

To receive a finance report on the pontoon mooring fees and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 24 January 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

Members are asked to consider approving reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee.

The berth holders and Trusted Boat Owner Scheme members were given notice to leave prior to the end of the annual agreement due to storm damage.

Report Images



Report Summary

Storm Darragh caused severe damage to the pontoon, making it unsafe and requiring it to be closed to all users for the foreseeable future. All berth holders and trusted members were informed of the situation. The Service Delivery team secured the site due to health and safety concerns.

An insurance claim has been submitted and pending further assessment to ascertain if the damage is due to poor maintenance or storm damage.

Notice was given to the berth holders and Trusted Boat Owner Scheme members on 9 December 2024 the pontoon was closed with immediate effect and advised to move boats due to safety concerns. The pontoon users have requested a partial refund for the unused period of the agreement, effective from 23 December 2024.

Further information – Permanent Pontoon Berth Holders

The terms of the agreement states the following:

SALTASH TOWN COUNCIL POONTOON MOORING AGREEMENT (APPENDIX A)

6. Termination of a Berth Holding

The Town Council may terminate a Licence, at any time and for whatsoever reason by giving fourteen days' notice in writing to the Licensee. In the event that such notice shall expire prior to the end of the licence period, the Licensee shall be entitled, upon removal of the vessel to reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee.

Breakdown of Total Refunds for Permanent Berth Holders

The following table is the itemised partial refund per berth holder. The net amount is calculated for the period 23 December 2024 to 31 March 2025 and deducting the 20% administration fee.

Berth Number	Net including deduction for 20% administration fee £	VAT £	Total Refund £
1	£362.47	£72.49	£434.96
2	£234.84	£46.97	£281.81
3	£183.47	£36.69	£220.16
4	£183.47	£36.69	£220.16
5	£201.45	£40.29	£241.74
6	£362.47	£72.49	£434.96
7	£220.16	£44.03	£264.20
8	£255.39	£51.08	£306.47
9	£183.47	£36.69	£220.16
10	£183.47	£36.69	£220.16
Total	£2,370.66	£474.13	£2,844.79

Budgets

Budget Codes: 4521 SE Waterfront Income - Annual Mooring Fees

Actual Income 2024/25: £10,788

Budgeted Income 2024/25: £11,235

Budget Shortfall 2024/25: £477

If the total refund of £2,370.66 is approved this will result in a budgeted shortfall figure of £2,848 (£477 + £2,371)

Further information – Trusted Boat Owner Scheme Members

The terms of the agreement do not specifically state a refund policy but to ensure Saltash Town Council takes a pragmatic approach with both permanent berth holders and Trusted Boat Owner Scheme members, there is information below for the committee to consider.

The terms of the agreement state the following:-

**SALTASH TOWN COUNCIL TRUSTED BOAT OWENER SCHEME AGREEMENT
(APPENDIX B)**

10. Temporary Scheme Suspension:

The Town Council reserves the right to suspend the scheme for up to seven (7) days per annum to accommodate regattas, festivals, maintenance etc. by giving fourteen (14) days' notice in writing, or by electronic means.

Breakdown of Total Refunds for Trusted Boat Owner Scheme members

The following table is the itemised partial refund per Trusted Boat Owner Scheme member. The net amount is calculated for the period 23 December 2024 to 31 March 2024 and deducting the 20% administration fee.

Member Reference	Net Including deduction for 20% administration fee £	VAT £	Total Refund £
No 1	£17.90	£3.58	£21.48
No 2	£17.90	£3.58	£21.48
No 3	£17.90	£3.58	£21.48
No 4	£17.90	£3.58	£21.48
No 5	£17.90	£3.58	£21.48
No 6	£17.90	£3.58	£21.48
No 7	£17.90	£3.58	£21.48
No 8	£17.90	£3.58	£21.48
No 9	£17.90	£3.58	£21.48
No 10	£17.90	£3.58	£21.48
No 11	£17.90	£3.58	£21.48
No 12	£17.90	£3.58	£21.48
No 13	£17.90	£3.58	£21.48
No 14	£17.90	£3.58	£21.48
No 15	£17.90	£3.58	£21.48
No 16	£17.90	£3.58	£21.48
No 17	£17.90	£3.58	£21.48
No 18	£17.90	£3.58	£21.48
No 19	£17.90	£3.58	£21.48
No 20	£17.90	£3.58	£21.48
No 21	£17.90	£3.58	£21.48
No 22	£17.90	£3.58	£21.48
No 23	£17.90	£3.58	£21.48
No 24	£21.42	£4.28	£25.70
No 25	£21.42	£4.28	£25.70
No 26	£21.42	£4.28	£25.70
Total	£475.95	£95.19	£571.14

Budgets

Budget Codes: 4520 SE Waterfront Income – Trusted Boat Owner Scheme

Actual Income 2024/25: £2,037

Budgeted Income 2024/25: £3,000

Budget Shortfall 2024/25: £963

If the total refund of £475.95 is approved this will result in a budgeted shortfall figure of £1,439 (£963 + £476)

Overview of Income for 2024/25

The table below shows the breakdown of the Actual income compared to the Budgeted income. The result is an excess of **£2,514.88** above the budgeted income. This is primarily due to a long-term customer using the daily berth facility, but who has now removed their boat.

	Actual YTD	Budget 2024/25	Budget Remaining 2024/25
Income			
Trusted Boat Scheme (4520)	£2,037.44	£3,000.00	£962.56
Annual Berth Holders (4521)	£10,788.44	£11,235.00	£446.56
Daily Moorings (4522) Long-term customer	£6,605.00	£3,276.00	-£3,924.00
Daily Moorings (4522) Others	£595.00		
Total Income 2024/25	£20,025.88	£17,511.00	-£2,514.88

If the pro-rata refunds of £2,370.66 for the permanent berth holders and £475.95 for the Trusted Boat Owner Scheme members are approved, it will result in excess of **£332.12** above budgeted income. The following table shows this result.

	Actual YTD	Prorata Refunds	Budget 2024/25	Budget Remaining 2024/25
Income				
Trusted Boat Scheme (4520)	£2,037.44	-£476.00	£3,000.00	£1,438.56
Annual Berth Holders (4521)	£10,788.44	-£2,371.00	£11,235.00	£2,817.56
Daily Moorings (4522) Long-term customer	£6,605.00		£3,276.00	-£3,924.00
Daily Moorings (4522) Others	£595.00			
Total Income 2024/25	£20,025.88	-£2,847.00	£17,511.00	£332.12

Signature of Officer:

Finance Officer