



Chairman's Introduction



In introducing the Annual Report for 2015 I should like to start by thanking my predecessor, Councillor Nigel Peters, for the way he steered the strategic direction of the harbour during his tenure. I also would like to acknowledge the efforts of the Board's members and especially the Vice Chairman, Councillor Roger Elkins during the period of report. They have almost without exception strived to make Littlehampton Harbour a better and more effective trust port with some having to wrestle to balance their political responsibilities with the need to maintain their statutory obligation to act independently as harbour commissioners.

I also should like to record thanks to the harbour officers and staff. They have worked hard as a cohesive team to improve the operational effectiveness of the harbour, react to day-to-day needs and be pro-active in the development and sustainability of services. They have worked against a backdrop of extreme financial stringency where decisions have had to be made against strict budgetary constraints. The Harbour is, and must be run, as a commercial business with any income used to ensure that its statutory responsibilities are met and ultimately to the benefit of the harbour users.

Much progress has been made during 2015. The Harbour Board acquired a multi-purpose vessel, the ERICA, which replaced the ageing pilot vessel JUMNA. Much credit goes to my predecessor for his "behind-the-scenes" work to secure the funding by way of a loan and to the Deputy Harbour Master, Lee Harrison, for project managing the vessel to ensure that its operational capability could be optimised. This has already proven to be the case as she has undertaken a range of tasks that benefit Littlehampton Harbour both directly and indirectly. Some of these activities have generated revenue which has resulted in a freeze of Harbour Dues for 2016/17 and a reduction in the financial precept that is provided jointly by West Sussex County Council and Arun District Council.

The Harbour Board also commissioned a study which resulted in a Major Infrastructure Assessment of the navigational infrastructure at the harbour entrance. This has been the topic of much discussion in the recent past and the report provided confidence that a regulated programme of maintenance over

the next decade or so should obviate the need for a major capital investment to replace the principal structures (ie West Works, West Training Wall and Dicker Works). The recommendations emerging from the report have been incorporated into the Littlehampton Harbour Business Plan.

The Harbour also has secured Parliamentary approval for a Harbour Revision Order which provided the platform for the production of Powers of General Direction that have replaced the outdated and outmoded Harbour Bye Laws. Producing this was a significant task and required the engagement of both designated and local stakeholders. The Powers of General Direction will greatly assist the Harbour Master and his staff to manage safety within the harbour much more effectively.

During the year there has been an increase in the frequency of Stakeholder Consultation Group meetings. These were originally conceived to discuss matters of a Port Marine Safety Code nature but the agendas have been broadened to act as a consultation and focus group on harbour-related matters.

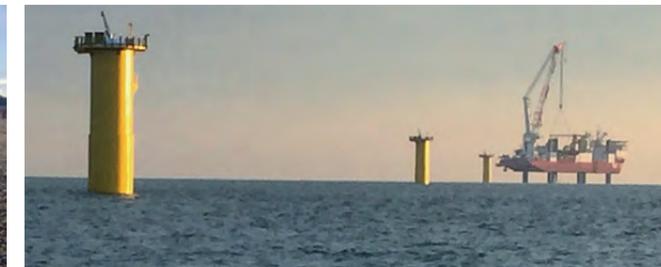
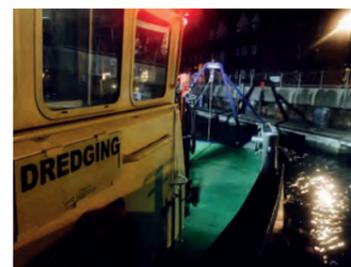
As we move forward, I believe that we can continue to maximise our operational effectiveness and our ability to generate income from a range of activities with the aim of reducing the traditional dependence on precepting local authorities and leisure Harbour Dues. At the same time we continue, with improving facilities and services, to benefit all of the harbour users. We also are committed to ensuring that this principal asset for Littlehampton Town remains a popular landmark and focal point for both local residents and visitors.

Wing Commander Philip Bush
Chairman of the Littlehampton Harbour Board

Overview of the Year Ending March 2016

The big headlines for the harbour in 2015/16 were, undoubtedly, the completion of the Environment Agency's east bank flood defence scheme and the delivery of the harbour's new multi-use workboat and pilot boat, the ERICA. In addition to this, repair and maintenance works were carried out on the West Works, West Training Wall and Dicker Works.

From a business point of view, the year finished strongly with contracts for the ERICA and an increase in the volume of cargo handled compared to the last two years meaning that budget figures were exceeded by a small amount.



April 2015

- The East Bank flood defence scheme was completed.
- Harbour Stakeholder meeting on 7th April.
- Harbour Board AGM on 27th April where, a new Chairman, Philip Bush, was appointed.
- The harbour's workboat WINDSONG was contracted by Unimead Ltd to act as a work platform and safety boat for maintenance to the sheet pile wall at County and Old Quay wharves.
- The Sussex IFCA Bream tagging project commenced on Kingmere rocks.

May 2015

- Railway Wharf was returned to use post flood defence works.
- New multi-use vessel ERICA was delivered to the port – and put straight to work deploying seasonal buoys at Worthing for the Worthing Borough Council Foreshore Office.
- The 27ft yacht GENOUX was wrecked at the entrance and marked with buoys.
- The AYC held a successful Open Day.
- The Dunkerque little ship AQUABELLE returned to port for a short visit.
- WINDSONG completed her contract with Unimead Ltd.

June 2015

- Completion of £35K of repair works on West Works by Mackley.
- The long serving pilot boat JUMNA departed the harbour for a well earned retirement in Eastbourne.
- Filming for Great Canal Journeys took place between Arundel and Littlehampton with Timothy West and Prunella Scales spending time onboard ERICA.

- WINDSONG and ERICA were put to work again as safety boats for West Sussex County Council highway repair works on the Clypmwick Bridge (A259).
- The river also was used by Raw Energy Pursuits for their 14th Iron Man swim.

July 2015

- Michael Brown (WSCC cabinet member for finance) visited the harbour.
- Dukes Wharf and commercial berths were dredged by ERICA, proving her versatility as an asset to the harbour.

August 2015

- ERICA, again, generating revenue for the harbour by acting as safety and recovery boat for the Worthing Birdman event.
- Nick Gibb MP visited the harbour.
- The annual Waterfront Festival took place.
- ERICA dredge works at the commercial wharf cut.

September 2015

- Hampshire based survey company EMU chartered ERICA to recover the Rustington wavebuoy for maintenance.
- Crane lifts took place at the harbour board workshop.
- AYC hosted the Laser Masters qualifying races.
- ERICA also conducted bed levelling at the AYC north yacht moorings.
- ERICA deployed the first production variant tidal powered turbine under the Red Bridge for Saunders Energy Ltd.

October 2015

- ERICA recovered seasonal buoys at Worthing.
- ERICA dredge works on town Quay.
- The Harbour Infrastructure report was received from the Board's consultants Black & Veatch recommending a maintenance strategy for the West Works, West Training wall and Dicker Works.
- Harbour staff and workboats were put through their paces working with Oil Spill Response Ltd (OSRL) deploying the "Harbour Buster" oil spill containment boom.

November 2015

- The annual Port Marine Safety Code (PMSC) Review by the Boards Designated Person (DP), Peter Nicholson, took place.
- Crane lifts took place at the Harbour Board Workshop.
- Repairs were made to the Dicker Works.
- Wrecked remains of the GENOUX cut to bed level at the harbour entrance.
- Water injection dredging was carried out very successfully by the harbour staff at the AYC North Moorings.

December 2015

- The annual dredge effort at the shoal bank removed 6000t from the river working with EA.
- ERICA was dried out at Fishermans Quay and anti-fouled.
- 2016 Tide Tables were published.
- Dredge work carried out by ERICA at the Commercial Wharves cut as well as Pier Road moorings.
- Data sharing agreement with yacht clubs and marinas was agreed.

January 2016

- ERICA was employed offshore by Partrac Ltd, a contractor working on the E.ON Rampion windfarm project.
- The vessel MOOMBA OF SEAL was impounded and sold to recover unpaid Harbour dues.
- The quayside wall at River Road, Arundel failed during bad weather.

February 2016

- Record breaking weather conditions meant a further 10,000 tons of shingle was removed from the shoal bank and beach, this time using Dudman Ltd. (5,300 tons from the river, 4,700 from the beach with 6000 tons being sent to Elmer for EA emergency coastal defence works).
- £13K concrete repair works on the West Training Wall were carried out by Mackley Ltd.
- ERICA made another visit to the Rampion site with Partrac Ltd to deploy wave monitoring buoys.
- EMU Ltd used the WINDSONG again to swap over wave rider buoys off Rustington.

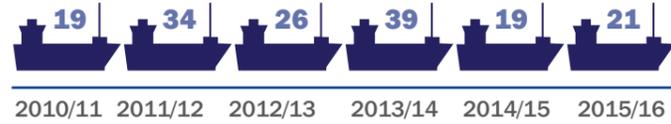
March 2016

- The ERICA was used by the AYC to deploy seasonal racemarks off Littlehampton.
- Further ongoing repairs carried out to bolts on the Dicker Works.
- Three sets of pre-season crane lifts took place at the Harbour Board Workshops
- New harbour management software - Harbour Assist - went live in time for the Harbour Due renewals for 2016/17 with the aim of achieving a totally paperless HDs invoice run by April 2017.

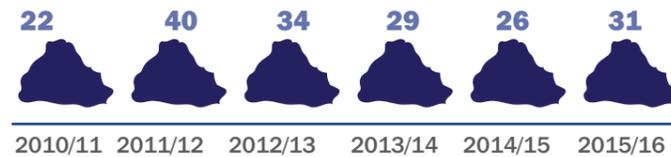
Key Performance Indicators for Marine Activities

(FY 14/15 unless stated)

1 Number of Commercial Calls



1a Total Cargo Tonnage (1,000s)



The Littlehampton Harbour Board (LHB) lease two wharves to Tarmac primarily for the import of quarried granite chippings for their Littlehampton asphalt plant. FY15/16 saw 21 commercial vessels call at the port, 3 below budget assumption of 24 vessels per month.

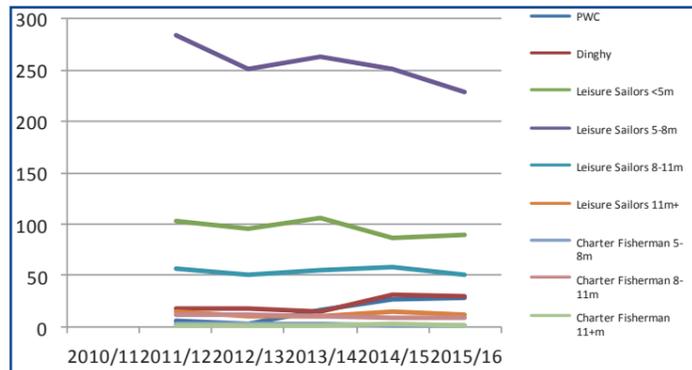
Total cargo tonnage handled by the port was 30,753 tonnes. Now that Tarmac have re-occupied the railway wharf quay following successful completion of EA east bank flood defence works, it is hoped that smaller volumes of other imports and exports may augment the granite stone trade.

Average cargo tonnage per vessel remains as high as it has been in the port's history but larger vessel sizes have allowed budget figures on Commercial Gross Tonnage (GT) Dues to be met and, despite the lower number of ships visiting, the overall commercial shipping income (cargo dues, pilotage dues, harbour dues and marine services to commercial vessels) has slightly exceeded budget figures.

2. Harbour Dues Plaques Issued



2a. Breakdown of Harbour Dues Boat sizes



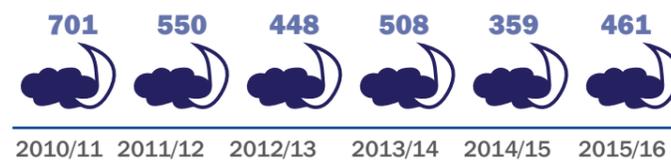
The number of vessels issued with annual harbour dues plaques fell slightly again. This was mainly due to the continued declining trend of numbers of Leisure Sailors 5-8m LOA (the largest single grouping of vessels in the harbour).

3. Number of LI registered fishermen



The number of fishing vessels using Littlehampton as their home port has remained steady at 13. Three additional vessels have returned to the port for the summer season and it is hoped that this may become a regular occurrence and, at least, one may stay.

4. Overnight Stays at Town Quay



The number of overnight stays at Town Quay has increased to broadly pre flood defence project level. Variability caused by weather and tides make it very difficult to predict visitor numbers. (It is believed that pre 2010 totals included permanent berth-holders on Town Quay.)



Rough Guide to Conservancy Duty

April 2015 to March 2016

Our estimated conservancy expenditure for 2015/16 was £119,486. A breakdown of this activity can be seen below:

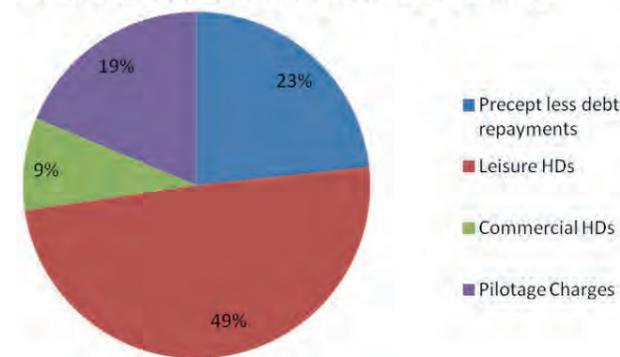
Conservancy Responsibility	Conservancy Activity	Cost (estimated where applicable)
AtN	Temporary marks established to mark wreck of the GENOUX and wall collapse on Arundel.	2,250
Dredge	Shoal	5,000
	Drafting of Dredge Baseline Document for MMO and NE approval.	600
	Commercial wharves	1,000
Survey	Hardware Entrance	56
Pilotage Service	JUMNA maintenance/coding	3,075
	ERICA maintenance/coding	3,243
Safety	Patrols (wages)	3,500
	Debris Recovery	1,000
	Safety Audit (DP)	3,000
	Weather Station	100
Comms	Tide Tables	0
	Annual report	730
	Waterfront Festival	724
	Board Meetings	1,322
Liaison with outside agencies	Liaison with outside agencies	0
Environmental protection	POLREPS	0
	Pollution response	0
	Exercise (2days)	800
	Tier II Contract	1,850
	Oil Spill Training	1,010
OPRC Audit	0	
Infrastructure repairs and maintenance	East Training Wall	1,843
	West Training Wall	4,745
Staff	20% staff wages of est 220,837K	44,167
Legal	Legal Support	26,370
Strategic Studies	Infrastructure Report	12,500

Where does this money come from?

This money is gathered from a precept upon the local authorities for specific items, Harbour Dues paid by both leisure and commercial operators as well as pilotage charges paid by larger ship owners.

Total conservancy expenditure		£119,486	
Precept less debt repayments	207,494 - 180,595 = (actual figures for YE dated Mar 16)	£26,89	23.31%
Leisure HDs		£56,971	49.37%
Commercial HDs		£9,938	8.61%
Pilotage Charges		£21,582	18.70%
		£115,390	100.00%
Total income incl. pilotage and large commercial vessel charges		£115,390	

Guide to Conservancy Activity Funding



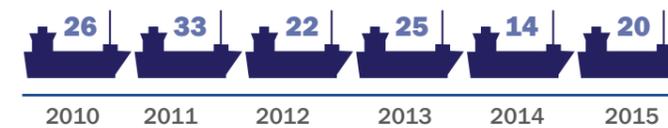
Key Performance Indicators for PMSC Compliant Management

(Calendar year 2015 unless stated)

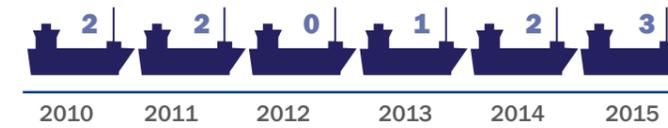
There were 20 separate incidents logged in the calendar year 2015. A breakdown can be seen below.

These included 3 commercial shipping incidents which did not result in significant damage or injury or pollution. None of these incidents required a report to the Department for Transport's (DfT) Marine Accident Investigation Branch (MAIB). There were no RIDDOR reportable accidents involving LHB staff and no reports made of reportable accidents elsewhere in the harbour.

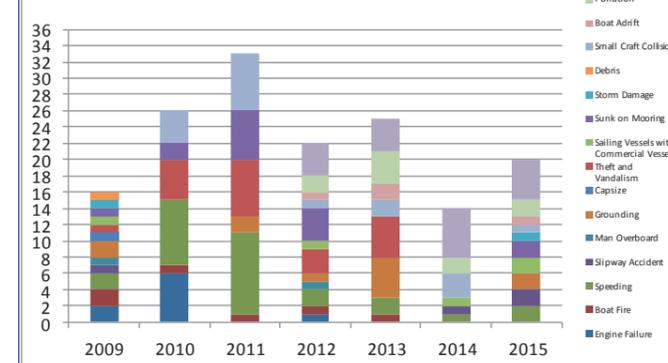
5a. Total number of incidents



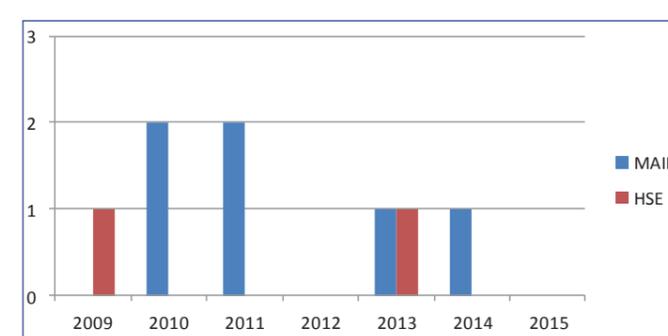
5b. Commercial Shipping Incidents



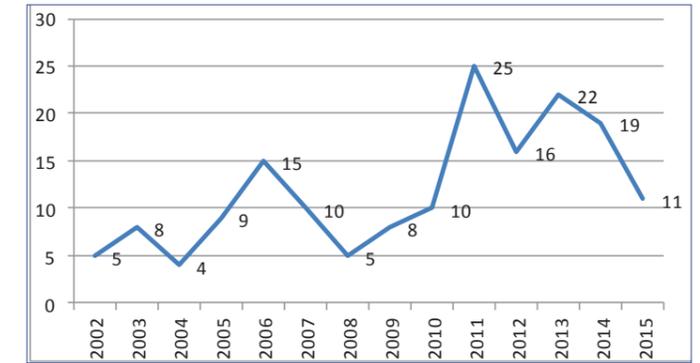
5c. Breakdown of Incidents



5d. Reportable Incidents (MAIB, HSE)

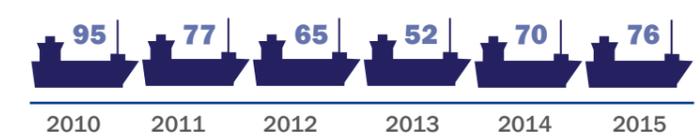


6. Number of LNTMs Published



11 Local Notices were published in 2015.

7. Number of RNLI Launches



2015 saw the Littlehampton lifeboats launched to 76 incidents.

8. Number of Compliments and Complaints

The Littlehampton Harbour Board received three complaints; one regarding the use of the harbour workboat on contract work outside the harbour limits; one alleging a deliberate LHB attempt to target mooring customers with other mooring providers in the harbour; and another alleging improper alteration of minutes at a Harbour Board meeting. None of these complaints were upheld.

Littlehampton Harbour staff received twelve written compliments for their work in 2015.

Port Marine Safety Code Compliance (FY 15/16 unless stated)



Safety Management System

The annual review of the Safety Management System was conducted by Nicholson's Risk Management in November 2015 and a revised SMS published in January 2016. The MarNIS Port Assessment Tool, designed to help port authorities and harbour masters set priorities and focus on areas of concern whilst providing a transparent approach to risk management, (implemented in December 2014) is now fully integrated into the port's SMS.

Two types of risk assessment are used within the harbour. A marine operations assessment is made in accordance with the principles laid down in the PMSC and a further set of staff risk assessments are carried out in accordance with HSE directives.

All incidents are now logged on MarNIS along with all control measures such as risk assessments, SOPs, LNTMs etc. All marine risks identified are currently assessed to be as 'As Low As Reasonably Practicable' (ALARP), and all staff risk assessment have been reviewed.

Harbour Safety Stakeholder Group

The Harbour Stakeholder Group now meets four times a year on the first Tuesday in January, April, July and October. The group is proving to be a genuinely valuable forum to consult with harbour users, to receive input from other agencies and to promulgate safety information.

Environmental Protection

The annual oil spill response plan exercise was conducted in October 2015 when staff from OSRL Ltd worked alongside LHB staff deployed the "Harbour Buster" oil spill containment boom for fast flowing water. The deployment was a real success showing just how effective such a piece of equipment can be in fast flowing estuaries and was an excellent training opportunity for the LHB.

Mandatory refresher training for the Foreman and Harbour Attendant was carried out in March 2016 and the Harbour Master attended a similar mandatory refresher course in April 2016.

The harbours "Tier 2" response contract with Edge Enviro Services for assistance with larger spills is due for renewal in August 2016 and the ARUNSPILL plan is in date until November 2016.

Reporting Requirements

Annual returns were submitted to DfT – Maritime Statistics, and MCA – OPRC Compliance in January 2016.

Meet the LHB staff

Marine



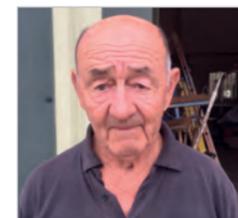
Harbour Master; Billy Johnson joined LHB in September 2012.

Prior to taking up post in Littlehampton Billy was the Port Hydrographer in Southampton and served for 8 years in the Royal Navy.



Deputy Harbour Master; Lee Harrison joined the LHB in October 2009.

Qualified as a Littlehampton Pilot, Lee also has gained an International Diploma for Harbour Masters while with the LHB. Lee previously studied at Chichester University and has 9 years active service with the RNLI.



Foreman; John Jones joined the LHB in October 2003 and is the longest serving Littlehampton Pilot. John also carries out routine maintenance of the LHB vessels and machinery.



Harbour Attendant; Gavin Simmons joined the LHB in February 2003.

An experienced helmsman on the Littlehampton lifeboat crew, where he gained his Advanced Power Boat Certificate, Gavin acts as pilot boat coxswain and skipper of the harbour launches. He is currently on secondment to the full time RNLI crew based in Chiswick and is due to return to the LHB in July 2016.



Harbour Attendant (temporary cover); Pocho Pochev joined the LHB as temporary cover in April 2015.

Prior to this Pocho worked on the construction of new flood defences in the river. Pocho has gained his RYA Power Boat Level 2 qualification, first aid and VHF certificates while with the LHB allowing him to act as cox'n of Littlehampton Harbour vessels within the harbour.

Casual Harbour Staff

The LHB would not be able to function without calling on a number of casual staff to act as additional crew for our vessels, line handling and bridge opening. Staff receive an induction brief and if used on the water hold a minimum of an RYA Level 2 qualification. Current staff are:

Ian Godfrey
Pete Clevett
Dave Clevett
Ivan Greer
Olly Cona

Office



Treasurer (P/T); Chris Braby joined the LHB in April 2001.

Chris has an accounting background in industry latterly at board level. Past employers include IBM and The De La Rue Company.

Nicola Jones left the team in September 2015 after three and a half years with the Board and the clerk role has now been filled by Sue Simpson.



Sue qualified as a solicitor and joined the Planning Inspectorate in 1990 and continues to work for them when she is not at the LHB



Accounts and Admin Officer (P/T)

Kerrie Whitley was employed by the LHB directly in August 2013 but has worked with LHB since 2011. Kerrie is an AAT qualified bookkeeper and is responsible for the day to day running of the LHB business and accounts administration.

Projects and Maintenance

Dredging

Dredge activity on the Harbour Board operated berths is now carried out in-house using the ERICA. She has been used to great effect on LHB moorings at Town Quay and Pier Road as well as at the commercial berths. She also has conducted dredging for the Arun Yacht Club at their North Yacht Moorings where LHB staff combined ploughing and water injection to reduce the angle at which pontoons lay at low water.

The main dredge effort for conservancy of the harbour remains the management of the shingle which enters the river at the shoal bank by the West Beach. This year saw a huge amount deposited following storms in winter and spring and a total of 16,000 tons was excavated from the shoal bank and beach surrounding the West Works in two separate campaigns. The majority of this material, 12,000 tons, was recycled by the EA to the Elmer frontage.

Working from the beach to excavate shingle in this way represents real value for money and is the best way of ensuring the controlling depth at the harbour entrance is maintained and the LHB is committed to working in partnership with the EA, Natural England and other local community interest groups as required to ensure that the vast majority of the material can be put to beneficial use.

Workboat services

2015/16 was a good year for the harbour's workboats. Marine services accounted for just under 10% of independent income and this is vital revenue for the harbour as we seek to generate a surplus which can be ploughed back into the port.

ERICA was employed laying the seasonal buoys for Worthing Foreshore Office and won a contract on the Rampion windfarm project working as a subcontractor for Aberdeen based Partrac Ltd who have laid and are maintaining wave monitoring buoys on the site. Further, the WINDSONG completed another safety boat contract for Unimead Ltd who were employed to refurbish sheet piling along the Old Quay and County Wharves in the harbour.

It is hoped that both boats will continue to generate revenue as the harbour becomes less dependent on precepted income and this, in turn, will allow us to increase investment in the harbour's infrastructure and services.

Commercial Shipping

The Board remains keen to maximise commercial shipping operations. Revised Pilotage Directions have resulted in a significant increase in average cargo volumes and it is hoped that the return of Railway Wharf to Tarmac following occupation by the EA as part of the flood defence project will result in additional trade.

Infrastructure Repair

Strategic scale

The Infrastructure Project Development Group received its report on the harbour's seaward navigation infrastructure from consultant engineers Black and Veatch in September 2015. The report took

into consideration input from stakeholders (Arun District Council, West Sussex County Council, Environment Agency and Natural England) and recommended a maintenance strategy for the west Works, West Training Wall and East Training Wall (Dicker Works) for the next ten years. Expense assumptions for ongoing maintenance were then worked into the Board's Business Plan.

Operational level

West Works – Repairs identified by Arun District Council's principal structural engineer were completed by Mackley Construction Ltd in June of 2015 to the value of £35K. Following a further scheduled inspection, additional ongoing repairs in accordance with within the Board's 10 year maintenance plan for the West Works will take place in FY 16/17.

West Training Wall - Repairs identified by Arun District Council's principal structural engineer were completed by Mackley Construction Ltd in February of 2016 to the value of £13K. Further in-house repairs advised by the Black and Veatch report also were conducted at the same time.

East Training Wall (Dicker Works) – Structural repairs to the capping beam at the landward end of the east training wall are complete and an ongoing programme of maintenance has been commenced. In accordance with recommendations contained in the report made to the Infrastructure Project Development Group, a phased withdrawal of maintenance will be adopted at the southern end of the structure which has ceased to provide any navigational benefit.

Legislation

In July 2015 the Board obtained parliamentary approval for its Harbour Revision Order (HRO) for the Powers of General Direction, and, following extensive consultation, in March 2016 a full set of General Directions came into force. These directions apply to all harbour users, replacing the old bye-laws and will allow the harbour master and his team to better manage navigation and safety on the river.



Governance

The Board and its Vision

Littlehampton Harbour is managed as a public corporation trust port by the Littlehampton Harbour Board, which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended) and Part II of the West Sussex County Councils Act 1972 (as amended).

The Harbour Board is comprised of eleven members appointed to act as independent harbour commissioners as follows for the period ending March 2016:



Board recruited representative of recreational interests
Mr Philip Bush (Chairman with effect from April 15)



Member appointed by Arun District Council
Cllr Roger Elkins (Vice Chairman)



Members appointed by West Sussex County Council
Cllr Ian Buckland, Cllr Nigel Peters, Cllr Dr James Walsh, Cllr Janet Mockridge



Members Appointed by Arun District Council
Cllr Mike Clayden, Mr Tony Squires, Cllr Dudley Wensley (resigned June 2015), Cllr George Blampied (appointed June 2015).

Governance



In acknowledgment of the fact that a “leisure only” strategy was not a realistic vision for the harbour, in September 2014 the Harbour Board formally adopted a revised strategic aim incorporating leisure, commercial shipping and fishing as well as charter boat activities. A revised business plan with costed maintenance activity on harbour infrastructure was published early in 2016.

The second edition of ‘Modernising Trust Ports: A Guide to Good Governance’ (MTP2) was published by the Department for Transport in August 2009. The DfT expects all trust ports to take steps to comply with the guidance or to state openly where and why they have decided not to. The LHB reviewed its governance against this document in February 2014, significant non-compliances and their explanations are outlined below.

Target Level of Return

The Board’s annual budget deficit is met by a precept on the two constituent Local Authorities. In the context of the Board’s constitution, a target level of return is not appropriate for the LHB. In general terms the running costs of the port are met by income and existing public works loan debts for infrastructure works are met by precept with conservancy activity such as dredging and infrastructure maintenance being broadly covered by statutory levies such as Harbour Dues and the precept.

Annual Strategy Document

It is not considered appropriate to produce a separate annual strategy document - strategic aims being covered by the port’s Business Plan adopted in 2016, covering the period to 2020, and in yearly reports on the Board’s accounts.

Board Structure

LHB’s structure and financial arrangements are laid down in the West Sussex County Council Act of 1972 and amplified in the Constitution document last updated by the Board in December 2013. At present

the executive officers are not represented on the Board but the Harbour Master has always been able to maintain a direct line of contact with the Board by being present at all Board meetings. The Board has subsequently approved an action for this to become an attendance as-of-right, and is to be included in the next draft of the Constitution.

The Board resolved in April 2014 that a skills matrix be completed and that future appointments to the Board be made with a view to increasing relevant skill sets represented on the Board in accordance with the guidance laid down in MTP2.

It was also acknowledged at this time that there was, in effect, no maximum term of office for Board members and that this went against principles laid down in MTP2. It was agreed to review this in 2019.

Standing Sub Committees

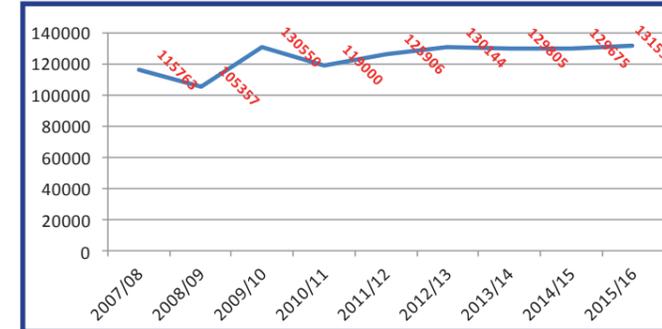
The Board has approved standing committees for pilotage (Pilotage Committee) and to examine major infrastructure repair strategy (Infrastructure Project Development Group) in addition to the normal areas of finance, audit and remuneration.

In House Services:
The Board provides a limited amount of in-house services (moorings, workboat services, hard-standing and commercial fuel sale) at rates that are published in the Schedule of Charges Fees and Dues document which is updated annually. Therefore, it is not believed that an annual efficiency statement is appropriate to the Board’s operation.

Work gained by the harbour’s multipurpose vessel (the ERICA) is won through competitive tendering processes and profit and loss records are kept for each contract.

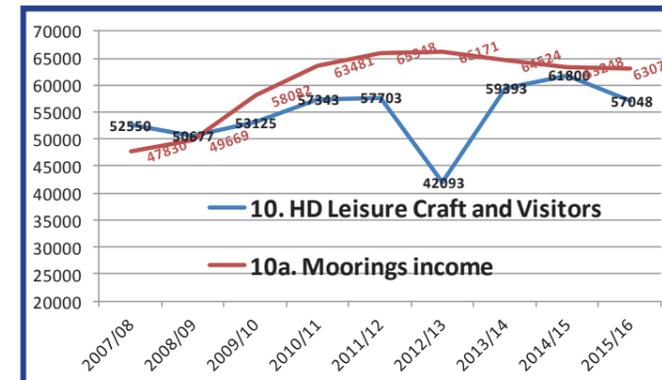
Financial Key Performance Indicators (FY 15/16)

9. Commercial Rent Income

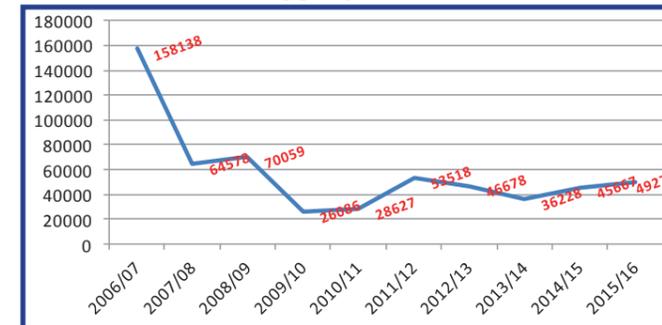


10. Harbour Dues Income (less commercial shipping)

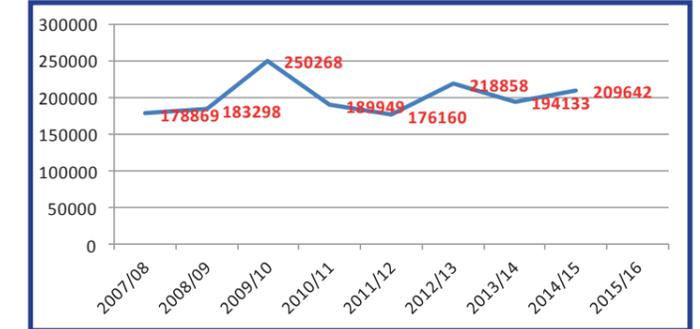
10a. Moorings Income



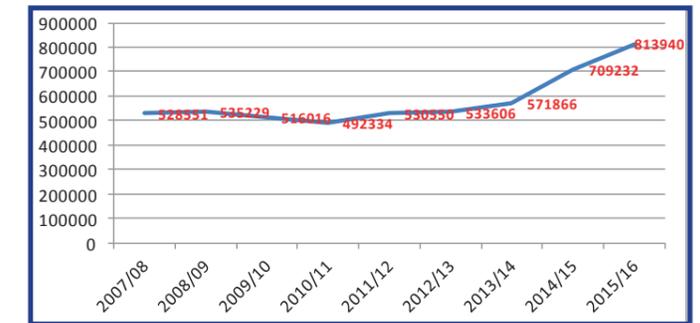
11. Commercial Shipping Total Income



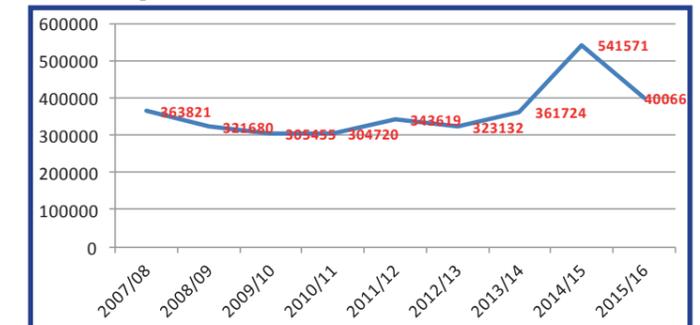
12. Precept



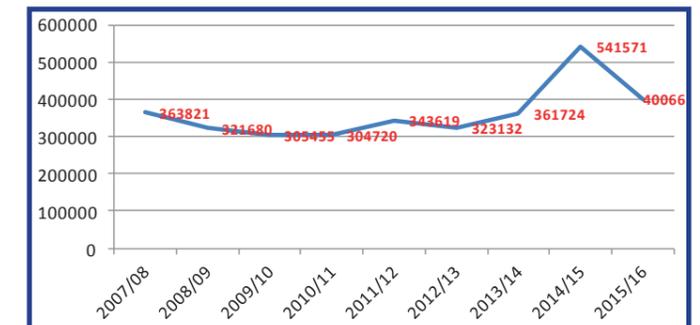
13. Running Cost



14. Independent Income



14a. Marine Services Income



Finance including 2015/16 Accounts

(Board approved and submitted for external audit)

Foreword to the 2015/16 Accounts

The outcome for the year was a nominal surplus of £1,710, not particularly spectacular, until this result is measured against the 2015-16 Budget which projected a deficit of £29,000 for the year. The Income for the year includes deferred loan income brought forward from last year to match off the remaining purchase cost of the new work boat "ERICA", (included in capital), and the proceeds from the disposal of the pilot boat "JUMNA".

Last year the Board operated a safety boat service for Volker Stevin throughout the Littlehampton tidal flood defence work and this is reflected in the substantial drop in Chargeable Services Income year on year.

Capital Expenditure includes the remaining cost of our new multi-purpose Work boat "ERICA", which when added to the interim cost in 2014/15 of £91,637 makes a total capital investment in the craft of £317,000. The Board also invested £12,500 during the year in new harbour management software in order to embrace advances in new technologies primarily to improve customer service at the point of sale and to make settlement of dues infinitely easier for the customer.

When compared with last years' operational costs, i.e. after removing capital and loan re payments, expense fell by £52,000 partly due to the costs of servicing the safety boat contract during 2014/15.

Income and Expenditure Account for Year Ended 31st March 2016

	2016	2016	2015	2016	2016	2015
	£	£	£	£	£	£
INCOME				EXPENDITURE		
Commercial Harbour Dues	27,696		23,982	Employee costs	220,837	231,528
Pilotage Service	21,582		21,675	Accounting, Admin and Audit	14,550	14,557
Footbridge	26,937		26,937	Legal and Professional Fees	47,569	45,289
Commercial Rents	131,595		129,675	Repairs and Maintenance		
Chargeable Services	45,512		119,136	- Premises	16,334	6,821
Harbour Dues-Leisure Craft	56,971		61,647	- Moorings	285	911
Moorings	63,076		63,248	- Harbour Structures	7,165	34,782
Income from Investments	279		243	- Navigational	4,856	24,868
Grants	-		2,109	- Boats and Vehicles	11,628	16,951
Deferred Loan Income				Rent and Rates	16,001	15,731
(See Note 4 to the				Light and Heat	2,828	3,229
Balance Sheet)	222,363		91,637	Printing and Stationery	6,779	6,682
Asset Disposal	9,167		-	Insurance	26,449	23,289
Miscellaneous Income	2,978		1,282	IT services	6,678	6,231
Local Authority Precepts	207,494		209,642	Telephone	1,275	1,500
				Training and Conferences	4,351	818
TOTAL INCOME	815,650		751,213	Other administration expense	9,681	9,004
				Recoverable Costs	2,385	9,157
				Bank and Credit Card charges	2,880	2,933
				Capital Expenditure	237,677	97,255
				Loan Repayments	173,732	157,696
				TOTAL EXPENDITURE	813,940	709,232
				INCOME LESS EXPENDITURE	1,710	41,981

Finance including 2015/16 Accounts

(Board approved and submitted for external audit)



GENERAL FUND ANALYSIS

Income for the Year	815,650	751,213
Expenditure for the Year	(813,940)	(709,232)
Transfer to/from Earmarked Reserves	-	-
TRANSFER TO GENERAL RESERVES	1,710	41,981

Balance Sheet as at 31st March 2016

	Note	2016	2016	2015
		£	£	£
LONG TERM ASSETS				
INVESTMENTS AT COST		-	-	
CURRENT ASSETS				
DEBTORS	3	54,945		74,308
CASH AT BANK & IN HAND		132,899		406,480
			187,844	
TOTAL ASSETS			187,844	480,788
CURRENT LIABILITIES				
CREDITORS	4		85,507	380,161
NET ASSETS			102,337	100,627
REPRESENTED BY				
GENERAL FUND	7		35,000	35,000
EARMARKED RESERVES	7		67,337	65,627
			102,337	100,627

Notes to the Accounts 2015/16

1 Fixed Assets	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2015	1,812,550	216,727	6,813,875	185,079	9,028,231
Revaluation	-	-	-	-	-
Additions	-	237,677	-	-	237,677
Disposal	-	(34,385)	-	-	(34,385)
At 31 March 2016	1,812,550	420,019	6,813,875	185,079	9,231,523

Fixed Assets owned by the Board include the following

Operational Land & Buildings

Harbour Offices & Toilets
Land at Town Quay
Workshops & Land
Customs House & Land
Land at UMA Wharf
Land at Railway Wharf
Land at Pages Wharf

Vehicles & Equipment

Multi-purpose Pilot and Work Boat
Tools & Equipment
Office Furniture
Telephone system
Work boat
Work Vehicle

Infrastructure Assets

West Beach Groyne
West Pier
West Training Wall
East Pier
East Training Wall (Dicker Works)
Arun Parade
Pier Road wall
Town Quay (Piling & Structure)
Railway Wharf (Piling)
UMA Wharf (Mass Concrete)
Lighthouse
Mooring Piles West bank
East Navigation Light

Commercial Assets

Pier Road Pontoons
Town Quay Pontoon
Dukes Wharf Pontoons
Workshop Pontoons
Access Gangway Workshop

As part of the Littlehampton Town Flood Defence works carried out on behalf of the Environment Agency, Arun Parade, Nelson Steps and the Pier Road retaining wall were completely rebuilt during 2015. All these assets were treated as disposals and the new structures treated as additions and were valued at insurance rebuild cost. Ownership of these assets is currently under review with the Environment Agency and Arun District Council.

2 Borrowings	2016 £	2015 £
The Board's borrowings as at 31 March 2016		
West Sussex County Council	298,300	314,000
Public Works Loan Board	1,074,570	1,158,375
	1,372,870	1,472,375
Analysis of Loans by maturity		
Maturing in		
0-5 years	8,216	14,107
5-10 years	401,472	437,732
10-15 years	482,882	518,036
after 15 years	480,300	502,500
	1,372,870	1,472,375

Notes to the Accounts 2015/16

3 Debtors

	2016 £	2015 £
Trade Debtors (net of potential bad debt reserve)	17,766	41,362
V A T Recoverable	10,831	16,546
Accrued Income	5,190	-
Arun District Council (Payroll Deposit)	16,400	16,400
Prepayments	4,758	-
	54,945	74,308

4 Creditors and Accrued Expenses

	2016 £	2015 £
Trade Creditors	37,988	110,814
Accrued Expense	37,415	46,984
VAT	10,104	-
Deferred Income (see note below)	-	222,363
	85,507	380,161

A loan from West Sussex County Council was advanced in March 2015 to finance the purchase of the new multipurpose vessel. This vessel is subject to engineering modifications and payments totalling £91,637 had been made by the close of the year. The balance of the loan has been removed from income and deferred into 2015/16 to match expense.

5 Investments

Retained Investment at Cost Nil

6 Pension Costs

In 2015/2016 the Board paid employer's contributions of £23,947 (£20,668) representing 18.3% (17.4%) of employees' pensionable pay into West Sussex County Council Pension Fund, which provides members with defined benefits based on pay and service. The contribution rate is determined by the Fund's actuary, Hymans Robertson, based on triennial actuarial valuations, the last such review was in March 2013 which set the rate for 2014 at 17.4%, rising to 19.3% by March 2017. Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Further information can be found in West Sussex County Council Pension Fund Annual Report which is available on request from County Hall, Chichester.

7 Reserves

	£
General Reserves	
Opening Reserve as at 1st April 2015	35,000
Transfers out	0
Transfers In from Earmarked Reserves	0
Closing General Reserve as at 31st March 2016	35,000
Earmarked Reserves	
	£
Opening Reserve as at 1st April 2015	65,627
Additions/(Deletions) 2015/16	1,710
Closing Earmarked Reserves as at 31st March 2016	67,337
Total Reserves as at 31st March 2016	102,337