



Preserving our Heritage. Protecting our Future.

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The next meeting of the **Trust's Development & Commerce Committee on Monday 10th August 2026 after the equivalent town council...** will be held in Committee Room at Town Hall.

Members of the public may also attend this meeting and make representations on agenda items, provided representations are made to the Town Clerk not less than 24 hours before the meeting.

<https://us02web.zoom.us/j/89409104416?pwd=Cxu8eZJZkahE6dOHlfXYEghD5sopRQ.1>

Meeting ID: 894 0910 4416

Passcode: 395953

Paul Cunningham, Secretary, 6th August 2026

Committee Members: Joseph Athorn, Gillian Birrell (Chair), Krista Booker, Barry Darch, John Greig, Alan Hopley, Peter Shannon, Daniel Smith

AGENDA

- 1 To receive apologies for absence**
- 2 To receive declarations of pecuniary and non-pecuniary interests in items on the agenda**
Declarations may be made at the meeting.
- 3 To approve the minutes of the Development & Commerce committee meeting held on Monday 6th July 2026**
Draft minutes attached.
- 4 Matters arising from these minutes**
- 5 To consider draft Business Plan for moorings at Beccles Quay**
Draft Plan attached.
- 6 To receive a report on hire of Quay field and use of 'hotel site' field and to review charges and Quay field hire booking form**
Summary of usage, current charges and Quay field booking form attached.
- 7 To receive a report on Beccles Duck Race event and to consider charitable donations with part of the surplus funds from the event**
Report attached.

Beccles Fenland Charity Trust owns and manages the lands given to the people of Beccles by Queen Elizabeth in 1584. Beccles Town Council is the sole trustee of the charity.

- 8 To consider charges for well-being classes and food trucks to accompany Fire and Flow sauna**
Report attached.
- 9 Any other Fenland Trust business falling under the remit of this committee**
- 10 To agree the date of the next meeting**
To agree the date of the next meeting as Tuesday 14th September after the town council's Development & Commerce Committee meeting.

Minutes of the meeting of Trust's Development and Commerce Committee meeting on Monday 6th July after the town council's equiv... in Committee Room at Town Hall

Present: Gillian Birrell (Chair), Krista Booker, Barry Darch, Alan Hopley, Peter Shannon

In Attendance: Paul Cunningham, Secretary

Apologies: Joseph Athorn, John Greig, Daniel Smith

Absent: None

Members of public: No members of the public.

1 - To receive apologies for absence

Received from Joe Athorn, Daniel Smith and John Greig.

What?	By Whom?	By When?

2 - To receive declarations of pecuniary and non-pecuniary interests in items on the agenda

There were none.

What?	By Whom?	By When?

3 - To approve the minutes of the Development & Commerce committee meeting held on Monday 8th June 2026

Motion to approve minutes proposed by Cllr Darch.

Seconded by Cllr Birrell.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To accept for accuracy and adoption the minutes of the committee meeting held on Monday 8th June 2026.

What?	By Whom?	By When?

4 - Matters arising from these minutes

There were none.

What?	By Whom?	By When?

5 - To consider report on potential leisure hire activities at Beccles Quay

Councillors considered the report from Cllr Stubbings. Town Clerk reported that Sportstore had responded to say that they were unable to operate a hire service themselves but that they would be willing for the Trust to use their equipment to run such a service. Councillors asked Secretary to investigate planning permission for a storage facility for the paddleboards at the Quay.

What?	By Whom?	By When?
Investigate planning permission for a storage facility for the paddleboards at the Quay.	Paul Cunningham	21/08/2026

6 - To consider storage hire rates at former waste site

Councillors considered the suggested charges per month for storage of items at the former waste site.

Cllr Darch proposed that the Secretary's recommended hire rates be approved.

Seconded by Cllr Shannon.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To agree the hire charges per month (inc VAT) for items stored other than in containers as follows:

14 feet by 10 feet shed for Rotary Club	£50
Land Rover	£50
Small trailer	£20
Large trailers	£45

What?	By Whom?	By When?

7 - To receive an update on 'Box Up' play equipment facility and to decide whether to accept delivery in November 2026 or to delay to Spring 2027

Cllr Darch proposed that the delivery be delayed until Spring 2027.

Seconded by Cllr Hopley.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To delay delivery of 'Box Up' play equipment facility until Spring 2027.

What?	By Whom?	By When?

8 - Hire rates for 'pop-up' sauna operator

Chair noted the good feedback from the initial weekend. Councillors considered the other proposals from the sauna operator for other activities such as wellness sessions and / or food trailers.

Chair proposed that the committee approve the five further dates for the sauna operator at £100 per weekend and that the operators be invited to submit proposals for wellness sessions and / or food trailers.

Seconded by Cllr Hopley.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To approve the five further dates for the sauna operator at £100 per weekend and to invite the sauna operators to submit proposals for wellness sessions and / or food trailers.

What?	By Whom?	By When?

9 - Any other Fenland Trust business falling under the remit of this committee

Councillors considered a query from Harbour Masters regarding reasonable notice to cancel a pre-booked mooring and still be eligible for a refund. Councillors agreed that the limit should be 48 hours.

Secretary gave a verbal update on his recent meeting with the Broads Society, who have taken over the ownership of the Broads Hub from the former Broads Trust charity, which has now dissolved. Secretary reported that the society are keen to work with us on future events and that they will be attending the Duck Race and will have a stall where members of the public decorate ducks to enter the 'best dressed duck' competition.

Cllr Booker noted that Twinning Association had been successful in their bid for a grant from Sport England towards the cost of the petanque pitch but that this grant covered 50% of the costs. She noted that they would need to raise the other 50% to allow the project to proceed.

What?	By Whom?	By When?

10 - To agree the date of the next meeting

This was confirmed as Tuesday 10th August after the town council's Development & Commerce Committee meeting.

What?	By Whom?	By When?

11 - To consider confidential items

Councillors noted that there were no members of the public present.

What?	By Whom?	By When?

12 - To approve the confidential minutes of the Development & Commerce committee meeting held on Monday 8th June 2026

Motion to approve confidential minutes proposed by Cllr Darch.

Seconded by Cllr Birrell.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To accept for accuracy and adoption the confidential minutes of the committee meeting held on Monday 8th June 2026.

What?	By Whom?	By When?

Beccles Quay Development Strategy 2027–2030

NB: this report has been generated by Chat GPT, following a prolonged interaction, including sharing occupancy figures with the AI. It should therefore be treated with caution and as a useful starting point rather than a finished product. For instance, I have concerns that some of the suggested fee increases are unsustainably high.

Councillors may want to consider a small Working Party (perhaps including a Harbour Master) to work on refining this document.

Paul Cunningham, Secretary, 6th August 2026

1. Executive Summary

Beccles Quay operates a substantial mixed-use mooring facility on the tidal River Waveney within the Broads Authority area. The Quay currently provides:

- 80 annual moorings;
- 60 visitor moorings;
- 50 standard annual moorings charged according to vessel length;
- 30 small annual moorings, principally accommodating vessels of approximately 10–12 feet;
- an online visitor-booking system; and
- chargeable shore-power facilities, currently concentrated on the southern side of the quay.

The Quay benefits from its location in Beccles, including access to the town centre, shops, restaurants, public transport and visitor attractions. It is also positioned on an important cruising route through the southern Broads.

The Quay's physical capacity is substantially fixed. It does not have space for dry storage, a dry dock or significant land-based marine services. Income growth must therefore come primarily from:

1. improving income earned from the existing mooring estate;
2. increasing visitor occupancy during periods of available capacity;
3. making better use of differential pricing;

4. increasing the value and availability of shore power;
5. improving the customer experience and commercial presentation of the Quay;
and
6. managing expenditure and capital investment against measurable returns.

The strategic objective is to increase sustainable Quay income while preserving affordability, maintaining high occupancy and supporting the Quay's wider contribution to Beccles and the southern Broads.

Subject to demand and the final financial assumptions, a reasonable target is to increase gross mooring and associated income by approximately 15%–30% over the three-year strategy period.

2. Purpose of the Strategy

This strategy provides a framework for operating and developing Beccles Marina between 2027 and 2030.

Its purposes are to:

- establish clear commercial priorities;
- provide a structured basis for reviewing annual and visitor charges;
- guide investment in electrical infrastructure and customer facilities;
- improve the use of occupancy and booking data;
- identify realistic new sources of income;
- support annual budget setting;
- balance commercial performance with customer retention and public-service considerations; and
- provide measurable outcomes against which performance can be reported.

This is intended to be a working management document. Charges, financial assumptions and delivery priorities should be reviewed annually.

3. Current Operating Position

3.1 Mooring capacity

The Quay has a total stated capacity of 140 moorings:

Mooring category	Number	Current charging basis
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Mooring category	Number	Current charging basis
Standard annual moorings	50	£53 per foot
Small annual moorings	30	£380 per year
Visitor moorings	60	£16 per night
Total	140	

Electricity is charged separately.

The small annual moorings generally accommodate vessels of only 10–12 feet. They should therefore continue to be treated as a distinct product rather than being brought directly into the standard per-foot tariff.

3.2 Key strengths

The Quay's principal strengths are:

- a prominent location in Beccles;
- direct access to a market town;
- online visitor booking;
- a large visitor-mooring offer;
- a combination of stable annual income and seasonal visitor income;
- established customer awareness;
- a strategic location on the River Waveney;
- the ability to offer shore power; and
- the potential to extend electricity to a greater proportion of the visitor quay.

3.3 Principal constraints

The principal constraints are:

- fixed waterside capacity;
- no opportunity for substantial dry storage;
- no dry-dock facilities;
- exposure to seasonal demand;
- tidal operating conditions;
- competition from free and lower-cost Broads moorings;
- varying desirability and utility of different parts of the quay;
- limited current electricity coverage; and

- the need to avoid pricing changes that result in material loss of annual customers.
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4. Strategic Vision

By 2030, Beccles Quay will be:

A financially sustainable, well-managed and welcoming southern Broads Quay, recognised for reliable bookable visitor moorings, convenient access to Beccles, improved shore-power availability and good value for annual berth holders.

The Quay will not attempt to compete as a full-service repair or storage Quay. Its commercial position will instead be built around:

- location;
 - convenience;
 - certainty of booking;
 - access to the town;
 - appropriate facilities;
 - shore power;
 - customer service; and
 - responsible, transparent pricing.
-

5. Strategic Objectives

Objective 1: Increase sustainable income

Increase gross Quay income without materially reducing annual occupancy or damaging the Quay's reputation.

Objective 2: Improve visitor-berth performance

Increase occupancy during underused periods and improve the average income received per occupied visitor night.

Objective 3: Complete and commercialise electricity expansion

Complete the extension of shore power to the northern side of the quay and use the enhanced provision to improve customer choice and income.

Objective 4: Retain annual berth holders

Maintain a stable annual-customer base through phased pricing, good communication, dependable facilities and responsive management.

Objective 5: Use data to guide decisions

Use monthly occupancy, bookings, cancellations, length of stay, electricity usage and customer feedback to inform pricing and investment decisions.

Objective 6: Strengthen Beccles as a boating destination

Promote the relationship between the Quay and Beccles town centre, encouraging visitor stays and supporting the local economy.

6. Market Position

Beccles Quay operates in a market containing several distinct alternatives:

- free or low-cost informal moorings;
- Broads Authority and local-authority visitor facilities;
- pub and attraction-based moorings;
- commercial Quays offering annual and visitor berths; and
- more extensively serviced Quays in locations such as Brundall, Oulton Broad and the northern Broads.

The Quay should not seek to compete solely on price with free or very basic moorings. Its commercial proposition is stronger where customers value:

- advance booking;
- certainty that a mooring will be available;
- proximity to shops and hospitality;
- electrical connection;
- safety and oversight;
- clean and dependable facilities; and
- assistance in a tidal location.

The Quay should be marketed as a convenient and reliable place from which to visit Beccles, rather than merely as a place to leave a boat overnight.

7. Pricing Strategy

7.1 Principles

Pricing decisions should follow six principles:

1. Charges should be reviewed annually.
2. Increases should normally be phased.
3. Annual customers should receive reasonable notice.
4. Different products should be priced according to their value and demand.
5. Visitor pricing should distinguish between standard and premium demand.
6. Electricity should recover its direct and administrative costs and contribute appropriately toward infrastructure.

7.2 Standard annual moorings

The current standard rate is £53 per foot.

A provisional three-year pathway is:

Mooring year	Illustrative rate
2027/28	£58 per foot
2028/29	£61 per foot
2029/30	£64 per foot

The rate should be reviewed against:

- current occupancy;
- waiting-list demand;
- local competitors;
- inflation;
- maintenance costs;
- capital investment; and
- customer retention.

Where operationally practical, consideration should also be given to differentiating clearly superior annual berths through a modest premium. Any such differentiation should be objective and easy to explain.

7.3 Small annual moorings

The small berths serve a different market. The vessels are generally 10–12 feet long and are often of relatively modest value.

The objective should be to improve income without pricing these customers out of boating.

A provisional pathway is:

Mooring year	Illustrative flat rate
Current	£380
2027/28	£450
2028/29	£500
2029/30	£550

Before implementation, the Quay should verify:

- the occupancy rate of these berths;
- the level of turnover;
- whether there is a waiting list;
- the facilities available to these customers; and
- whether any berth is materially less usable than the others.

A limited concession or transitional arrangement could be considered where individual customers would otherwise experience disproportionate hardship, although the published charging structure should remain simple and consistent.

7.4 Visitor moorings

The current charge is £16 per night.

A revised structure should be introduced gradually and kept easy for visitors to understand. An illustrative structure is:

Visitor product	Illustrative charge
Standard off-peak overnight stay	£17–£18
Standard summer overnight stay	£18–£20
Peak weekend or bank-holiday stay	£20–£22
Reserved electric berth	Standard charge plus an appropriate premium
Electricity	Separately metered or charged under a clearly

The online system should display the full cost before booking.

Dynamic pricing should initially be limited to a small number of understandable categories. Excessively complex or frequently changing prices could frustrate customers and create additional administrative work.

7.5 Existing and new annual customers

For the first year of a substantial pricing adjustment, the Quay may consider:

- a published standard rate for existing berth holders; and
- a slightly higher market rate for newly allocated premium or highly desirable berths.

This should only be used if it can be administered transparently and without creating long-term inconsistencies.

8. Electricity Expansion Strategy

8.1 Current position

Electricity is currently available principally to visitors on the southern side of the quay. Work is under way to extend its reach to the northern side.

This project has the potential to:

- make northern-side moorings more attractive;
- distribute visitor demand more evenly;
- increase the number of marketable electric berths;
- improve the customer experience;
- support premium booking products; and
- generate additional electricity income.

8.2 Commercial approach

Once the extension is complete, the Quay should:

1. identify every berth that can reliably receive shore power;
2. show electric-berth availability clearly within the booking system;
3. record electricity income separately from mooring income;

4. compare occupancy between electric and non-electric berths;
5. monitor electricity consumption and tariff recovery;
6. ensure electrical inspection and maintenance costs are included in the business case; and
7. assess whether customers will pay a booking premium for a guaranteed electric berth.

The Quay should avoid describing a bundled product as including unlimited electricity unless consumption is controlled and the financial implications have been assessed.

8.3 Project evaluation

The electricity project should be evaluated using:

- total project cost;
- number of additional usable connection points;
- annual maintenance and inspection costs;
- increased electricity sales;
- any increase in visitor occupancy;
- any increase in average nightly income;
- customer feedback; and
- estimated payback period.

A formal review should be completed after the first full visitor season following completion.

9. Visitor Occupancy Strategy

The visitor-occupancy report provides an important foundation, but it should be developed into a regular performance dashboard.

The Quay should analyse occupancy by:

- month;
- day of the week;
- location on the quay;
- electric and non-electric berth;
- pre-booked and walk-in visitor;
- vessel type or size;
- length of stay;

- booking lead time;
- cancellations and no-shows; and
- major events and holiday periods.

9.1 Capacity decisions

The 60 visitor moorings should not be permanently converted to annual use without a detailed berth-level analysis.

A visitor berth should only be considered for seasonal or annual allocation where:

- it is consistently underused by visitors;
- its expected annual visitor income is below the secure income available from another use;
- the change would not compromise peak visitor capacity;
- the berth remains operationally suitable; and
- the arrangement can be reversed if visitor demand changes.

9.2 Seasonal moorings

A limited seasonal-mooring trial could be considered for persistently underused visitor berths.

The trial should:

- apply only to identified low-performing berths;
- run for a defined period;
- preserve peak visitor capacity;
- be reviewed after one season; and
- be priced above the likely visitor revenue from the same berth.

No permanent reallocation should occur until reliable monthly data demonstrates the financial advantage.

10. Marketing and Customer Experience

10.1 Core proposition

Marketing should emphasise:

Bookable visitor moorings with convenient access to the heart of Beccles.

Supporting messages should include:

- shore-power availability;
- access to shops, food and drink;
- town-centre convenience;
- online booking;
- suitability as a southern Broads stop;
- practical tidal information; and
- clear arrival instructions.

10.2 Digital presentation

The Quay should ensure that its website and booking platform include:

- current photographs;
- an accurate berth map;
- clear identification of electric berths;
- tariff information;
- arrival and departure times;
- cancellation terms;
- tidal and navigation guidance;
- local facilities;
- accessibility information;
- contact details; and
- links to local businesses and attractions.

10.3 Customer communication

Annual-price communications should:

- give adequate notice;
- thank customers for their continued support;
- explain the investment and maintenance context;
- state the new charge clearly;
- avoid exaggerated claims;
- explain that charges remain subject to regular market review; and
- provide a named contact for genuine queries.

Visitor-price communications should focus on service categories, booking certainty and electricity availability rather than simply announcing a general price rise.

10.4 Partnerships

The Quay should explore low-cost partnerships with:

- local restaurants and pubs;
- supermarkets and convenience retailers;
- visitor attractions;
- Beccles tourism organisations;
- boat-hire operators;
- local boating clubs;
- mobile marine engineers; and
- local events.

The aim should be to increase the attractiveness of Beccles as a destination without requiring the Quay to operate unrelated services itself.

11. Financial Scenarios

The following scenarios are indicative. They do not yet constitute an approved budget because the average length and occupancy of the 50 standard annual berths, visitor occupancy by month, electricity income and operating expenditure require validation.

11.1 Conservative scenario

Assumptions:

- modest annual increases;
- small-berth charges phased gradually;
- limited visitor-price differentiation;
- no significant occupancy growth;
- modest additional electricity income.

Indicative outcome by 2029/30:

- gross mooring-related income approximately 12%–18% above the current comparable baseline.

11.2 Recommended scenario

Assumptions:

- standard annual tariff reaches approximately £64 per foot;

- small berths reach approximately £550;
- visitor pricing produces a higher blended nightly rate;
- electricity expansion improves the attractiveness of northern berths;
- occupancy is maintained or modestly improved;
- booking and cancellation data are actively managed.

Indicative outcome by 2029/30:

- gross mooring-related income approximately 20%–30% above the current comparable baseline.

11.3 Higher-growth scenario

Assumptions:

- strong demand is maintained;
- greater use is made of peak pricing;
- electric berths command a measurable premium;
- underused periods are successfully marketed;
- limited seasonal allocation is introduced where financially advantageous;
- customer retention remains high.

Indicative outcome by 2029/30:

- gross mooring-related income could exceed the current comparable baseline by approximately 30%.

This scenario carries a greater risk of customer resistance or occupancy loss and should only be pursued where booking data demonstrates sufficient demand.

11.4 Profit forecasting

A full profit forecast should distinguish between:

- annual-mooring income;
- small-berth income;
- visitor-mooring income;
- electricity income;
- other income;
- staffing;
- utilities;
- maintenance;
- insurance;

- booking-system costs;
- rates and statutory costs;
- capital financing;
- depreciation or capital charges; and
- central support costs where applicable.

Until those costs are incorporated, revenue-growth forecasts should not be described as profit forecasts.

12. Implementation Programme

Year 1: 2027/28 — Establish and Measure

- Complete the electricity-extension project.
- Confirm the true capacity and classification of every berth.
- Introduce revised annual and small-berth tariffs.
- Introduce a simple visitor peak/off-peak structure.
- Improve the online presentation of electric berths.
- Establish monthly occupancy and income reporting.
- Review electricity pricing and cost recovery.
- Improve arrival information and berth mapping.
- Begin structured customer feedback.
- Establish baseline customer-retention and satisfaction measures.

Year 2: 2028/29 — Optimise

- Review the first full year of revised pricing.
- Analyse northern-side occupancy following electricity expansion.
- Refine visitor pricing by season and day of week.
- Consider a limited seasonal-berth trial where supported by data.
- Introduce premiums for demonstrably superior annual berths, where appropriate.
- Develop partnerships with town-centre businesses and visitor organisations.
- Review booking cancellation and no-show arrangements.
- Prepare a targeted maintenance and improvement programme.

Year 3: 2029/30 — Consolidate

- Complete a full commercial review of the strategy.
- Compare actual income and profit against all three scenarios.
- Confirm the long-term balance between annual, visitor and any seasonal berths.

- Review the payback and operational performance of the electricity project.
- Update the market and competitor analysis.
- Establish the next three-year capital programme.
- Prepare the 2030–2033 Quay strategy.

13. Key Performance Indicators

The following indicators should be reported monthly during the principal visitor season and quarterly at other times.

Indicator	Purpose
Standard annual-berth occupancy	Measures core recurring demand
Small-berth occupancy	Tests affordability and demand
Annual-customer retention	Identifies reaction to price and service
Visitor berth-nights sold	Measures visitor volume
Visitor occupancy by quay section	Identifies underused capacity
Average visitor income per occupied night	Measures pricing performance
Electric-berth occupancy	Measures value of the infrastructure
Electricity income and cost recovery	Tests commercial sustainability
Online-booking proportion	Measures use of the booking system
Booking cancellations and no-shows	Identifies revenue leakage
Complaints and compliments	Measures customer experience
Maintenance response times	Measures operational reliability
Revenue by berth category	Supports budget control
Operating surplus	Measures overall financial performance

Suggested targets should be set once the baseline data has been validated.

14. Principal Risks

Risk	Potential effect	Mitigation
Charges increase too quickly	Customer loss or reputational harm	Phase increases and monitor retention
Competitors remain cheaper	Loss of price-sensitive customers	Compete on location, booking certainty and

Risk	Potential effect	Mitigation
Visitor demand is seasonal	Underused capacity	facilities Off-peak promotion and limited seasonal trials
Electricity project costs exceed plan	Reduced return on investment	Formal project controls and post-completion review
Electricity tariffs fail to recover costs	Income leakage	Metering, consumption monitoring and annual tariff review
Tidal or adverse weather conditions	Reduced demand or operational disruption	Clear customer information and resilient operating procedures
Ageing quay infrastructure	Increased maintenance costs	Condition surveys and prioritised capital planning
Online-booking problems	Lost bookings and complaints	Clear support process and regular system testing
Pricing becomes too complex	Customer confusion and administration	Limit the number of tariff categories
Inadequate data quality	Poor investment decisions	Standard monthly reporting and reconciliation

15. Governance and Review

Responsibility for delivery should be assigned to named officers or managers.

Progress should be reviewed:

- monthly during the main visitor season;
- quarterly against the action plan and KPIs;
- annually as part of budget setting; and
- formally at the end of the three-year period.

Any material proposal to change the balance of annual and visitor moorings should be supported by:

- berth-level occupancy data;
- a financial comparison;
- an operational-impact assessment;
- consultation where appropriate; and

- a clear route for review or reversal.
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16. Information Required for the Final Version

Before this strategy is submitted for formal approval, the following should be added:

1. Actual annual-mooring income for the latest full financial year.
 2. The lengths of vessels occupying the 50 standard annual berths.
 3. Annual occupancy and waiting-list information.
 4. Monthly visitor berth-nights for at least two complete seasons.
 5. Visitor income reconciled to the booking-system report.
 6. Electricity sales, unit costs and maintenance expenditure.
 7. The budget and expected completion date for the electricity extension.
 8. Staffing, maintenance and other operating expenditure.
 9. Planned capital works over the next three years.
 10. Customer complaints, feedback and satisfaction information.
 11. A refreshed and verified comparison with nearby Broads mooring providers.
 12. Confirmation of VAT treatment and whether published charges are inclusive or exclusive of VAT.
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17. Recommended Decision

It is recommended that the Quay:

1. adopts the strategic direction set out in this draft;
2. completes and evaluates the electricity expansion;
3. introduces phased revisions to annual, small-berth and visitor tariffs;
4. retains the present visitor capacity pending detailed berth-level analysis;
5. establishes a monthly commercial-performance dashboard;
6. develops the final three-year financial model using verified income and cost data;
and
7. reviews progress annually through the budget-setting process.

Terms and Conditions of Hire **PLEASE READ CAREFULLY**

1. The Hirer must indemnify Beccles Fenland Charity Trust against any death, personal injury, loss of or damage to property and actions, claims, demands, costs, charges and expenses (including legal expenses on an indemnity basis) which arise as a result of the Hirer's negligence or wilful misconduct or non-performance of its obligations under these conditions.
2. If any equipment is brought on to the site and is left on the site after the event has finished or is left overnight if the event lasts more than one day, the Hirer shall be responsible for ensuring that any equipment is properly secured against misuse. Beccles Fenland Charity Trust accepts no responsibility for any loss or damage to such equipment. In addition, the Hirer shall specifically ensure that the insurance cover to be provided covers all risks for all of the time that the equipment is on Beccles Fenland Charity Trust land.
3. The Hirer is responsible for controlling access to the site for the duration of the event, which shall include setting up and taking down times. In particular, the Hirer shall so operate any traffic bollards or any other device owned by Beccles Fenland Charity Trust in such a manner as to prevent unauthorised access to the site. In the event that the Hirer permits or by his actions brings about unauthorised occupation of the site, the Hirer shall pay to Beccles Fenland Charity Trust all costs properly incurred by it in seeking the removal of such persons from the site.
4. All documentation for fairground rides must be submitted before the event. Beccles Fenland Charity Trust will require details of all equipment and units one month prior to the event. Certification that the structures comply with the HSE guidance notes must be submitted a minimum of four normal office working hours prior to the event. Details of the electrical and structural contractor must be submitted for Beccles Fenland Charity Trust's approval fifteen working days before the event. Funfair operators are required to provide Beccles Fenland Charity Trust with the insurance, ride inspection certificates and specific risk assessments for any rides that they intend to have at their event. Failure to provide the information required by the due date shall entitle Beccles Fenland Charity Trust to cancel the event.
5. The event's organiser is responsible for all safety aspects of the event prior, during and after the event and must accept liability for any loss, damage injury or death, howsoever and by whomsoever caused.
6. **Fly posting in any form is not permitted** and may result in prosecution. Any breach of the condition will result in immediate cancellation of the permission to use the site. The cost of removing the fly posting will be deducted from the hirer's deposit.
7. Use of the quay toilets is permitted, but it is expected that these are left in a clean state after the event. The cost of cleaning the toilets if not left in a satisfactory condition will be deducted from the hirer's deposit. The hirer can pay Beccles Fenland Charity Trust to clean the toilets after the event by booking this service on the application form.
8. It is not permitted, without prior written agreement, to use any public address system, loudspeaker apparatus, engines or generators.
9. The giving of goldfish or other live creatures as prizes is banned.
10. No circuses with performing animals of any kind are permitted at any event.
11. The siting of rides or attractions must be agreed in advance of the event (site plan to be submitted with application).
12. Catering units are not permitted at events on Beccles Fenland Charity Trust land unless by prior arrangement and agreement has been given to the Hirer in writing. Relevant catering certificates must be produced in advance
13. The Hirer shall at all times comply with any verbal or written directions or requirements by an officer of Beccles Fenland Charity Trust during the duration of the event. Any breach of these conditions

or directions by the Hirer or any participant in the event may result in the offending persons being removed from the site and/or immediate cancellation of the event.

14. Beccles Fenland Charity Trust reserves the right to refuse permission for any booking without being required to give a reason for any such refusal.
 - a) It reserves the right to cancel any booked event or withdraw permission to use the land any time up to and including the day of the event.
 - b) It reserves the right to cancel any booked event due to poor weather conditions.
 - c) **It reserves the right to cancel the event if it has sufficient concerns or doubts about the safety of the event or if the organisers have failed to comply with advice given by the Safety Advisory Group**
15. No advertising material may be issued or tickets sold until such time as permission has been granted by the Beccles Fenland Charity Trust for the event to take place.
16. For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto. the Hirer agrees that he/she will not release or permit anyone on the land of the Beccles Fenland Charity Trust pursuant to this Agreement to mass release balloons or release any sky lanterns whatsoever.
17. **Where appropriate a deposit will be taken for each event and will be required on application. This is fully refundable if no issues requiring remedial action arise. The Beccles Fenland Charity Trust reserves the right to deduct from this deposit the cost of any repairs or cleaning up required after the event. Removal of rubbish, clearing up and reinstatement work must be carried out to the standard required by Beccles Fenland Charity Trust.**
18. Fees are set annually by the Beccles Fenland Charity Trust with reduced concessions for charities and community groups.
19. Beccles Fenland Charity Trust does not provide free car parking for events in its car parks. Any spaces used will need to pay the relevant charge. Loss of revenue will be charged to the event organiser should they need to block any spaces for whatever reason. Cars may not be parked on Beccles Fenland Charity Trust land either. Beccles Fenland Charity Trust reserves the right to deduct from your deposit a fine of £25 for each unauthorised car on site
- 21. Any electricity used will be charged at a flat rate of £10 per supply per day**
22. It is the event organiser's responsibility to make any arrangements regarding cleansing, barriers, toilets directly with Beccles Fenland Charity Trust and pay any associated costs.
23. In line with Beccles Fenland Charity Trust declaring a Climate Emergency, the use of non-recyclable packaging is prohibited at all events held on trust lands. A breach of this condition will impact on any future event applications.
24. When applying for the not-for-profit/charity free rate, all not-for-profit and charity hirers must provide the trust with a copy of their previous year's accounts.



BECCLES FENLAND CHARITY TRUST

OPEN SPACES EVENT

Please read through the guidance notes thoroughly before completing this section.

Name of event-			
Event location (delete as applicable)	Beccles Quay	~~Waveney Meadow~~	
Date of Event			
Organisers Details			
Name of organisation			
Name of event organisers			
Contact Address			
	Post Code		
Email Address			
Home Tel No.		Mobile No.	
Event Public Enquiries No.			
Contact on Day of Event			
Type of Event	Community event ☐ Commercial Event ☐		
Charity Name (if applicable)			
Charity Registration No.			
Please give the percentage (%) of income raised that will go to the charity concerned			%
Event Description			
Detailed description of proposed event:			

Date and time to access site for preparation			
Date/time the site will be vacated after event			
Event start time		Event finish time	
Admission price	FREE ☐	Other/Chargeable	
Approximate number of attendees expected			
Will any of the following be featured at this event? Please tick appropriate boxes (some may be prohibited at certain sites).			
Quay Toilets opening time		Quay Toilets to be kept open till	
Require Quay Toilets cleaned by BFCT staff		☐	
Attractions Fireworks/pyrotechnics ☐ Details _____ Fairground rides ☐ Details _____ Inflatables ☐ Details _____ Live music ☐ Details _____ Live entertainment ☐ Details _____ Animal rides or Exhibitions ☐ Details _____ Services First Aid ☐ Details _____ Security ☐ Details _____ Stewards ☐ Details _____ Food/Drink concessions ☐ Details _____ Staging ☐ Details _____ Marquees ☐ Details _____ Generators ☐ Details _____ Power Supply ☐ Details _____ PA system ☐ Details _____ Lighting ☐ Details _____ Toilets ☐ Details _____ Alcohol provision ☐ Details _____ Water provision ☐ Details _____			
Note:	Please supply as much information as possible on all the above items. After this application has been submitted, no additional items may be included without the express consent of the appropriate department in writing.		
The Beccles Fenland Charity Trust reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. The event organiser/s should ensure that the site is regularly litter-picked during the event and cleared of all waste/litter after the event. If the event organiser/s fail to do this the Beccles Fenland Charity Trust reserves the right to carry out any works in default and charge the event organiser the cost incurred. If damage is sustained by the site as a result of, or in any direct action by the event and its attendees the Beccles Fenland Charity Trust reserves the right to complete works to restore and repair the site and charge the event organiser/s for any cost incurred.			
Insurance Event organisers are required to hold a current policy of insurance in respect of Public Liability and Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an			

amount no smaller than £5 million per claim and the Beccles Fenland Charity Trust reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover.

Risk Assessments & Event plan

Event organisers must supply a copy of their risk assessment and event plan and site plan to Beccles Fenland Charity Trust with their application. The risk assessment must cover all aspects of the proposed events. Should the risk assessment be insufficient then permission will not be granted.

Note: All applications must be made a **MINIMUM** of 8 weeks before the event. Applications outside of this time will not be considered and failure to comply may result in Beccles Fenland Charity Trust refusing to grant permission/withdrawing permission for the event.

Application

We will assess your application in consultation with Suffolk Police, East Suffolk Services and other relevant organisations. Once we have received feedback we will advise you if your application is successful and what the costs and any specific conditions will be. It will also be passed to the Suffolk Safety Advisory Group (SAG) for their consideration

If permission is granted for this event, I hereby agree to comply with the terms and conditions of use set out by Beccles Fenland Charity Trust and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of Beccles Fenland Charity Trust

I confirm I have read and agree to all the terms and conditions ☐

I confirm I have enclosed a copy of my Public Liability Insurance ☐

I confirm I will forward my deposit cheque ☐

I confirm I have enclosed my Risk Assessment, Event Plan and Site Plan ☐

I confirm I have enclosed a copy of the Required Animal Licences ☐

Signed		Date	
Printed			
Position in Organisation			

PLEASE RETURN COMPLETED FORMS BY EMAIL TO
admin@becclestowncouncil.gov.uk

For Office Use Only:

- | | | |
|-------------------------------|--------------------------|-----------------------------|
| 1) Diary: o | 2) Stakeholders: o | 3) PLI: o |
| 4) Risk Assessment: o | 5) Event Plan Checked: o | 6) Deposit Received: o |
| 7) Payment Received: o | 8) Confirmed: o | 9) Toilets to be cleaned: o |
| 10) Animal Licences Checked o | | |

Current hirings of Quay field and use of 'Hotel site' field

Event	Date(s)	Charge if any	Use Hotel Site field?	Other arrangements
Antiques Fair	3 May	£300	No	Charge for parking on rear of Quay field - £2.
Circus	20-25 May	£1700	No	
Food Festival	23 May	n/a – do not use Quay field	Yes	Do not charge for parking – provide free 'park and ride'. They pay us to have the field cut.
Stocks Fair	June	£1000	No	
Carnival	15/16 August	None	Yes	They collect donations for parking on field.



Preserving our Heritage. Protecting our Future.

SCHEDULE OF MOORING CHARGES APRIL 2026 TO MARCH 2027

	Previous Fee 2025/26	New Fee 2026/27
Stern On (24 hours visiting craft)	£15	£16
Side On (up to 45 feet) (24 hours visiting craft)	£20	£21
Short Stay (2 hours max)	Free	Free
Short Stay (3-6 hours)	£8	£8
Short stay (>6 hours)	n/a	£12
Water Top Up	Free	Free
Shower	Free	Free
Annual Mooring fee for Permanent Moorings in basin (per foot)	£51	£53
Annual Mooring fee for Permanent Moorings on River Wall (per foot)	£49	£50
Annual Mooring fee for Gas Dyke	£365	£375
Mooring fee for winter moorings (per foot per month)	£6.50	£7.50
Electricity	£0.40 per unit	£0.40 per unit
Washing machine	£3	£5
Dryer	£2	£3

BECCLES QUAY GRASSED AREA
SCHEDULE OF CHARGES APRIL 2026 TO MARCH 2027

Beccles not for profit Community Events	Free
Community Events not originating in Beccles	£200
Community Events not originating in Beccles – Set up and take down days	£50
Businesses	£300
Businesses - Set up and take down days	£100

S:\Beccles Fenland Charity Trust\Assets - BFCT\Beccles Quay\Charges

Beccles Duck Race

The Beccles Duck Race, held on Sunday 2 August 2026, was a successful community event. The event attracted a large number of people throughout the day, and the feedback received from members of the public was extremely positive.

The corporate ducks again proved particularly popular and helped achieve the aim of involving and promoting local businesses. Twenty local organisations participated in the corporate duck category, helping to strengthen the event's links with the wider business community. Rosedale Funeral Homes were the lucky winners!

The programme of entertainment, stalls, food vendors and family activities also contributed to an enjoyable and well-attended event. The quality of music was better than last year and had great feedback.

Finances

Financially, the event generated total recorded income of approx. **£7,500** against expenditure of just over **£5,500**, resulting in a provisional surplus of **just under £2000**.

Please note, these are draft figures as invoices are still being paid, and money is still coming in.

Income included **£3,870** from small duck sales, with 735 small ducks recorded as sold.

Stallholders contributed **£1,300**, corporate duck entries generated **£720**, and sponsorship provided a further **£600**. Additional income of **£936.35** was received through bar profits, car park donations and general donations.

The corporate side of the event, including sponsorship, could be heavily promoted with further support, and I believe a lot more money could be made if so.

The expenditure covered the purchase of ducks (less 250 ducks which were not sold, and will be held for the 2027 event), entertainment and live music, first-aid provision, toilets, marketing, prizes and food vouchers for volunteers. The expenditure was up approx. **£1,300** from 2025, and this is due to the cost of small ducks which will need to be included in the event figures going forwards.

Overall, the figures demonstrate that the event was financially successful while also providing a well-received community occasion.

Historically, the event has raised money for local charities and voluntary groups. In 2025, when kick starting the event, we pledged to do the same. Last year, we donated £1000 to the Sea Cadets, who we couldn't run the event without, £200 to the football club who helped set up the event, and £400 the Beccles Helping Hands who stewarded the event.

A decision needs to be made as to what the council do with 2026 profits.

Charges for classes and food trucks alongside Fire and Flow sauna

Councillors agreed at the last meeting to "invite the sauna operators to submit proposals for wellness sessions and / or food trailers."

They responded promptly regarding wellness sessions and they ran such a session on their last visit and have planned another one this coming weekend (15th / 16th). To facilitate this, I agreed an initial charge of £15 per session. Councillors may want to review this charge.

They have also arranged a food truck for the forthcoming session. I have not yet agreed a figure for this and councillors are therefore asked to consider an appropriate charge.

Paul Cunningham, Secretary, 6th August 2026