



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

PORTHMADOG HARBOUR CONSULTATIVE COMMITTEE

Date and Time

5.30 pm, WEDNESDAY, 14TH OCTOBER, 2015

Location

Glaslyn Room, Y Ganolfan, Porthmadog

Contact Point

Bethan Adams

01286 679020

BethanAdams@gwynedd.gov.uk

(DISTRIBUTED 6/10/15)

MEMBERSHIP:

Gwynedd Council:

Councillor E. Selwyn Griffiths
Councillor Alwyn Gruffydd
Councillor Jason Humphreys

Local Member
Local Member
Local Member

Co-Opted Members:

Coun. Gavin Buckley
David Mclean
David Eastwood
Dr John Jones-Morris
Ian Roberts
Robert Owen
Peter Lunt Williams

Representing Porthmadog Town Council
Representing Landowners' Interests
Representing Harbour Interests
Representing Leisure Interests
Representing Industrial Interests
Representing Commercial Interests
Representing Criccieth Lifeboat Insitution

Observers:

Councillor David Richardson
Councillor Gethin Glyn Williams

Aberdyfi Harbour Consultative Committee
Barmouth Harbour Consultative Committee

A G E N D A

1. CHAIRMAN

To elect a chairman for 2015/16

2. VICE-CHAIRMAN

To elect a Vice-chairman for 2015/16.

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

5. URGENT BUSINESS

To consider any items which are urgent matters in the opinion of the Chairman.

6. MINUTES

1 - 3

The Chairman will propose that the minutes of the meeting of this committee, held on 4 March, 2015, be signed as a true record.

7. MARITIME SERVICE REPORT

4 - 10

To submit a report by the Maritime and Country Parks Officer.

8. DATE OF THE NEXT MEETING

To note that the next meeting of the Porthmadog Harbour Consultative Committee will be held on 9 March 2016.

PORTHMADOG HARBOUR CONSULTATIVE COMMITTEE 4/3/15

PRESENT:

Councillor Alwyn Gruffydd (Chairman)
Councillor Selwyn Griffiths (Vice-chairman)

Councillors: Jason Humphreys (Gwynedd Council), along with David Eastwood (Harbour Interests Representative), Dr John Jones-Morris (Leisure Interests Representative) and Robert Owen (Commercial Interests Representative).

ALSO PRESENT: Barry Davies (Maritime and Country Parks Officer), Malcolm Humphreys (Porthmadog Harbour Master) and Bethan Adams (Member Support and Scrutiny Officer).

APOLOGIES: Councillor Mandy Williams-Davies (Cabinet Member - Economy), David McLean (Landowners' Interests) and Peter L. Williams (RNLI).

1. TRIBUTE

The Chairman paid tribute to the late Gwyn Davies, Porthmadog Town Council Representative and Mike Biggs, former Porthmadog Harbour Master.

The members stood as a mark of respect.

2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

3. MINUTES

The Chairman signed the minutes of the previous meeting of this Committee, held on 8 October 2014, as a true record.

In response to a member's question regarding the ultraviolet (UV) disinfection treatment in Porthmadog, the Maritime and Country Parks Officer noted that he had sent an email to Welsh Water on 10 October 2014 regarding the matter, and had received a message thanking him for the comments but that a decision had not yet been made. He noted that he would informally contact Welsh Water over the phone to receive an update.

4. PORT MARINE SAFETY CODE

a) Harbour Safety Code

The Maritime and Country Parks Officer elaborated on the process that was followed to ensure that the Port Marine Safety Code was conformed with. It was reported that no concerns had been received from members of the Committee regarding the code. The members were given an opportunity to raise any matters in respect of the code, but there were no matters arising.

b) Harbour Consultative Committees

It was reported that steps had been taken to seek to confirm the representation of the Consultative Harbour Committees. It was noted that the Porthmadog Harbour Review Order 1998 had been submitted before the Cabinet Member - Economy to confirm representation on this Committee.

In response to a member's enquiry regarding this Committee's observer on the other Consultative Harbour Committees, the Maritime and Country Parks Officer noted that he would notify the member of the observer.

c) Marketing

A member noted that it was necessary to increase the Harbour's publicity, through the website or through the use of web-cameras for example.

In response, it was noted that there was no funding for marketing but that advertisements were posted in the Practical Boat Owner (PBO) magazine. It was added that there was a reduction in the numbers of all Gwynedd harbours, as well as Wales in general, but it was hoped that the excellent waters that were in Gwynedd would attract people here.

In response to an observation by a member regarding Plas Heli in Pwllheli, the Maritime and Country Parks Officer noted that he was confident that this exciting development would create opportunities for other harbours as well as benefits for the wider area.

The Maritime and Country Parks Officer noted that he would contact the Marketing Unit in the Economy and Community Department regarding the possible marketing opportunities, but emphasised that there was financial pressure across the Council.

ch) Navigation and Moorings

It was reported that the navigation aids were in the appropriate locations and that the beacons were working and therefore there were no warnings for mariners.

Attention was drawn to the fact that Cwch y Dwyfor would only be in operation for around 2 years. It was noted, that after its period would come to an end, it was intended to use external contractors to complete the work as there was no budget for a new boat.

A member noted that the option of leasing such a boat should be considered. In response, the Maritime and Country Parks Officer noted that the options would be assessed and that the Committee would be notified when the situation arose.

It was reported that the Morfa Bychan beach zone markers would be re-set in May and that it was expected that they would all be on site by the first Bank Holiday in May.

An update was given regarding the numbers with permanent moorings, highlighting that 109 individuals remained in the harbour with the potential of nine new customers. It was noted that one boat continually sank therefore steps had been taken to issue the owner of the boat with a 21 day warning to move it before taking steps to dispose of the boat.

It was reported that enforcing launching boats from the launch site located near the main entrance of Morfa Bychan beach rather than Cwt Powdwr would continue, in order to ensure the safety of all users.

d) Statistics

It was reported that the situation regarding the number of boats was consistent with the trend in all the harbours and it was hoped that due to the decreasing price of fuel that more individuals would come to the harbour. It was added that 3,000 individuals were corresponded with regarding the harbour using an electronic method for 75% of them to reduce costs.

dd) Budgets

The Maritime and Country Parks Officer expanded on the budget to the end of February 2015, noting that there had been overspending on supplies and that a further increase was anticipated. It was added that an underspend of around £9,000 was anticipated under staffing costs by the end of March.

It was noted that an underspend of around £15,000 was anticipated at the end of the current financial year and that a temporary loan might be made to the other harbours.

In response to a member's question, the Maritime and Country Parks Officer noted that the income of £9,237.45 that had been received to the end of February from the pay and display machine in the Harbour Office car park had contributed to the harbour's income target.

e) 2015/16 Fees

It was reported that 2015/16 fees compared with 2014/15 fees had been increased in line with inflation.

In response to a member's observation regarding the vehicle access fee to Morfa Bychan Beach and Machroes Car Park, the Maritime and Country Parks Officer explained that it was required to charge the fee in line with inflation and that there had not been a significant increase in the fee for some years. The fact that the fee for the seasonal parking ticket for 2015/16 would remain the same was highlighted.

A member enquired whether the Maritime Service had considered introducing a non-contact payment service. In response, it was noted that it was necessary to modernise the money taking procedure and that correspondence would be made with the Council's Senior Income Officer regarding installing chip and pin devices in the harbour and perhaps on the beaches.

f) Harbour Staff

An update was given on the harbour's staffing situation. It was noted that Arthur Jones had been appointed to the post of Senior Harbours Officer. It was explained that he would be located in the Porthmadog Harbour Office but would also assist in Aberdyfi and Barmouth Harbours.

Malcolm Humphreys was congratulated on being appointed to the post of Harbour Master on a secondment period and well wishes were expressed to him.

It was noted that interviews would be held in two weeks for the appointment of the Porthmadog Harbour Assistant for the period of April to September, and the individual appointed to the post in line with the annual practice would be located on Morfa Bychan Beach.

ff) Maintenance

The Harbour Master provided details on the spring maintenance work programme.

5. NEXT MEETING

It was noted that the next meeting would be held on 14 October, 2015 subject to being confirmed by the full Council in its meeting on 5 March, 2015.

The meeting commenced at 5.35pm and concluded at 6.35pm

Agenda Item 7 *Pwyllgor Ymgynghorol Harbwr Porthmadog Harbour Consultative Committee*

14 Hydref / October 2015

Crynodeb o'r eitemau i'w trafod – Summary of items for discussion.

1. *Cod Diogelwch Harbyrau / Port Marine Safety Code*

- Cod Diogelwch Harbyrau / Port Marine Safety Code
- Materion Iechyd a Diogelwch / Health and Safety Issues
- Ymgynghoriad Cenedlaethol / National Consultation
<https://www.gov.uk/government/consultations/harbour-closure-and-pilotage-function-removal-orders-draft-guidance>
- Ymgynghoriad 'Gorchymyn Diddymu Pwrpas Peilot Llonga / Consultation on the Removal of Pilotage Orders

2. *Cyllidebau Harbyrau / Harbour Budgets*

- Cyllidebau Terfynol 2014/15 Final Account
- Targedau Cyllideb Cyfredol 2015/16 Current Budget Targets
- Gwariant ac Incwm Cyfredol at Ddiwedd Medi / Current Expenditure and Income to end of September
- Ymgynghoriad Ffioedd Angorfeydd 2016 Fees and Charges Consultation

3. *Staff Harbwr / Harbour Staff*

- Adnoddau Staff / Staffing Resources
- Rhaglen Waith Cynnal a Chadw Gaeaf / Winter Maintenance Works Programme

4. *Mordwyo ac Angorfeydd Navigation and Moorings*

- Rheolaeth, Rheoliadau a Cofrestru Badau Dŵr Personol a Cwch Pŵer / Personal Watercraft and Powerboat Management, Regulations and Registration
- Cymhorthion Mordwyo / Aids to Navigation
- Bwiau Parth Traethau / Beach Zone Markers
- Cynnal a Chadw Angorfeydd / Mooring Maintenance
- Archwiliadau Tŷ'r Drindod / Trinity House Inspections

5. *Cyflenwad Diesel Coch / Red Diesel provision*

- Addasu capasiti cyflenwad diesel coch / Change of red diesel capacity
- Ansawdd a manyleb tanwydd / Quality and specification of fuel

6. *Llwyddiannau a Digwyddiadau / Achievements and Events*

7. *Ystadegau Morwrol / Maritime Unit Statistics*

- Angorfeydd Harbwr 2015 / Harbour Mooring 2015
- Angorfeydd Harbyrau Eraill / Other Harbour Moorings
- Ystadegau Cychod Cyffredinol / General Boat Statistics

Porthmadog Harbour Report

Income and Expenditure Account 2014-15

	Final Budget 2014-15	Final Accounts 2014-15	Difference Over (under) spend
Expenditure			
Employees			
Salaries	42,120	£32,135	-9,985
Training	0	£0	0
Insurance Liability	920	£274	-646
Other Miscellaneous	460	£260	-200
Buildings			
Maintenance	24,240	£650	-23,590
Equipment	0	£38	38
Contractors	0	£0	0
Energy	1,270	-£608	-1,878
Taxes	3,410	£3,406	-4
Water	210	£246	36
Coastal Lease	0	£0	0
Cleaning	0	£147	147
Litter Collection	870	£1,533	663
Buildings Insurance	610	£89	-521
Transport			
Vehicle Running Costs (including boats)	620	£366	-254
Travel Expenses	60	£64	4
Supplies and Services			
Equipment - including safety	5,110	£12,584	7,474
Submarine Inspections	3,660	£0	-3,660
Signs	0	£280	280
Boat Maintenance	0	£2,530	2,530
Banners	0	£58	58
Anchoring Services	0	£715	715
Fees including Consultants	0	£400	400
Licences	150	£150	0
Office Supplies and Network	1,210	£835	-375
Miscellaneous	380	£27	-353
Central Support			
Central Reimbursement Costs	7,837	£7,837	0
Expenditure Total	93,137	£64,015	-29,122
Income			
Fees	-79,450	-£79,604	-154
Rent	0	£0	0
Contribution from Department Fund	0	£0	0
Income Total	-79,450	-£79,604	-154
Net Expenditure Total	13,687	-£15,589	-29,276

Cyngor Gwynedd Harbours' Report

Income and Expenditure Account 2014-15

	Final Budget 2014-15 £	Final Accounts 2014-15 £	Difference Over (under) spend £
Expenditure			
Employees			
Salaries	170,690	129,566	-41,124
Training	0	499	499
Insurance Liability	3,210	1,108	-2,102
Other Miscellaneous	2,250	1,607	-643
Buildings			
Maintenance	62,510	9,247	-53,263
Equipment	0	818	818
Contractors	0	4,882	4,882
Energy	7,110	3,810	-3,300
Taxes	16,850	16,843	-7
Water	2,270	2,970	700
Coastal Lease	4,330	1,100	-3,230
Cleaning	2,630	2,942	312
Litter Collection	2,420	3,629	1,209
Buildings Insurance	2,970	517	-2,453
Transport			
Vehicle Running Costs (Including Boats)	2,460	608	-1,852
Travel Expenses	510	64	-446
Supplies and Services			
Equipment - Including safety	20,390	26,710	6,320
Submarine Inspections	7,010	1,240	-5,770
Signs	0	1,030	1,030
Boat Maintenance	3,000	3,525	525
Banners	0	263	263
Anchoring Services	0	4,847	4,847
Fees including Consultants	0	25,331	25,331
Licences	600	300	-300
Office Supplies and Network	5,140	4,685	-455
Miscellaneous	1,460	4,230	2,770
Central Support			
Central Reimbursement Costs	31,820	31,820	0
Expenditure Total	349,630	284,191	-65,439
Income			
Fees	-220,490	-186,252	34,238
Rent	-15,270	-15,441	-171
Contribution from Department Fund	0	-18,504	-18,504
Income Total	-235,760	-220,196	15,564
Net Expenditure Total	113,870	63,994	-49,876

Main Differences**Workers - Employment Costs - Underspend (£41,124)**

Underspend mostly because of empty job posts and staff turnover. Budget accounts for 6.5 full time posts. The service has frozen certain posts in order to fulfil the income target gap set within the Maritime Services. Underspend has resulted in staff bearing responsibilities extra work. New Harbourmaster appointed in January 2015.

Buildings - Maintenance - Underspend (£53,263)

Maintenance controlled by Estate Department has underspent £14,727. The rest of the underspend, which is £38,536 has been used to finance the income deficit within the harbours as well as once and for all expenditure on other headings during the year.

Supplies and Services - Fees and Consultants Fees - Overspend £25,331

Commissioned work to ARUP company and the Pwllheli Harbour Dredging Strategy - Department fund contributing £18,504 towards the costs.

Income - Fees - Overspend £34,238

Anchor fees income deficit in 2014-15 against the target of £220,490

DG53**Porthmadog Harbour**

GROUP	ACCOUNT	DESCRIPTION	BUDGET
Central Support	6699	Central Reimbursement Costs	6,320
		Sum:	6,320

Capital Costs	6801	Depreciation (W9601)	160
		Sum:	160

Property	1000	Maintenance (Property Unit)	5,490
	1200	Maintenance (Maritime)	13,290
	1401	Ground Maintenance	5,620
	1510	Electric	1,240
	1710	General Taxes	3,470
	1730	Water - Meter	210
	1780	Buildings Insurance	560
	1845	Refuse Collection	990
		Sum:	30,870

Supplies and Services	3100	Tools and Equipment	4,570
	3183	Boats - Purchase and Maintenance	0
	3801	Clothing	570
	3939	Office Goods	370
	4145	Sub Contractors	3,690
	4152	Inspection Fees	0
	4201	Postage	110
	4210	Telephone	0
	4220	Mobile Phones	100
	4263	VHF License	150
	4852	Insurance-Loss of Income	30
	4890	Insurance - Various	680
		Sum:	10,270

Employees	0130	Staff-Permanent Salary	33,410
	0150	Non Permanent Staff-Salary	0
	0230	National Insurance	1,630
	0250	National Insurance-Non perm	0
	0330	Superannuation	7,490
	0350	Superan-Non Permanent	0

	0611	Pensions/Unpaid Holiday Leave	40
	0709	Professional Costs	100
	0731	Telephone Allowance	330
	0990	Liability Insurance	930
		Sum:	43,930

Income	7983	Sales-Petrol/Diesel	(400)
	8231	Annual Moorings	(30,840)
	8232	Visitor Moorings	(2,380)
	8233	Harbour Dues	(42,330)
	8234	Powerboat Launching	(4,310)
	8237	Jet Ski Launching	0
	8241	Car Park	0
	9597	Pension Credits(*6497)	(1,430)
		Sum:	(81,690)

Transport	2100	Running Costs-Vehicles/Machinery	510
	2710	Car Allowance	60
		Sum:	570

		Sum:	10,430
--	--	------	---------------

Harbwr Porthmadog Harbour

2016/17

	2015-16	2015-16	2016-17	2016-17	
	Lleol Local Ex. VAT 1%	Eraill Others Ex.VAT 1%	Lleol Local Ex. VAT 1%	Eraill Others Ex.VAT 1%	
Tollau Harbwr y fedr (Ffi blynyddol. Pob cwch)	32.38	33.66	32.70	34.00	Harbour Dues per meter (Annual fee. All vessels)
Rhent Angorfa Dŵr Dwfn + Tollau Harbwr Ardal 1	318.24	392.37	321.42	396.29	Deep Water Mooring Rental + Harbour Dues Area 1
Rhent Angorfa Dŵr Dwfn + Tollau Harbwr Ardal 2	296.50	372.80	299.47	376.53	Deep Water Mooring Rental + Harbour Dues Area 2
Rhent Angorfa Dŵr Dwfn + Tollau Harbwr Ardal 3	274.74	348.86	277.49	352.35	Deep Water Mooring Rental + Harbour Dues Area 3
Rhent Angorfa Gwlyb + Tollau Harbwr Ardal 1	286.17	359.74	289.03	363.34	Wet Mooring Rental + Harbour Dues Area 1
Rhent Angorfa Gwlyb + Tollau Harbwr Ardal 2	264.41	337.99	267.05	341.13	Wet Mooring Rental + Harbour Dues Area 2
Rhent Angorfa Gwlyb + Tollau Harbwr Ardal 3	242.66	318.41	245.09	321.59	Wet Mooring Rental + Harbour Dues Area 3
Rhent Angorfa Sych + Tollau Harbwr Ardal 1	186.21	230.75	188.07	233.06	Drying Mooring + Harbour Dues Area 1
Rhent Angorfa Sych + Tollau Harbwr Ardal 3	142.71	187.25	144.14	189.12	Drying Mooring + Harbour Dues Area 3
Trwydded Angorfa - Angorfeydd Preifat (Angorfeydd ôl blaen yn unig) yn cynnwys Borth y Gest	42.84	43.70	44.14	44.14	Mooring License – Private Moorings per mooring (Fore and aft moorings only) including Borth y Gest
Cwch ymwelwyr – Dyddiol neu rhan o ddiwrnod					Visiting Vessels – Daily or part of day
Cwsmeriaid Harbwr/Marina Cyngor Gwynedd	5.00	-	5.00	-	Gwynedd Council Harbour/Marina Clients
Pob Cwch Ymweld Arall	-	6.67	-	6.67	All Other Visiting Vessels
Ardal 4 Borth-y-Gest					Area 4 Borth-y-Gest
Pris y fedr am flwyddyn Angorfeydd ar gael i rhai sydd yn breswyl yn barhaol, ac yn llawn amser yng Ngwynedd	18.70	33.66	18.89	34.00	Price per meter per annum Mooring fees available for individuals who reside in Gwynedd permanently and full time
Cychod Masnachol (Cofrestredig) Pris y D.G dyddiol neu rhan diwrnod	0.65	0.65	0.66	0.66	Commercial Vessels (Registered) Price per G.R.T per day or part of day
Trwydded Parcio a Lansio – uchafswm 50 llestr	1,418.59	-	1,432.78	-	Park and Launch License – max 50 vessels
Lansio cychod eraill – fel ffioedd lansio traethau	-	-	-	-	Launching fees – as per beach launching fees
Gaeafu ar ddŵr yr Harbwr + 25% Tollau Harbwr	150.10	-	151.60	-	Vessels on winter moorings + 25% Harbour Dues
Diddymu cais angorfa. Gorddewisol	Rheol 1/18	Rule 1/18	Rheol 1/18	Rule 1/18	Cancellation of mooring (Discretionary)