

MOUSEHOLE HARBOUR AUTHORITY

ANNUAL REVIEW 2022-2023

1. INTRODUCTION

This was a year of getting back to normal as we gradually emerged from the pandemic. Events were back on, including the Sea, Salts & Sail festival, Carnival, Punt Race and regular Male Voice Choir concerts.

The biggest change of the year was the successful conclusion of a long drawn out and frequently fraught change of the 'Pay & Display' system to accept card payments as well as cash.

We experienced some issues when our accountant went AWOL and we were forced to seek an alternative. This resulted in the AGM being delayed from its normal slot in March to July, when it was held without formalised accounts to discuss.

The harbour itself remained quiet with no major incidents.

During the summer the then Prince of Wales and his wife paid a visit to Mousehole.

Members of the Harbour Authority were presented to the royal couple and assisted in their 'walk around'

2. PERSONNEL

2.1. Harbour Master

Royden Paynter was re-elected as Harbour Master at the AGM in July. 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 with Royden eventually returning to light duties in March.

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 July

2.4. Secretary

Charles Law was re-elected as Secretary at the AGM in July

2.5. Chairman

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

2.6. Vice-Chairman

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

2.7. Commissioners

As of January, 2023, we have 13 commissioners

COMMISSIONERS AS OF JANUARY 2023

Micky Bacon (Chairman)

Tim Pullen (vice-Chairman)
Ben Marshall
Phillip Stephens

Ian McGill
Chris Cass
Jesse Walter
Tom Rickman
Gail Angove
Jonathan Bradley
Anthony Gwennapp
Dan Hills

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 8% to cover inflation and their increased workloads:

Harbour Master = £6,815.34 per annum

Harbour Master's Assistant = £3,097.88 per annum

Secretary & Treasurer = £5,266.40 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:

18 January, 2022

29 March, 2022

17 May, 2022

5 July, 2022

9 August, 2022

4 October, 2022

30 November, 2022

Official guidelines for trust ports recommend approximately 6 meetings a year so those listed, totalling 7 is a good outcome.

3.2. Annual General Meeting

The Annual General Meeting was held on 5th July, 2022. As mentioned elsewhere, this would normally be held in March but unfortunately our account went 'off grid' and we were eventually forced to replace him. It was eventually decided to go ahead with an AGM without the formal accounts and to review these at a later date once they were available.

4. MOORINGS

4.1. Capacity

There are approximately 80 mooring slots in the harbour. These are all utilised at present and there is a small 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.

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 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 two car parks which we can use to maintain the harbour. This allows us to keep the mooring fees at this very low level.

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. There are a total of 103 parking spaces delineated.

4.4. Maintenance

Minor repairs were carried out on the South Quay together with repairs to railings and ladders.

Car parking bays were professionally marked on the South Quay and also in both car parks.

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 1st April, 2022 and replaced on 9th November 2022. 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 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 Llawncroc 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.

After a couple of years of trials and tribulations, at long last we installed new P&D machines in February. The main purpose of this was to enable payment by card as well as cash. Whilst in most locations, this could be achieved using mobile phone signals and SIM cards, the coverage in the harbour area is so poor as to invalidate this approach. We therefore went through the hassle and expense of installing Local Area Networks (LAN's) hard wired using ethernet cables between dedicated routers and the machines. In the case of the North Quay, this required us paying to have the road dug up and our own dedicated phone cable laid at considerable expense.

Unfortunately, once the new machines were installed, we were still not out of the woods as they would only work for a couple of days before freezing and preventing card transactions. After lengthy research, the problem was traced to a software glitch and by April, all was up and running. Over the summer, the ability to pay by card proved very popular and the new machines very reliable with almost no call-outs for the engineer until the end of the year.

The convenience of payment options, together with the increased daily fee, resulted in a fairly significant increase in our income from the car parks.

6.2. Attendants' payments schedule

Attendant Paul Dormer started on a new contract to reflect the prevailing conditions with the new P&D setup. He now gets paid a daily rate for which he invoices us monthly. Thus his fees are not dependant on turnover. Paul continues to provide a valuable service to the Harbour Authority and the general public and very much our 'eyes and ears' during the season.

6.3. Ticket prices

Ticket prices increased once the new machines were installed. Fees for 24 hour parking rose 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

As mentioned, income was up due to the increase in daily parking fees and the general emergence out of lockdown.

7. SCHEDULE OF EVENTS

During the year, nearly all events scheduled to be held on harbour property were re-instated post 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. 'Roy's' Hut

Cormorant cruises currently rent Roy's Hut during the season to facilitate their booking systems. They pay a small weekly rent for this.

8.4. Pumping Station

Southwest Water continue to pay an annual rent for the pumping station which is located on Harbour Authority land.

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 restricted to use by visiting crews during 2022.

Both sets of toilets have been cleaned on a daily basis by local firm Crystal Clear,

9.2. Maintenance

Minor repairs have been carried out at both facilities and paintwork has been carried out as necessary. Dispensers & hand dryers 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.

11.2. Compliance

Further progress has been made during the year on adding to the risk assessments as per the PMSC.

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.

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

Donations were made to Mousehole Rowing Club, The Firework display team, Mousehole harbour lights.

15. ACCOUNTS

15.1. Approved Accounts

The raw accounts for the year 2022 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 finally approved in September 2022 by Pryor, Begent, Fry of Hayle.

They 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, purchase and installation of 2 new P&D machines, marking of car park bays, branded clothing.

- Sand = £3,500
- 2 x P&D machines = £12,588
- P&D installation = £2,496
- Branded clothing = £5,136.61

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>2022</u>	<u>2021</u>
Income	£190,172.46	£126,376.29
VAT	£13,795.50	£9,222.74
Expenditure	£101,152.81	£96,120.63
Net Surplus	£75,224.15	£21,032.93
Car Park Revenue	£158,480.81	£115,879.88
Harbour Dues	£6,540.00	£8,611.00

Interest Earned	£416.82	£307.55
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15.5. Statement of funds

Extracted from the formal accounts

	<u>2022</u>	<u>2021</u>
	£493,323.06	£418,098.91

15.6. Extraordinary items

Installation of new P&D machines
Branded clothing

15.7. Service Providers

We continue to use BT for our communications including 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 2023, basic expenditure will be higher than 2022 with inevitable increases in rates, electricity and (probably) cleaning costs.

Items of expenditure scheduled for 2023 include:

- Replenishment of sand in harbour
- New laptop for office with software & accessories
- Refurbishment/overhaul of quay railings and ladders

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.
31st March, 2023***