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DEPUTY HARBOUR MASTER L Harrison BAHons
TREASURER C Braby ACMA, CGMA
CLERK S Simpson LLB

LITTLEHAMPTON HARBOUR BOARD

MEETING - MONDAY 18 SEPTEMBER 2017

To: Mr Philip Bush (Chairman)
Councillor Roger Elkins (Vice Chairman)
Councillor George Blampied
Mr Tom Drennan
Councillor David Edwards
Mr Matt Marchant
Mrs Janet Mockridge
Mr Richard O'Callaghan
Mr Karl Roberts
Mr Roger Spencer
Councillor Dr James Walsh

The Meeting of the Littlehampton Harbour Board will be held in **Committee Room 1, Arun District Council, Maltravers Street, Littlehampton** on **Monday 18 September 2017** commencing at **1000 hours** and you are requested to attend.

Sue Simpson
Clerk to Littlehampton Harbour Board

AGENDA

1. **Welcome & Notices (including information on fire evacuation procedures)**
(5 mins)
2. **Apologies** **(1 min)**
3. **Declarations of Interest** **(2 mins)**
Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

They should declare their interest by stating:

- a. The item they have the interest in
- b. Whether it is a personal interest and the nature of the interest.
- c. Whether it is also a prejudicial interest.
- d. If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

4. **Public Questions (15 mins)** Members of the public may ask questions of Members and officers of the Harbour Board at meetings of the Harbour Board. The time for questions from the public will be limited to a total of 15 minutes save that the

Chairman may extend the time at his discretion. Members of the public must give prior written notice of their question which should be sent to clerk@littlehampton.org.uk or addressed to the Clerk to the Board at the Harbour Office at least three clear days prior to the meeting. Clear days means weekdays (not weekends or Public Holidays) and excludes the day the question is sent and the day of the meeting. When submitting written questions members of the public are asked to provide their name and address. This is in case it is necessary to follow up in writing with a more detailed answer after the meeting. At the meeting members of the public will have the choice to put the question themselves or to have someone read it out for them. However, the Chairman of the meeting does have discretion that the question will not be dealt with at the meeting and a written reply provided.

5. **To approve the Minutes of the Annual Meeting held on 24 July 2017 (p 1) (3 mins)**
To approve as a correct record the Minutes of the Board's Annual Meeting held on 24 July 2017.
6. ***Harbour Operational Report (p 10) (5 mins)**
To receive the operational report from the Harbour Master.
7. ***Treasurer's Report (p 16) (5 mins)**
To receive a report from the Treasurer for income and expenses.
8. ***Proposed Report to the Pilotage Sub Committee regarding the authorisation of LHB Pilots (p 20) (3 mins)**
To note the report about the authorisation of LHB pilots that is to be discussed at the next meeting of the Pilotage Sub Committee (Minute 12 of the minutes from the meeting on 24 July 2017 refers).
9. **Verbal report on the options available for an Arundel By Pass (5 mins)**
To receive a verbal report from Roger Spencer on the options available for an Arundel A27 By Pass.
10. **Confidential and Exempt Business (1 min)**
The Board is asked to consider passing the following resolution:-
That, due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.
11. ***Minutes of the Confidential & Exempt business from the Annual Meeting held on 24 July 2017 (p 22) (2 mins)**
To approve as a correct record the confidential and exempt Minutes of the Annual Meeting of the Board held on 24 July 2017
12. ***Old Custom House (p 25) (5 mins)**
To receive a report from the Treasurer on the future of the Old Customs House
13. ***Update on the LHB's duty of care and responsibilities to its employees (p 28) (5 mins)**
A verbal update from the Chairman re the LHB's duty of care to its employees

14. ***Minutes of the Pilotage Sub Committee held on 4 September 2017 (2mins)**

To approve the minutes of the Minutes of the Pilotage Sub Committee.

Dates of next meeting: 4 December 2017

*Note: * indicates report/papers attached*

MINUTES OF THE ANNUAL MEETING
OF THE LITTLEHAMPTON HARBOUR BOARD
HELD IN COMMITTEE ROOM 1 AT THE ARUN DISTRICT COUNCIL CIVIC
CENTRE, MALTRAVERS ROAD, LITTLEHAMPTON ON
MONDAY 24TH JULY 2017 AT 10AM

Present: Mr P Bush (Chairman)
Councillor Elkins (Vice Chairman)
Councillor George Blampied
Mr Matt Marchant
Mrs Janet Mockridge
Mr Richard O'Callaghan
Mr Karl Roberts *
Mr Roger Spencer
Councillor Dr James Walsh

In Attendance: Mrs S Simpson, Clerk to the Board
Mr C Braby, Treasurer to the Board
Mr B Johnson, Harbour Master
Mrs J Harris (Notes Secretary)

1. **APOLOGIES**

Apologies were received from Mr Tom Drennan and Councillor David Edwards. Mr Karl Roberts had been delayed and would join the meeting as soon as he was able.

2. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Declarations of Acceptance of Office by all Members of the Littlehampton Harbour Board having been appointed to serve from 1st April 2017 to 1 April 2021 were noted.

3. **DECLARATIONS OF INTEREST**

Councillor Dr Walsh declared a personal interest as a Town, District and County Councillor in matters relating to Littlehampton Town, Arun District, and West Sussex County Councils across the agenda. Councillor Elkins declared a personal interest as a District and County Councillor in matters relating to Arun District and West Sussex County Councils across the agenda.

4. **APPOINTMENT OF CHAIRMAN 2017/18**

- 4.1 It was proposed that Mr Bush continue as Chairman for the forthcoming year. This was duly seconded and there being no other nominations it was **RESOLVED** that:

Mr Bush be elected as Chairman of the Board for the ensuing year.

5. APPOINTMENT OF VICE CHAIRMAN 2017/18

- 5.1 It was proposed that Councillor Elkins continue as Vice Chairman for the forthcoming year. This was duly seconded and there being no other nominations it was **RESOLVED** that:

Councillor Elkins be elected as Vice Chairman of the Board for the ensuing year.

6. APPOINTMENT OF MEMBERS TO THE PERSONNEL SUB-COMMITTEE

- 6.1 There were four positions which were currently held by the Chairman, and three former Board Members. The Chairman indicated his willingness to continue to serve on this Sub-Committee and Councillor Blampied, Mr Marchant and Mr O'Callaghan indicated their willingness to join the Sub-Committee. There being no other nominations it was therefore **RESOLVED** that:

The Chairman, Councillor Blampied, Mr Marchant and Mr O'Callaghan form the Personnel Sub-Committee for the forthcoming year.

7. APPOINTMENT OF MEMBERS TO THE AUDIT SUB-COMMITTEE

- 7.1 There were four positions which were currently held by the Vice Chairman, and three former Board Members. The Vice Chairman indicated his willingness to continue to serve on this Sub-Committee and Councillor Blampied, Mrs Mockridge and Mr Spencer indicated their willingness to join the Sub-Committee. There being no other nominations it was **RESOLVED** that:

The Vice Chairman, Councillor Blampied, Mrs Mockridge and Mr Spencer form the Audit Sub-Committee for the forthcoming year.

8. APPOINTMENT OF MEMBERS TO THE PILOTAGE SUB-COMMITTEE

- 8.1 There were three positions which were currently held by the Chairman, Councillor Dr Walsh and one former Board Member. The Chairman and Dr Walsh indicated their willingness to continue to serve on this Sub-Committee and Mr Drennan had indicated his willingness to join this Sub-Committee. There being no other nominations it was **RESOLVED** that:

The Chairman, Councillor Dr Walsh and Mr Drennan form the Pilotage Sub-Committee for the forthcoming year.

9. APPOINTMENT OF MEMBERS TO THE INFRASTRUCTURE PROJECT DEVELOPMENT GROUP

- 9.1 There were three positions which were currently held by Councillor Dr Walsh and two former Board Members, supported by the Harbour Master. Councillor Dr Walsh indicated his willingness to continue to serve on this Sub-Committee

and Mr O'Callaghan and Mr Spencer also indicated their willingness to join the Sub-Committee. There being no other nominations it was **RESOLVED** that:

Councillor Dr Walsh, Mr O'Callaghan and Mr Spencer form the Infrastructure Project Development Group for the forthcoming year.

10. PUBLIC FORUM

10.1 There were five members of the public present.

10.2 In accordance with the policy of the Board, prior notice of six questions had been received by the Clerk from Mr Robert Boyce. The Chairman proposed that the questions be read out together with the proposed response. Once formal responses had been agreed by the Board, they would be circulated to all Members for information. The Clerk proceeded to read out Mr Boyce's questions and replies to the same were given by the Chairman and both the questions and replies are summarized at Annex A to these minutes .

** Mr Roberts joined the meeting at 10.10am.*

10.3 Thereafter it was noted that most local authorities permitted their meetings to be recorded subject to rules set out in their Standing Orders. The Chairman proposed that a full report on the matter be presented to the Board for consideration at a future meeting. The need for a change to the Board's constitution regarding the publication of ordinary meetings of the Board and subcommittee meetings was also to be considered. It was therefore **RESOLVED** that:

- 1) The responses be noted, approved and circulated to Members of the Board for information.**
- 2) The Board's Standing Orders be reviewed in line with Minute 10.15 above and the outcome be reported back to the Board at a future meeting.**

10.4 A member of public asked when the new procedure for public questions had not been publicised and why he had not received a response to his letters and emails.

10.5 In response, the Chairman reminded the meeting of the change in policy regarding the public question session which had been agreed by the Board at the last meeting.

11. MINUTES

11.1 It was **RESOLVED** that the Minutes of the meeting held on 12th June 2017 (previously circulated) be approved and signed by the Chairman.

12. HARBOUR OPERATIONAL REPORT

12.1 The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition, he also updated the Board on notices and consultations, leisure trade and the level of commercial activity. Members discussed the impact of the declining number of commercial ship visits on the ability of the Board's pilots to retain their certification. Observing that pilotage revalidation was due in December and its duty to provide a pilotage service for commercial customers, the Board agreed that options regarding this aspect of Harbour operations be investigated and a report be brought to the next meeting for consideration.

12.2 The Harbour Master also reported that the installation of scrubbing dock facilities at Bridge Hard would be completed later that day. Concerns were expressed that the Goring Outfall buoy remained off station. Although outside the harbour limits, the marker was regarded as an important navigational aid for harbour users. The Harbour Master continued to press Southern Water for action and Mr Spencer stated the District Council would also raise the issue with the water company. Regarding the Waterfront Festival, the Board commended the Harbour Master and his team on the success of the event and thanked the staff for their hard work. The Harbour Master stated that it was important that harbour users were made aware of events on the river and confirmed he would be happy to issue notices as appropriate. It was **RESOLVED** that:

- 1) **A report regarding options for pilotage revalidation be brought to the next meeting for consideration by the Board.**
- 2) **The contents of the Harbour Operational Report be otherwise noted.**

13. **TREASURER'S REPORT**

13.1 The Treasurer presented the income and expenditure statement and income analysis for the period to 31st May 2017 (previously circulated). Whilst income and expenditure were marginally below budget at this point, the figures to the end of June showed a slight improvement. It was noted that it was still too early in the financial year to identify trends and that the budget would be closely monitored in July. It was **RESOLVED** that:

The Report be noted.

14. **REPORT ON THE OUTCOME OF AN INDEPENDENT AUDIT ON AN ERRONEOUS RECEIPT**

14.1 The Board received a report on the outcome of an independent audit carried out at the request of the Board into the issuing of an erroneous receipt from the harbour management software (previously circulated). This had been conducted by Arun District Council's Chief Internal Auditor. This had concluded that appropriate in-house investigations including inquiries with the software provider had been correctly undertaken by Staff. Whilst the software failure that had caused the problem remained unidentified, a full review of the

procedures regarding handling cash payments had been made. Officers were now issuing hand written receipts for all cash payments.

- 14.2 The Board proceeded to review the report of the independent auditor in more detail. It was observed that some account details were amended during the transaction and it was possible that this may have contributed to the error. In response to a comment from a member that changing account details in this manner contravened the Board's Standing Orders, the Treasurer explained that this change had merely amended the lead contact on the account and that no critical changes had been made. The Harbour Master confirmed that the procedures regarding handling cash payments had been revised and that hand-written receipts would be issued for all cash payments going forward. It was **RESOLVED** that:

The report be noted.

15. **ANNUAL REPORT 2016/17**

- 15.1 The Harbour Master presented the Annual Report for 2016/17 (previously circulated). Members commended him on the content which was considered the most informative and well presented to date. The Harbour Master provided clarification on the costs and size of the print run and in response to a suggestion, stated that consideration would be given to producing an electronic version only in future. It was **RESOLVED** that:

The publication of the Littlehampton Harbour Board Annual Report for 2016/17 be noted.

16. **MINUTES OF THE STAKEHOLDER GROUP (SG) MEETING 4th JULY 2017**

- 16.1 The Board received the minutes of the SG meeting held on 4th July 2017 (previously circulated). It was noted that Councillor Elkins apologies had been omitted and that this was the Annual Meeting of the Group. It was **RESOLVED** that;

The Minutes of the Annual Meeting of the Stakeholders Group held on 4th July 2017 be noted.

17. **CONFIDENTIAL AND EXEMPT BUSINESS**

It was **RESOLVED** that:

Due to the confidential nature of the following items to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.

**SUMMARY OF MATTERS DISCUSSED IN THE
CONFIDENTIAL AND EXEMPT PART OF THE
AGENDA**

**18. THE CONFIDENTIAL AND EXEMPT MINUTES OF THE MEETING HELD
ON 12TH JUNE 2017**

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 12th June 2017 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the chair.

**19. APPOINTMENT OF A PANEL UNDER THE HARBOUR BOARD'S
CORPORATE COMPLAINT'S POLICY (CCP)**

The Board received a report (previously circulated to Members of the Board only) updating Members on the progress with a complaint. It was **RESOLVED** that:

Councillors Blampied, Mr Spencer and Mr O'Callaghan be appointed to form a panel to review the decision of the Personnel Sub Committee under the CCP.

**20. THE HARBOUR BOARD'S DUTY OF CARE AND RESPONSIBILITIES TO
ITS EMPLOYEES.**

The Board received and considered a report (previously circulated to Members of the Board only) which contained the ACAS guidance regarding the duty of care owed by employers to their employees in respect of harassment of employees by third parties. A course of action was agreed and it was **RESOLVED** that:

The Board be kept informed of progress and if necessary consider the implementation of further action at the September meeting.

21. OVERNIGHT DEPOSIT OF THE HARBOUR BOARD'S FINANCES

The Treasurer presented a report (previously circulated to Members of the Board only) which recommended that a CCLA Public Sector Deposit Account should be opened. It was **RESOLVED** that:

The Board authorises the Harbour Master / Manager and the Treasurer to open a CCLA Public Sector Deposit Account. Instructions regarding this account to be authorised by any one of the three signatories to the Bank Mandate with Nat West in conjunction with the Accounting and Administration Officer.

22. CHANGES TO THE HARBOUR BOARD'S BANK MANDATE

The Board received a report (previously circulated to Members of the Board only) which recommended amendments to the Nat West Bank Mandate following changes to the membership of the Board. It was **RESOLVED** that:

Councillor Peters be removed as an authorised signatory and the Clerk, Ms Sue Simpson be added as an authorised signatory to the Bank Mandate.

23. **UPDATE ON THE HARBOUR BOARD'S LEASES AND AGREEMENTS**

The Board received and considered a report (previously circulated to Members of the Board only) which contained updates and proposals in respect of various Board owned property lease agreements. It was **RESOLVED** that:

Members note this report. The Board was also content with the proposed new commercial lease arrangement in respect of the Workshop and the renewal of the two leases on the ground floor of the Harbour Office. Regarding the Old Customs House, Members considered it prudent that all options for potential future use be investigated and a paper brought back to the Board for consideration in due course.

The meeting closed at 11.55 am.

CHAIR

Answers to Public Questions from Mr R Groyce submitted to 24th July 2017 Board Meeting

<p>“Q1. At the Board meeting on the 12 June 2017 the treasurer replied to a question from me relating to the annual return and what the contingent liability could be in respect of the court case where the Board are being sued for repayment of due on mooring pontoons. The treasurer said that the "Board would be bankrupt if that figure were to be included in the accounts". Why is that statement not in the minutes of the 12th June 2017? If the "bankrupt" statement is incorrect please could you confirm what the actually effect would be on the Board's finances and financial statement.”</p>	<p>We do not record verbatim minutes. The Treasurer offered a professional opinion to inform the Board in the context of a contingent liability.</p>
<p>“Q2. I should like to continue to use my iPhone to record Board meetings held in public for the sake of accuracy and to ensure that no-one is misquoted. At a recent Stakeholders meeting I confirmed to that meeting that a recording was being made and I was asked to ensure that in future, as a matter of courtesy, I notified the meeting in advance when a recording was being made. Please confirm you have no objection to private recordings being made at Board meetings?”</p>	<p>This is a matter for the Board to decide upon in due course. In the meantime, we cannot support your request.</p>
<p>“Q3. Please can you provide me with an update into the alleged loss of £1,000.00. Who at Arun District Council has been instructed to investigate the left of the money, who of the management team instructed the council. Which office res if any were involved in those instructions? What is the time frame for the investigation and when do you expect to have a report and findings? Will you publish those findings when they are produced?”</p>	<p>This is covered as a separate agenda item (Agenda Item 14) and will be discussed by the Board and the loss has been recorded in last year's accounts approved by the Board.</p>
<p>“Q4. Please clarify why the ordinary meetings of the Board and subcommittee meetings are not being published in accordance with the constitution? Is it</p>	<p>The agendas for sub-committee meetings are published on the LHB notice board. Historically members of the public have not attended sub-committee meetings but</p>

<p>because the management team wish to exclude the Board's stakeholders from all meetings of the Board that are not specifically Board Meetings? "</p>	<p>minutes are presented to LHB Board meetings for approval. We acknowledge that there may be an anomaly in the wording of the Constitution which we are reviewing.</p>
<p>"Q5. Tony Squires has devoted over 20 years service to the Board as a Board member - and has worked with out reproach to do the best for the harbour and it's local stakeholders. I noted that the chair managed a cursory thanks at the Board meeting held on 12th June 2017. I should like to ask the Board to recognise that aside from Cllr Dr Walsh Tony Squires is the longest serving member of the Board and that a formal letter of thanks recognising his long service is sent."</p>	<p>Issues effecting individual Board members or Officers are exempt business and are therefore not discussed in public, however all outgoing Board Members did receive a letter from the Chairman.</p>
<p>"Q6. Please confirm how the discounts offered to Board customers are arrived at and what the total discounts are for each calendar month?"</p>	<p>Discounts to Statutory Charges are not given except to specific youth training organisations which are recorded in the accounts. The HM has some operational delegation of authority to vary charges in accordance with the published Schedule of Charges. At present, no discounts are offered on moorings.</p>

LHB MEETING – 18th September 2017

Agenda Item: 6

LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board
 Report on: Harbour Operations
 Report by: Harbour Master

Date: 4th September 2017

Commercial Activity

Pilotage/Commercial Shipping Trade

UMA Wharf

Jul 1
 Aug 0
 Sep 0 to date

Railway Wharf

Jul 1 Walcon Wizard
 Aug 0
 Sep 0

Leisure Trade

Town Quay

Jul 101
 Aug 140
 Sep 10 to date

Workboat Activity

Jul ERICA tow within river
 Aug ERICA 2 days' work on Rampion for Partrac
 Sep Recovery of yachjt SEA LADY from East Beach

Conservancy Duty

The LHB continues to operate an open port and un-interrupted pilotage service.

Survey

Bar	last conducted	6 th May 15
Town Quay	last conducted	10 th Feb 17
Complete Port survey (incl Bar)	last conducted	3 rd Jun 16

Maintenance

Dicker works.

Aids to Navigation

Goring Outfall buoy returned to station. Trinity House inspection took place 26 Jul 17. AYAC buoy not present.

Pilotage

A meeting of the Pilotage Sub-Committee took place on 4th Sept 17 regarding the effect of the lack of qualifying pilotage acts for LHB pilots and potential mitigating action to be taken before revalidation of pilots required. A number of actions were raised.

Local Notices to Mariners Published

07 of 2017 – Piling Barge Ops within Harbour	Issued	14 th Jul 17
08 of 2017 – Waterfront Festival	Issued	13 th Jul 17

Consents/Consultations

Section 43 Consents

Mackley Construction River Road sheet piling With HM

MMO/Trinity House Consultations

LHB application for Scrubbing Piles
OoA application for piling at NYB

Issued to LHB
Returned to MMO

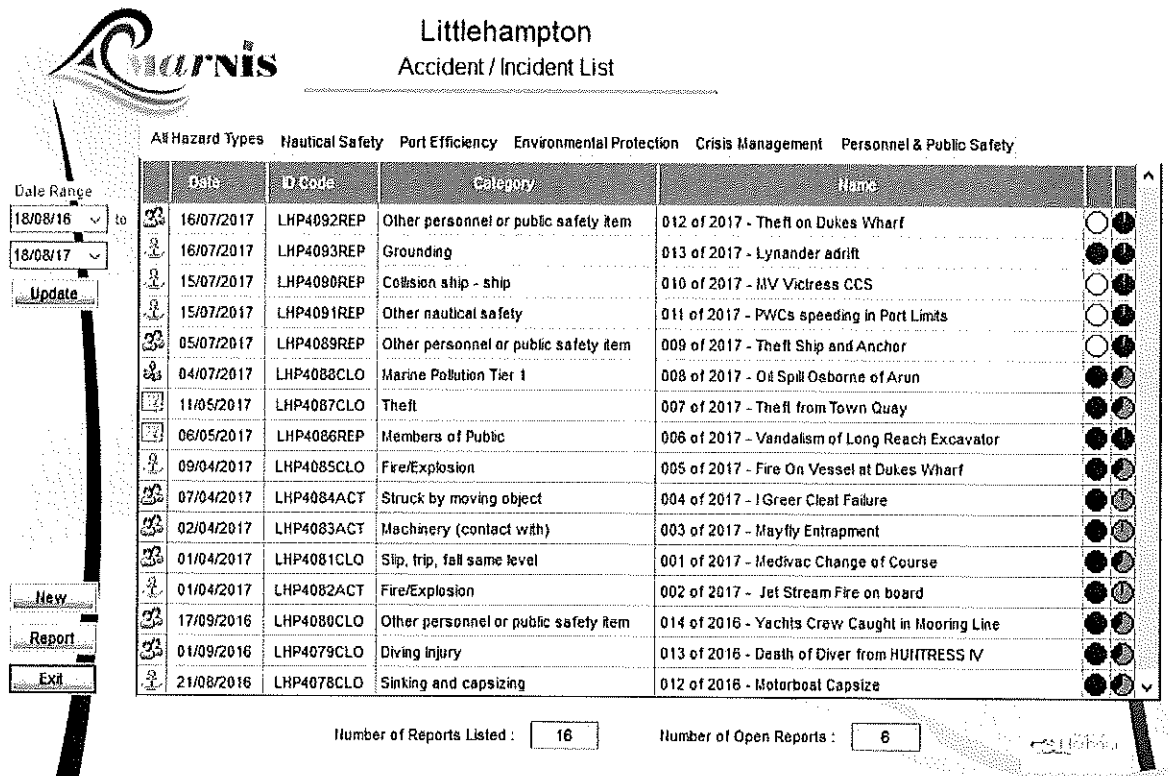
19th Jul 17
17th Aug

Environment

Oil spill at the Osborne Yard reported to EA and resolved by OoA. LHB incident ref 08 of 2017.

Safety

MarNIS Report



**Littlehampton
Accident / Incident List**

All Hazard Types Nautical Safety Port Efficiency Environmental Protection Crisis Management Personnel & Public Safety

Date	ID Code	Category	Name
16/07/2017	LHP4092REP	Other personnel or public safety item	012 of 2017 - Theft on Dukes Wharf
16/07/2017	LHP4093REP	Grounding	013 of 2017 - Lynander adrift
15/07/2017	LHP4090REP	Collision ship - ship	010 of 2017 - MV Victress CCS
15/07/2017	LHP4091REP	Other nautical safety	011 of 2017 - PWCs speeding in Port Limits
05/07/2017	LHP4089REP	Other personnel or public safety item	009 of 2017 - Theft Ship and Anchor
04/07/2017	LHP4088CLO	Marine Pollution Tier 1	008 of 2017 - Oil Spill Osborne of Arun
11/05/2017	LHP4087CLO	Theft	007 of 2017 - Theft from Town Quay
06/05/2017	LHP4086REP	Members of Public	006 of 2017 - Vandalism of Long Reach Excavator
09/04/2017	LHP4085CLO	Fire/Explosion	005 of 2017 - Fire On Vessel at Dukes Wharf
07/04/2017	LHP4084ACT	Struck by moving object	004 of 2017 - JGreer Cleal Failure
02/04/2017	LHP4083ACT	Machinery (contact with)	003 of 2017 - Mayfly Entrapment
01/04/2017	LHP4081CLO	Slip, trip, fall same level	001 of 2017 - Medivac Change of Course
01/04/2017	LHP4082ACT	Fire/Explosion	002 of 2017 - Jet Stream Fire on board
17/09/2016	LHP4080CLO	Other personnel or public safety item	014 of 2016 - Yachts Crew Caught in Mooring Line
01/09/2016	LHP4079CLO	Diving injury	013 of 2016 - Death of Diver from HUITRESS IV
21/08/2016	LHP4078CLO	Sinking and capsizing	012 of 2016 - Motorboat Capsize

Number of Reports Listed : 16 Number of Open Reports : 6

News and Activity on the River

Harbour Dues

451 plaques sold to 27th Aug 17. (For comparison: 25th Aug 16 - 444, 3rd Set 15 - 427, 27th Aug 14 - 476, 13th Aug 13 - 467.)

Waterfront Festival

The annual Waterfront Festival took place on Sunday 23rd July 17. Good deal of positive feedback received from the public and good amount of positive coverage in the Littlehampton Gazette.

Scrubbing Piles

Have now been installed. A set of Terms and Conditions for use have now been drafted and can be found at the annex to this report.

Recommendation

That the Board notes this report.

That the Board approve the Terms and Conditions of use for the scrubbing piles now installed at Bridge Hard including charges for use at £2.50 per tide (for vessels with annual HDs) booked with Harbour Office and £25 per tide for un-booked use and overstay.

Commercial Shipping

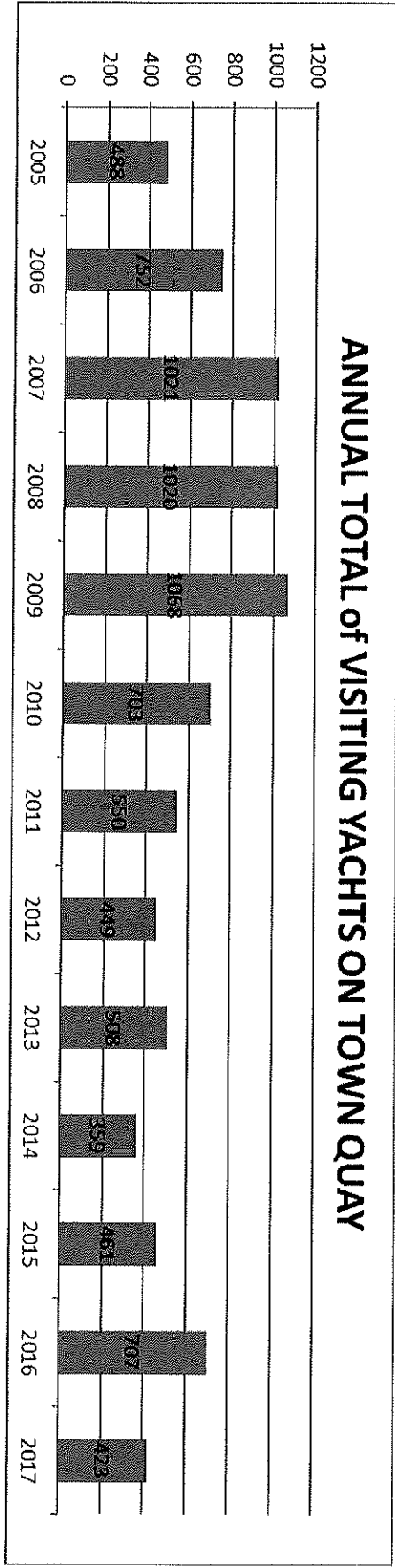
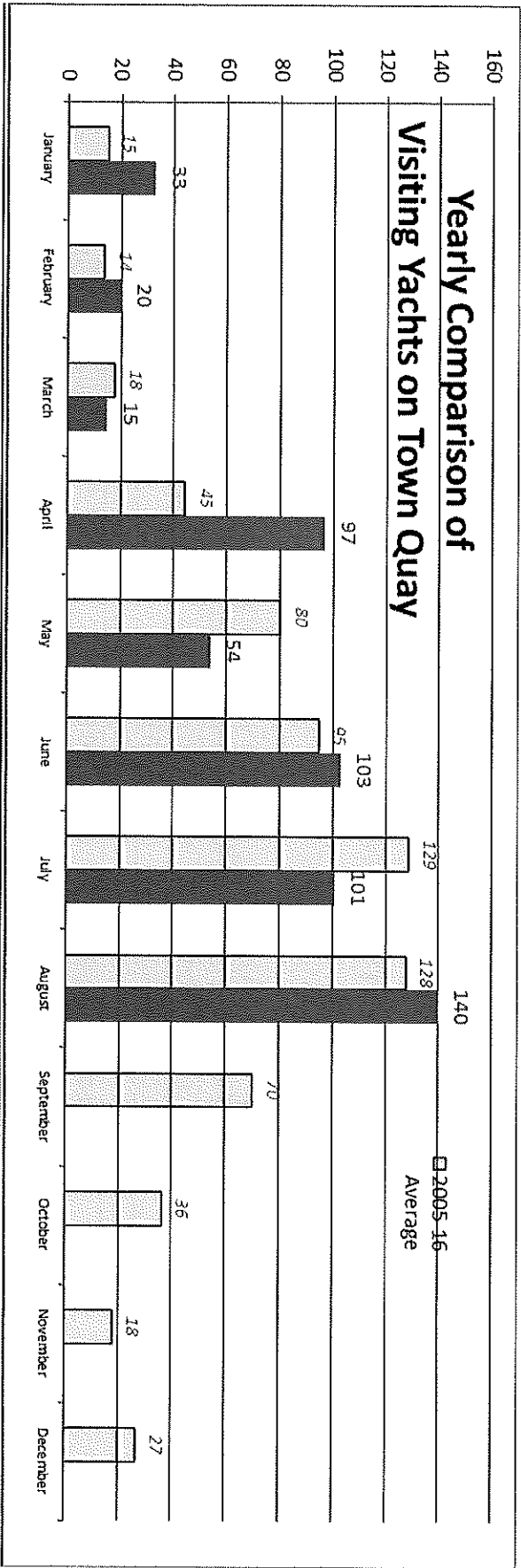
Totals for Financial Year 2017/18

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilot Boat and Mooring Service	Cargo Total	Pilotage and Hds Total	Total Commercial
		0.4912						
1	April	1512	742.69	1283.23	£511.12	1,283.23	1,984.41	3,267.64
1	May	1512	742.69	1280.85	£769.85	1,280.85	2,243.14	3,523.99
0	June	0	0.00	0.00	£0.00	0.00	0.00	0.00
1	July	1512	742.69	1148.71	£511.12	1,148.71	1,984.41	3,133.12
0	August	0	0.00	0.00	£0.00	0.00	0.00	0.00
	September		0.00	0.00	£0.00	0.00	0.00	0.00
	October		0.00	0.00	£0.00	0.00	0.00	0.00
	November		0.00	0.00	£0.00	0.00	0.00	0.00
	December		0.00	0.00	£0.00	0.00	0.00	0.00
	January		0.00	0.00	£0.00	0.00	0.00	0.00
	February		0.00	0.00	£0.00	0.00	0.00	0.00
	March		0.00	0.00	£0.00	0.00	0.00	0.00
3			£2,228.08	£3,712.79	£1,792.09	£3,712.79	£6,211.97	£9,924.76
Budget			£9,706.00	£17,757.00	£6,133.00	£17,757.00	£23,852.00	£41,609.00
Forecast			0	0	0	0	0	0
Variance			£7,477.92	14,044.21	£4,340.91	27,343.33	31,684.24	£31,684.24

Large Commercial Calls by Year



Leisure Visitors



Bridge Hard Scrubbing Piles

General:

Littlehampton Harbour Board operate a 10-pile scrubbing dock located on the eastern side of the channel south of the Red Footbridge. The dock must be booked and paid for in advance through the Harbour Office. The depth gauge on the piles indicates the actual depth of water at the site.

Littlehampton Harbour Board accept no responsibility for securing vessels, this is carried out by the Master/Skipper of the vessel and it is their responsibility to ensure that mooring arrangements are adequate for the task.

When choosing the appropriate tide on which to dock a vessel it is important to ensure that the following predicted tide allows sufficient clearance for the vessel to re-float.

Owners must provide their own fendering, lines and warps of sufficient strength to secure the vessel and a fit for purpose ladder for embark / disembarkation once aground.

When using the scrubbing dock, it is the owner's discretion to wear a lifejacket and it is recommended that Personal Protective Equipment such as, eye protection, gloves, overalls, face mask, protective footwear should be donned.

Facilities:

- 10 Piles, 2 rows of 5, giving 2m spacing and central width of 4.7m
- Water is available on site – provide own hose.
- Waste oil disposal facilities are available at the Harbour Workshop with prior consent
- Recycling facilities are available at the Harbour Workshop with prior consent

Use:

Secure your vessel correctly to the piles by making sure you have adequate fendering and securing lines fore and aft.

Use additional spring lines to make sure the vessel stays in position whilst the tide ebbs and floods.

Trim the vessel towards the piles so that its weight is leaning against the piles.

Monitor the vessel as it settles, adjusting lines as necessary.

Once aground, secure a fit for purpose ladder from your vessel to a level section of ground for embark / disembarkation.

Secure the vessel when unattended.

Advice when renewing your anti fouling.

Use environmentally sensitive cleaning products. Detergents containing phosphates can cause local oxygen depletion and could suffocate aquatic life.

Prevent antifoul scrapings, drips and spills from entering the water or nearby drains by placing a tarpaulin under the hull.

Dust from sanding paint and antifouling coatings is toxic. Use a dustless vacuum sander.

Only scrub off fouling and not residue paint. Be careful not to let old or new paint enter the water. Collect any scrapings in a tarpaulin and dispose ashore.

Take advice from a chandlery on the correct type of antifoul for your location and use, preferably with the lowest levels of biocides and copper suitable for your needs.

Use water-based paints where possible, or low VOC (Volatile Organic Compounds)

Consider using less damaging bottom paints, such as vinyl, silicone or Teflon or ultrasonic technologies.

Dispose of used brushes, rollers and trays and empty antifoul cans ashore.

STANDARD DISCLAIMER CLAUSE TO BE INSERTED

For more information visit www.thegreenblue.org.uk



Fees (including VAT)

Per low water on the Piles for vessels with current annual harbour dues	£2.50
Per low water on the Piles for vessels with no annual harbour dues	£12.50
Rental of 110v generator per low water	£15
Use of Waste Oil facilities	£2.50
Use of Recycling facilities	£2.50
Use of water facilities	£FOC



LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 7

Report on: Treasurer’s Report

Report by: Treasurer to the Board For the 18th of September Board Meeting

Income and Expense to the end of July 2017

Summary

With only four months of the financial year gone it is premature to draw any conclusions with regard to the outcome of the year based on our financial performance thus far. That said the signs are not encouraging, with income now lagging behind last year by £23,000, the shortfalls primarily arising from commercial shipping, (£6,320), and work boat income, (£19,465). In contrast operational expense in total matches last year at this point. Expenditure to date on the **multipurpose vessel** already exceeds the total year budget allocation by £2,657 and if in house labour is added this rises by a further £2,360. The budget allocated £1,000 for mechanical repairs and maintenance which in hindsight seems rather inadequate. What we have missed perhaps is the cost of the inevitable wear and tear on an asset that we have worked to a level well in excess of expectations.

	Actual to July £	Budget to July £	Budget Total Year £
Operational Income	215,066	226,640	366,943
Bank Interest	9	225	450
Operational expense	(160,789)	(167,418)	(405,400)
Loan repayments	(76,262)	(76,261)	(166,368)
Capital Expense	(0)	(0)	(0)
Precept Income	204,413	204,413	204,413
TOTAL	182,437	187,599	38

Operational income- at £215,066 was behind budget at this point by £11,574. **commercial shipping operations** are beginning to slip badly with a short fall at the end of July of £3,946. **Workboat** income to date also fell marginally below budget by £1,344. **Leisure income** was also short of budget by £8,576 Harbour Dues being the main contributor. Income only benefits from harbour dues when payment is received. The budget now seems somewhat optimistic in this regard as currently we are below this time year by only £1,200, despite two of our customers refusing to pay their pontoon dues, (£1,980), until the outcome of the pending court case is known.

Operating expense amounted to £160,789 under budget overall by £6,629 although this outcome hides a multitude of sins. That said at this stage in the year, forecasting trends on spending is extremely difficult. Variances of note were **Legal and Professional services** currently underspent by £5,166; however lease renewals, rent reviews and the pending court case will soon rectify that. **Navigational** up on budget by £4,052, timing related. **Boats and Vehicles**, Up on budget by £5,903, (fuel purchases for re sale £1,434 not budgeted, fuel for in house use £2,418, £585 over budget, ERICA total spend to date £4,753, £4,053 over budget and £2,657 over total year budget), **Rent and Rates**, below

budget by £5,864, (leased occupation of the former UMA site and revised rating charges). The Board are currently pursuing further rate refunds with respect to charges levied in past years on unoccupied storage land. **Insurance** premiums up by £3,383, (engineering inspection), **Training** currently below budget by £1,798 entirely timing related **Recoverable Costs** not budgeted; this is for material and hire charges recoverable from work boat contracts.

Comparison with last year

Income was £23,000 ahead this time last year, (workboat and commercial shipping income), whilst operating expenditure matches at this point which is rather worrying.

BACKGROUND PAPERS

Statement of Income and Expenditure to the end of July 2017

Income Analysis by source

C.C.Braby 29th August 2017

RECOMMENDATION: That the Board note this report

Income and Expenditure Statement to July 2017-18

	2017/18 Actual To end July £	2017/18 Budget To end July	2017/18 Budget Year £	This time Last Year £
Income				
Commercial Income	103,422	108,713	240,320	126,695
Leisure Income	109,083	117,659	125,823	109,494
Misc Income	2,561	268	800	2,313
Investment Income	9	225	450	82
Total Income	215,075	226,865	367,393	238,584
Expenses				
Employee Costs	82,122	82,779	246,339	73,545
Services to the Board	3,931	4,606	14,968	3,911
Legal and Professional Services	2,166	7,332	14,000	6,954
Repairs and Maintenance				
Premises	2,841	3,074	9,220	2,316
Moorings	1,537	334	1,000	528
Harbour Structures	120	4,622	13,869	1,802
Navigational	5,988	1,936	9,810	3,123
Boats and Vehicles	9,558	3,655	10,959	6,242
Equipment Hire	0	875	3,500	1,357
Administration				
Rent and Rates	5,775	11,639	12,451	11,313
Utilities	355	1,625	3,250	873
Printing, Postage and Stationery	1,677	1,117	4,700	2,075
Insurance	30,383	27,000	27,000	28,402
IT	5,292	6,433	9,101	6,155
Telephone	411	450	1,350	355
Training	668	2,466	7,398	693
Other Administrative	4,076	5,537	13,035	2,473
Recoverable costs	1,644	0	0	5,829
Bank and Credit Card Charges	2,245	1,938	3,450	1,810
Total Expenses	160,789	167,418	405,400	159,756
Loan and interest payments- PWLB	56,437	56,436	146,543	57,580
Loan and interest payments- WSCC	19,825	19,825	19,825	19,825
Capital	0	0	0	0
Total Expense	237,051	243,679	571,768	237,161
Precept	204,413	204,413	204,413	206,457
(Deficit)/Surplus	182,437	187,599	38	207,880

LITTLEHAMPTON HARBOUR BOARD
2017/18 Financial Year

		2017/18 Actual to July	2017/18 Budget to July	2017/18 Budget	This Time Last Year
INCOME	Description	£	£	£	£
Commercial Vessels	Harbour Dues	2,228	3,236	9,706	3,236
	Cargo Dues	3,713	5,920	17,757	6,296
	Pilotage Service	2,192	2,671	8,013	3,477
	Pilot Boat and Mooring Service	1,792	2,044	6,133	3,236
Commercial Shipping		9,925	13,871	41,609	16,245
Commercial Rents	Railway Wharf (Tarmac)	42,000	42,000	84,000	42,000
	UMA Wharf	10,500	10,500	21,000	7,988
	The Old Customs House	12,500	12,500	25,000	12,500
	Workshop	3,750	3,750	7,500	3,750
	Office Rent	3,588	3,588	7,175	3,588
		72,338	72,338	144,675	69,826
Footbridge	Footbridge WSCC	13,468	13,468	26,936	13,468
Work Boats		7,691	9,036	27,100	27,156
TOTAL COMMERCIAL INCOME		103,422	108,713	240,320	126,695
Leisure	Harbour Dues Leisure Craft	45,887	53,166	53,166	47,110
	Visitor Harbour Dues	3,065	3,368	5,050	2,667
	Commission Look and Sea	(95)	0	0	0
		48,857	56,534	58,216	49,777
Chargeable Services	Crane	0	1,168	3,500	1,540
	Labour	650	50	150	21
	Electricity Cards	369	52	150	118
	Office Services	0	0	0	0
	Supplies	0	17	50	0
	Fuel Sales	1,617	0	0	3,782
		2,636	1,287	3,850	5,461
Moorings & storage	Moorings	53,350	55,000	55,000	49,703
	Visitors Berths	3,542	3,838	5,757	3,271
	Boat Storage	698	1,000	3,000	1,282
		57,590	59,838	63,757	54,256
Income from Investments	Investment Interest	9	225	450	82
Misc Income		2,561	268	800	2,313
Grants		0	0	0	0
Asset Disposals		0	0	0	0
Loan WSCC		0	0	0	0
TOTAL INCOME		215,075	226,865	367,393	238,584

LITTLEHAMPTON HARBOUR BOARD

Report to: Pilotage Sub Committee
 Report on: Re Authorisation of LHB Pilots
 Report by: Harbour Master

Date: 18th August 2017

1. Context

1.1 The LHB has an obligation to provide an open port and to keep under review the requirement for pilotage. At present the Littlehampton Pilotage Directions state at para 5.4.4 that *“An initial certificate will remain in force for a period not exceeding two years. Qualification for renewal of a full licence will require the holder to demonstrate a continuing sound knowledge as required above and to have completed at least twelve acts of Pilotage in each of the preceding two years. This may include Pilotage on training exercises organised by the Board.”*

1.2 There are presently 3 authorised Littlehampton Pilots. This calendar year 7 commercial ships have called at the Tarmac wharves and it is highly unlikely we will now reach the minimum 18 required to re-authorise all pilots. (6 ships each providing 2 acts for a pilot.)

1.3 It is worth noting that responsibility for pilotage would remain regardless of whether Tarmac continued to bring in larger vessels. Workboats and even some pleasure craft fall into the current pilotage regulations exceeding 60GT. While Tarmac is the primary beneficiary of the service, responsibility for number of acts cannot directly be said to be a result of Tarmac’s operations alone.

Name	Vessel to/from Tarmac	Canx. Vessel for Tarmac	Other (incl. barges and workboats)	Total
John Jones	4			4
Billy Johnson	5	1	1	7
Lee Harrison	5	1	1	7

2. Discussion

2.1 It would be prudent at this point for the Pilotage Sub Committee to consider a number of options.

- I) Are 3 Pilots necessary? Can headcount be reduced?
- II) Are 12 acts necessary? Can a change be made to the LHB Pilotage Directions?
- III) Could some mitigation training be provided for pilots not reaching the minimum number of acts?

3. Potential Mitigation Training

3.1 Tripping at other ports

3.2 Use of Pilot Boat for training runs

3.3 Hire of commercial vessel for pilotage runs

3.4 Simulator Training

3.5 Manned model course

4. Budgetary Impacts

4.1 It will be necessary to pass any recommendations involving a cost to the Treasurer to be included in this year's budget process. In line with the Pilotage Directions para 3.3, *"The Littlehampton Harbour CHA will endeavour to recover costs in the provision of the Pilotage service from those who directly use the service."* To that end some early engagement with Tarmac may also be prudent if there is likely to be an impact on published pilotage charges.

5. Recommendations and Actions from the meeting held on 4 September 2017 to be reported at the meeting