

This falls slightly short of the guidelines which recommend approximately 6 meetings a year due to the effects of the pandemic.

3.2. Annual General Meeting

The Annual General Meeting was held on 16th March, 2021. 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. The harbour master is actively discouraging this practice.

4.2. Qualifying conditions

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 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 running 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 proposed and agreed at the AGM that the car parking fees should increase for 2022 to reflect the higher costs of running the car parks & the public conveniences.

Parking charges as from February 2nd 2022:

1 hour = £1.00

2 hours = £2.00

3 to 24 hours = £5.00

Annual Residents Season ticket = £125.00

Residents season tickets are allocated, and renewed at the discretion of the Harbour Authority & the Harbour Master. To qualify, people have to prove permanent residence in the village and to have no parking facilities at their place of residence. Allocation is car-specific and is limited to one per household. A maximum of 50 season tickets are issued annually.

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.

5. BAULKS

5.1. Deployment

Baulks were lifted on 29th March, 2021 and replaced on 1st November 2021. 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 2021. 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. A longer term project to convert the Pay & Display system to allow contactless card payments was started in 2020 and pursued throughout 2021. This has been a very complex and frustrating process which revealed inadequacies in all of the major corporate bodies involved, including BT, Metric, Capita & Worldpay. However, each problem was slowly overcome, including installation of broadband services to each machine so that a Lan payments system could be set up. At long last, all processes have been completed and we anticipate the new system will be up and running by mid February 2022.

6.2. Attendants' payments schedule

Attendant Paul Dormer received 25% of the takings at the South car park during the season. He was also paid £20 per week when he was not on duty but assisted in the processing of the cash from the P&D machines.

6.3. Ticket prices

Ticket prices will increase once the new machines are up and running. Fees for 24 hour parking rise to £5.00 and for a residents season ticket to £125.00
Motor bikes park for free, as long as they don't occupy a designated parking bay.

6.4. Income

Income was up on the previous year, mainly due to the effect of 'staycationing'

7. SCHEDULE OF EVENTS

During the year, nearly 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

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. They also make a monthly contribution toward the cost of electricity.

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

9. PUBLIC CONVENIENCES

9.1. General

The Harbour Authority continues to own and operate the two toilet blocks. The South quay toilets are seasonal. The coin operated shower facility at these toilets was not in use during 2021 due to the pandemic.

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. Dispensers have been replaced where necessary.

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 various qualified people 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

No further maintenance was undertaken, with the exception of repairs to the workshop ceiling.

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

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

No specific donations were made during 2021.

15. ACCOUNTS

15.1. Approved Accounts

The raw accounts for the year 2021 were presented to R.T. Berryman & Son for preparation & approval in February 2022. Unfortunately, R.T. Berryman, our designated accountants suffered considerable internal disruption for various reasons and we were eventually forced to re-submit to new accountants in July or 2022. The accounts were final approved in September 2022 and are available for public scrutiny by members of the community and harbour users upon request.

15.2. Capex

Large items of expenditure incurred during the year included: sand for the beach, A commercial ice-maker and the installation of BT Broadband at the North & South quays. A full load of sand was received.

- Sand = £4,796
- Ice machine = £5,310
- BT Broadband, North Quay = £4,837.60

15.3. VAT

Our accountants, P.B.F. Hayle, will submit of VAT returns electronically on our behalf.

15.4. Extracts

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

	<u>2021</u>	<u>2020</u>
Income	£126,376.29	£85,364.53
VAT	£9,222.74	£8,220.48
Expenditure	£96,120.63	£92,029.85
Net Surplus	£21,032.93	£-14,885.80
Car Park Revenue	£115,879.88	£76,939.75
Harbour Dues	£8,611.00	£6,107.00
Interest Earned	£307.55	£1,664.47

15.5. Statement of funds

Extracted from the formal accounts

	<u>2021</u>	<u>2020</u>
	£418,098.91	£397,065.99

15.6. Extraordinary items

Installation of BT Broadband.
Installation of ice machine

15.7. Service Providers

We continue to use BT for our communications and have commenced two new contracts to provide broadband at both P&D stations.

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 2022, basic expenditure will be higher than 2021 with 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.

Items of expenditure scheduled for 2022 include the replacement of our two P&D machines with new ones that accept card payments. This will cost £10,340.00. Income from the car parks should increase due to an increase in parking fees and the added convenience of being able to pay by card.

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, Honorary Secretary to Mousehole Harbour Commissioners.
19th September, 2022***