

## **Minutes of the Harbour Committee**

**6 December 2021**

**-: Present :-**

Councillor Amil (Chairwoman)

Councillors Barrand, Brooks, Carter, Dudley (Vice-Chair), Ellery, O'Dwyer and Mills

External Advisors: Mr Day and Mr Ellis

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### **128. Minutes**

The Minutes of the meeting of the Harbour Committee held on 28 June 16 September 2021 were confirmed as a correct record and signed by the Chairwoman.

### **129. Urgent items**

The Committee received the following updates from the Director of Place:

- 1) Appointment of Harbour Master; the Director of Place informed the Committee that Rob Parsons had been appointed to the position of Harbour Master effective from 20 December 2021;
- 2) Pilotage Arrangements; the Director of Place provided an update on the arrangements for pilotage, he advised the Committee that a 12 month contract had been put in place with Teignmouth Pilotage Service which would provide the time for the new Harbour Master to review the requirements for a pilotage service.

### **130. Thank you to Retiring External Advisors**

The Chairwoman informed Members that this would be Mr Mike Ellis' last meeting as an External Advisor to the Harbour Committee. She advised the Committee, that Mr Ellis had held the position for two terms and would therefore be retiring. The Chairwoman on behalf of the Harbour Committee expressed her sincere thanks to Mr Ellis for his service.

### **131. Harbour Budget 2022/23 and Schedule of Fees and Charges**

The Harbour Committee considered a report which set out the Harbour Budget for 2022/24 and Schedule of Fees and Charges. The Director of Place informed the Committee that the Budget Review Working Party met on 16th November 2021 to consider the in-year financial position and to set a budget for 2022/23. It also agreed the broad principles for the 2022/23 schedule of charges, dues and fees.

The Director of Place advised Members, that officers were recommending an overall 4% increase in mooring fees. With the exception being the Town Dock, which was recommended to increase by 7.5% in order to pay for the Town Dock improvements, the borrowing for which was agreed by Council in September 2021.

Members sought clarification as to the reasoning for increasing the fees for the Town Dock and recognised the Town Dock improvements would replace existing infrastructure rather than improving the facilities or providing additional services.

Resolved:

- i that the Tor Bay Harbour Authority Schedule of Charges, Dues & Fees for 2022/23, in line with the current level of inflation and the views of the Budget Review Working Party, being a representative average increase of 4.0%, as set out in Appendix 1 be approved subject to the Town Dock increase also being a representative average increase of 4% and not 7.5%;
- ii that the proposed Harbour Authority budget for 2022/23 as set out in Appendix 2 (circulated at the meeting) be approved subject to the figures being adjusted to reflect a 4% increase and not 7.5% for the Town Dock.
- iii Given the decision in 3(ii) above to approve the Harbour Authority budget for 2022/23 and the subsequent impact of a £134,000 reduction in the contribution to the Council's General Fund, Cabinet are requested to review the adequate resourcing of the Harbour function, as per the Council decision on 29 July 2021.

### **132. Budget Monitoring December 2021**

Members considered a report that provided an update on the overall budgetary position for Tor Bay Harbour Authority as at September 2021 compared against the budget approved on 21st December 2020.

The Director of Place informed Members the original budget considered by the Harbour Committee included a proposed £200,000 reduction in the contribution to the Council's General Fund. The overall Council budget approved on 11 February 2021 provided a £100,000 reduction in the contribution to the Council's General Fund and funding was also provided directly from the General Fund, for the salary of a Health and Safety post within the harbour team.

The Council also agreed that the planned borrowing of £150,000 for dredging at Brixham Harbour would also be funded via a contribution from the General Fund. Furthermore, the Council also approved the transfer of a corporate outturn 2020/21 balance of £122,000 to the Harbour Reserve fund.

Members were advised that repair and maintenance pressures were likely to overspend the budget this year. Income from moorings was down due to reduced deep water chain facilities at Brixham, however this had been mitigated by increased expectations for property rents. Recharged utilities income had also been re-assessed downward.

As a consequence of these and other adjustments the harbour revenue account was projected to make a deficit at year end, which was slightly worse than previously reported.

Members questioned the impact the Fish Tolls would have on the overall budget position of the Harbour Authority. Members were advised that the winter fish were just starting to be landed, therefore it was too early predict what impact Fish Tolls would have.

Resolved:

That the Harbour Committee noted:

- i. the amended outturn projections and the adjustments to the Harbour Reserve Fund, as set out in Appendix 1;
- ii. the revised level of the Harbour Reserve Fund as of September 2021;
- iii. the Head of Tor Bay Harbour Authority's' use of delegated powers to make decisions in relation to the harbour budget; and
- iv. the Harbour Master's use of delegated powers to waive certain harbour charges which to date amounts to £1,834.12.

### **133. Port Marine Safety Code Compliance**

The Harbour Committee noted the Internal Audit Report on the Port Marine Safety Code 2021/22. The Director of Place confirmed that despite not having a Harbour Master in post Internal Audit had full and unfettered access to the Harbour staff. The Director of Place welcomed the Internal Audit opinion that the Harbour Authority was compliant with the requirements of the Port Marine Safety Code and informed Members the resulting action plan was draft and would be reviewed by the Harbour Master once in post.

### **134. Port Marine Safety Code**

Members noted the submitted report which set out the accident/incidents recorded across Tor Bay Harbour. Members were advised that the report covered accidents and incidents that the Maritime and Coastguard Agency would expect to be reported and recorded, with future reports also to include land based accidents and incidents.

### **135. Torquay/Paignton and Brixham Harbour Liaison Forums**

The Minutes of the Torquay, Paignton and Brixham Harbour Liaison Forums were noted.